Old Park Primary School & Nursery

Medication and First Aid Policy

Reviewed: **October 2026**
Next Planned Review: **October 2027**
Person responsible: **J Foster and K Ryder**

Introduction

There are an increasing number of children attending mainstream schools and nursery with medical conditions. Schools and Nurseries, acting in *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school and Nursery will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Management and Organisation

When medicines are to be administered in school/nursery it is essential that safe procedures are established which are acceptable to appropriate staff involved. It is essential that clear written instructions are supplied by parents/carers when requesting that medication be administered to their child. Parents/carers should always complete a request for medicine to be administered in schools form available from the office (appendix 1).

Medication **must** be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the office for reference by staff involved.

In cases where the child's medical needs may be greater than those of their peers, the headteacher may request that an individual healthcare plan be prepared if applicable by a school nurse. In such cases, consultations on the plan will include the school, nursery, health service practitioners (i.e. school nurse) and the parents/carers. This will also clarify the extent of responsibility taken by the school/nursery.

The Headteacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils i.e. teaching assistants, class teachers and office staff, should be advised of the correct procedure for each pupil by Miss Ryder or the headteacher, who can if needed liaise with parents/carers. It is the responsibility of the headteacher to ensure that new members of staff receive appropriate training.

Parents/carers and staff should be kept informed of the school/nursery arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures. A record should be kept of all the medicines and drugs administered by the members of staff responsible i.e. in the class short term medication book. All medication administered must be recorded and witnessed by members of staff.

Advice on medication

Children recovering from a short-term illness/infection who are clearly unwell should not be in school/nursery and the headteacher can request that parents or carers keep the pupil at home if necessary.

If the parent or carer requests that the school/nursery administer medication (prescribed and nonprescribed), the headteacher will allow this on the condition that the school/ nursery permission to dispense medication form is completed and signed by the parent/carer. If the instructions have not been given in writing, it will not be possible for the school/nursery to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent/carer to obtain verbal consent. A record will be kept in the medicine record book.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc pupils may need to take prescribed drugs or medicines on a regular basis during school/nursery hours in order to lead a normal life within a mainstream school/nursery setting. In exceptional circumstances trained members of staff may administer drugs by injection. This will only be done on the advice of a medical professional.

School and Nursery Trips

It is the part of the inclusion policy of the school/nursery that all pupils should be encouraged to take part in school/nursery trips wherever safety permits. It may be that the school/nursery would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parent/carer) may need to accompany visits where a difficult situation might arise.

Taking Medication on School/Nursery Trips

It may be necessary to take medication for pupils on a school/nursery trip, i.e. epipen, inhalers or epilepsy emergency medication. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication **must** be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

Inhalers for Asthma

The headteacher has agreed that when appropriate, pupils in year 6 are encouraged to take responsibility for their own inhalers. Spare, individually named inhalers can be kept in the classroom but parents/carers should complete the school's/nursery's permission to dispense form.

It is the responsibility of the parent/carer to ensure that the inhalers are renewed, and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.

In the case of pupils in early years and key stage 1 the school/nursey can supervise the child using the inhaler. The inhaler should be given to the class teacher to be kept in the classroom and written instructions given. As before, all inhalers should be regularly renewed and collected at the end of the school year.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school/nursery, but it may also be essential that the full course of medication should be completed. In this case, the headteacher is willing for staff to administer the antibiotics supplied by the parent or carer. A permission to dispense form should always be completed giving full instructions for administration of the medicine.

It is the responsibility of the parent/carer to ensure that the medication is collected each day and is not out of date.

Diabetes

The school/nursery will monitor pupils with diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes **must not** be left unattended if feeling unwell or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents/carers from the child's GP or paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school/nursery day. As with all other medicines a form should be completed giving clear instructions to staff at the school/nursery. A record of all doses administered will be kept.

Unusual Medications

In the case of unusual, prescribed medicine, this will be at the discretion of the headteacher and governors. In all cases, proper training will be provided by the Child Health service and parents/carers will need to complete a medication form accepting responsibility.

In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Nut Allergies/Anaphylaxis Procedures

Medication for the treatment of nut allergies will be kept in easily identifiable containers in the individual classrooms. Each container should be clearly labelled with the child's name and class.

Old Park has an emergency epi-pen on site which is located within the main office.

Please see our allergy policy for further information.

Sickness and Diarrhoea

In line with guidance from the Health Protection Agency on controlling infection, we ask that pupils do not attend school or nursery till 48 hours have elapsed from last episode of Vomiting and diarrhoea. If your child has only vomited once they are able to return after 24 hours.

