



TEALBY SCHOOL
Aspire | Educate | Achieve

Medicines in School Policy

Next Review Date: March 2025

Medicines Policy



TEALBY SCHOOL

Aspire | Believe | Achieve

Aims

To support individual children with medical needs to achieve regular attendance To reduce cross-infection risk between children, to increase whole school attendance to ensure that medicines given at school are stored and administered safely

Parents/carers should not send their child to school if they are unwell. A list of common childhood illnesses and recommended exclusion timescales is appended to this policy for guidance.

Administering Medicines

No child under 16 should be given medicines without their parents' written consent.

Non-Prescribed Medicines

The school will not be able to store or give medicines that have not been prescribed to a child e.g. Calpol, Piriton, or cough medicine, unless there is specific prior written permission from the parents. (see Request for school to administer medication form – school office)

Where possible, parents/carers should make arrangements to come into school if they wish to give their child these medicines.

Prescribed Medicines

If medicines are prescribed up to 3 times per day, the expectation is that parents/carers will give these medicines outside of school hours.

If medicines are prescribed 4 times a day, **only non-penicillin medications can be administered by staff**. Parents/carers must make arrangements to come into school to administer penicillin medicines themselves. – this will be away from the school building. Written permission will be obtained from parents/carers for the medicine to be administered at school by a named staff member. All medicines administered in school will be recorded on the 'Medicines Administered' sheet and signed by two staff members. Records will be kept in the school office.

NB – Under no circumstances can penicillin be brought onto the premises because there are staff and children who are allergic. Parents must administer all penicillin/antibiotics themselves.



TEALBY SCHOOL

Aspire | Believe | Achieve

If the school agrees to assist parents/carers by administering a medicine to their child on a temporary basis, the medicine must be provided in its original container and must have been dispensed by a pharmacist with:

- ☐ Name of child
- ☐ Name of medicine
- ☐ Dose
- ☐ Method of administration
- ☐ Time/frequency of administration
- ☐ Any side effects
- ☐ Expiry date

The form 'Request for school to administer medication' should be completed in the school office.

If in doubt, staff should not administer medicines, but check with the parents or a health professional before taking further action.

The school provides blank medicines record forms and staff must complete and two staff sign one of these forms if they have administered a dose on the parent's/carer's behalf. This demonstrates that staff have exercised a duty of care.

Longer Term Needs

Where a child has a long term medical need, a written health care plan will be drawn up with the parents/carers and health professionals. In this case, school staff will assist with all medicines that are included in the health care plan.

Self-Management

Children are encouraged to take responsibility for their own medicine from an early age in some instances e.g. asthma inhalers. Parents/carers must still complete a medicine record form, noting that the child will self-administer and sign the form. The school will store the medicine appropriately e.g. in the office cupboard.

Refusing Medicine

If a child refuses to take medicine as agreed with the parent/carer, the parent/carer will be informed the same day.

Educational Visits

We encourage children with medical needs to participate in safely managed visits. This will include a risk assessment for such children. All staff supervising a visit should be aware of any medical needs of children in their group. There is always a trained First Aider on school visits.



TEALBY SCHOOL

Aspire | Belong | Achieve

For residential visits, the parental consent form will be completed and signed by parents. If a child becomes ill on a residential visit, then the teacher leading the trip should seek medical advice. Parents should be informed and, if necessary, the children should be collected from that location.

Storage and Disposal of Medicine

The school will store medicine in a locked cabinet, or staffroom fridge, as necessary. Medicines that have not been collected by the end of each term will be safely disposed of.

Expiry dates – Staff will check and record medicine expiry dates on receipt of any medicines to be kept in school and will recheck at the end of each term, informing parents if medicines expiry dates are reached. It is the parents' responsibility to ensure that an in date supply of any required medicine is supplied to the school.

Asthma inhalers are labelled and kept in the locked First Aid Cabinet in the school office. The inhalers for each class are kept in a separate bag (all individually labelled as per school policy) and all the bags are kept in a basket together.

The staff member on duty at playtimes, when playtime is on the school field, will take the basket of inhalers over to the field with them and return it to the school office at the end of the playtime.

When doing PE in the village hall, school field or at another school, the class teacher will take the class bag of inhalers with them and return to the school office on return to school.

On school trips, whether day trips or residential, the leader of the trip will collect the inhalers for the relevant classes and return to the school office at the end of the trip.

Emergency Treatment and Medicine Administration

In an emergency, the school will call for medical assistance and the parent/carer or named emergency contact will be notified. The Governing Body will support any member of staff who assists with medicine in a reasonable good faith attempt to prevent or manage an emergency situation, regardless of outcome.

School First Aiders for 2024/2025 are:

Full current Paediatric First Aid training – Helen Adams, Louise Percy, Janette Nicholls. Emergency Paediatric First Aid – Chloe Brown and John Brown.

All remaining staff are basic first aid trained.

Zoe Humberstone

March 2024



TEALBY SCHOOL

Aspire | Belong | Achieve

School Illness Guidelines

Chickenpox	Until blisters have all crusted over or skin healed, usually 5-7 days from onset of rash
Conjunctivitis	Parents/carers to administer relevant creams. Stay off school if unwell.
Nausea	Nausea without vomiting. Return to school 24 hours after last felt nauseous.
Diarrhoea and/or vomiting	Excluded for 48 hours after last bout – 24 hours after last bout + 24 hours' recovery time. Please check your child understands why they need to wash and dry hands frequently.
German measles/rubella	Return to school 5 days after rash appears but advise school immediately in case of a pregnant staff member.
Hand, foot and mouth disease	Until all blisters have crusted over. No exclusion from school if they only have white spots. If there is an outbreak, the school will contact the Health Protection Unit
Headlice	No exclusion, but please wet comb thoroughly for first treatment, and then every three days for the next two weeks to remove all lice
Cold sores	Only exclude if unwell. Encourage handwashing to reduce viral spread
Impetigo	Until treated for 2 days and sores have crusted over
Measles	For 5 days after rash appears
Mumps	For 5 days after swelling appears
Ringworm	Until treatment has commenced



Scabies

TEALBY SCHOOL
Aspire | Educate | Achieve

Return to school once first treatment has been given. Itchiness may continue for 3-4 weeks. All members of household and those in close contact should receive treatment

Scarletina

For 5 days until rash has disappeared or 5 days of antibiotic course has been completed

Slapped cheek	No exclusion – infectious before rash appears
Threadworms	No exclusion – encourage handwashing and nail scrubbing
Whooping Cough	Until 5 days of antibiotics have been given. If mild form and no antibiotics, exclude for 21 days
Antibiotics	First dose must be given at home and following doses must be given by parent/carer
Viral infections	Exclude until child is well and temperature is normal