Emergency Procedures

In the case of emergency, the school/nursery will call an ambulance and contact the parents/carers. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Under normal circumstances staff should not take children to hospital in their own cars - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives. In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the headteacher and governors of the school. However, ultimate responsibility remains with the parents/carers.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the secure medication draws in the first aid room or the first aid fridge (depending on prescriber's instructions.) The key to the medication draws and first aid fridge will be kept in the wall cabinet in the first aid room.

Epipens and Inhalers should be readily available in their classrooms in accordance with the recommendation of their care plan.

Disposal of Medicines

Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal.

Summary of Procedure to Dispense Medication

- Permission to dispense medication form **must** be completed by the parent/carer.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- Recommended/prescribed dose will **not** be exceeded without written permission from a medical professional.
- All medication given must be recorded and witnessed in the medication record book which is kept in each classroom.
- It will be the parent/carers responsibility to collect medication at the end of each school/nursey day where necessary.
- Medication being taken out of school/nursey on trips or visits must be logged in and out with the school/nursey office and be the responsibility of a member of staff at all times.

First Aid

- The school has many staff who are first aid trained and this includes pediatric first aid within our early years setting. The school ensures that all first aid qualifications are renewed when needed and it is up to the individual member of staff if they will to undertake their first aid training.

- Old Park has met the government's commitment of every school having on site an automated external defibrillator (AED).

- Parents/carers will be informed of any serious accident or injuries involving their child and advised seeking medical advice where appropriate.

- Any incidents resulting in pupils receiving first aid are recorded on **Medical Tracker**, which will then notify parents/carers via email of the incident and the treatment given. If staff are unable to use Medical Tracker due to internet or technology issues pupils will be given a slip to take home to parents/carers with the same information.

- Any first aid incidents due to a bump to the head will also result in a phone call home as well as the Medical Tracker notification.

Linked policies

1. Allergy policy
2. Healthy eating policy

Appendix 1: Request for medicine to be administered in school.

PARENTAL REQUEST FOR MEDICINE TO BE ADMINISTERED IN SCHOOLS
(Please read the notes on the reverse of this form carefully)

DETAILS OF PUPIL (Capitals please)						
Name		Date of Birth			Class	
DOCTORS DETAILS						
Doctors Name		Medical Practice/Surgery		Telephone Number		

Has the medication been prescribed by a doctor or bought from a pharmacy? (*Please tick*)	Prescribed	Pharmacy

State nature of condition or illness (e.g. Asthma; Diabetes; Epilepsy; Cystic Fibrosis; Anaphylaxis; Recovery from? Illness etc):

MEDICATION			
Name of medication (give full details given on the container label issued by the pharmacist):			
Type of Medication (e.g. tablets, mixture, inhaler, EpiPen, Pricker Pen, other please specify):			
Start date:	End date:		
Date Dispensed:	Dosage:		
Times to be taken in school (precise time or before eating etc):	Is precise timing critical: (*Please tick)*	Yes	No
The medication needs to be administered by a member of staff: *(Please tick)*	Yes	No	
My child is capable of administering the medication him/herself under supervision of a member of staff	Yes	No	
ADDITIONAL INFORMATION			
Precautions or Side Effects (e.g. any possible interactions with other medications i.e. paracetamol):			

I understand that teachers have no obligation to give or supervise the administration of medicines at school. However, I request that the medication named be administered by a member of school staff, who may not have had any first aid or medical training. The school, the Headteacher and staff of the school accept no responsibility for any injury, death or damage suffered by a pupil as a result of the administration of medicine mentioned on this form, other than injury, death or damage which arises because the school or any members of its staff have been negligent. If you are in doubt about how this medicine is to be given you must seek the advice of your child's doctor before completing this form. I shall arrange to collect and dispose of any unused, expired medicine at the end of each term.

Parent/carer Print name: ……..

Parent/carer signature: …… Date: D D M M Y Y Y Y

Notes

1. The school will consider each request on its merits. Where it is practicable the school may well prefer parents to come into school at appropriate times to administer the medicine themselves or make arrangements at break or lunchtime for the pupil to go home to receive the medication.

2. The school may refuse to undertake administration where this is seen to be the reasonable decision in the best interests of the school e.g. in such cases where timings of dosage is critical and crucial to the health of the pupil and cannot be guaranteed: where specific technical or medical knowledge and/or training is required: where administration would make unacceptable intimate contact with the pupil necessary.

3. The school will not agree to administer any medication in school without a written request, using this form, having first been made.

4. The school will not agree to administer any medicine in school that is not essential to be administered during the course of the school day. (If it is acceptable for doses to be given before and after school the school should not be being asked to administer during the school day).

5. All requests will need to be discussed fully with the head or other authorised member of staff before any medicines are sent into school.

6. Any prescribed medicine must be supplied to the school in the original container labelled by the pharmacist with the name of the medicine, full instructions for use and the name of the pupil. Any non-prescribed medicine bought by the family should be in the original container bearing the manufactures instruction/guidelines. The school may refuse to administer any medicines supplied in inappropriate containers.

7. For pupils on long-term medication the request form should be renewed by the parent/carer when required by the school and in any event at the beginning of each new school year.

8. Parents are responsible for notifying the school immediately in writing of any subsequent changes in medicines or doses.

9. Parents are responsible for notifying the school immediately the doctor has stopped the medication.

10. Parents are responsible for collecting and disposing of any unused or expired medicine at the end of each term.

11. A record will be kept by the school of all medicines administered and when in respect of each pupil for whom it has agreed to administer medicines.

12. Where they feel it to be necessary the school reserves the right to ask parents to supply a doctor's note to support/confirm the information given on the request form.

13. You may find it necessary to seek your doctors help in completing this form.

Appendix 2: Accident/incident form (used in the event of Medical Tracker being unavailable)

Old Park Primary School
Brunel Road
Malinslee
Telford
TF3 2BF
Email: oldparkprimary@telford.gov.uk
☎ 01952 387250 Fax 01952 387260
Headteacher Mr James Foster

Date:

Dear Parent/Carer

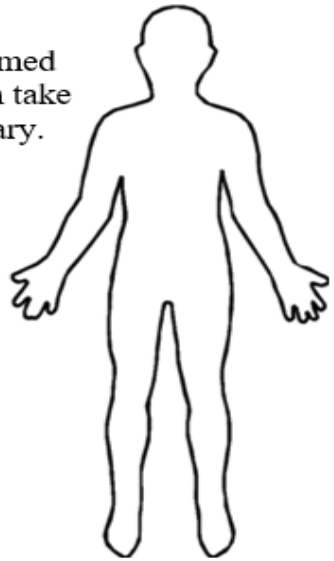
Your child _____ had an accident/ incident at school today and bumped her/his _____.

It is school's policy to keep you informed of an incident like this so that you can take medical advice if you think it necessary.

The accident/incident occurred at approx. _____.

Yours faithfully

Mr Foster
Headteacher



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Date:

Dear Parent/Carer

Your child _____ had an accident/ incident at school today and bumped her/his _____.

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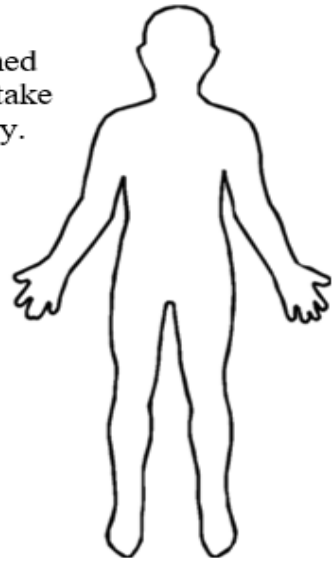
The accident/incident occurred at approx. _____.

Yours faithfully

Mr Foster
Headteacher



Appendix 3: Head injury advice letter (used in the event of Medical Tracker being unavailable)

HEAD INJURY – Advice

Should you experience one or more of the following symptoms in the next 48 hours, you should, as soon as possible:

(a) Contact your own Doctor

Or

(b) Go to an Accident or Emergency Department. Princess Royal Hospital, Apley Castle, Leegomery. TF6 6TF

Symptoms

(1) Severe headache, not relieved by paracetamol.

(2) Double vision

(3) Vomiting

(4) Excessive drowsiness

(5) Fainting or unconsciousness

(6) Giddiness or unsteadiness

HEAD INJURY – Advice

Should you experience one or more of the following symptoms in the next 48 hours, you should, as soon as possible:

(c) Contact your own Doctor

Or

(d) Go to an Accident or Emergency Department. Princess Royal Hospital, Apley Castle, Leegomery. TF6 6TF

Symptoms

(1) Severe headache, not relieved by paracetamol.

(2) Double vision

(3) Vomiting

(4) Excessive drowsiness

(5) Fainting or unconsciousness

(6) Giddiness or unsteadiness