



## **Medicines in School Protocol - September 2025**

The LA policy is that non prescribed medicines should not be given in school. However there have been times when children have brought sachets of paracetamol to school without staff knowing which is unacceptable, and therefore we have decided to draw up a protocol for staff.

### **First Aid**

Staff have completed Emergency Paediatric First Aid training. (January 2025)

Full Paediatric First Aid is held by Gaynor Baker, Sarah Perrott, Sam Welsby and Jo Veale

In school we are permitted to use antiseptic wipes and wet paper towels not cotton wool. Cathy Smith(Tredington) and Sarah Perrott (Newbold) are responsible for stocking first aid supplies, which are ordered through the office.

We check with children that their parents use plasters on them at home but also have a list of children who have allergies including plasters which is kept in the staff room and updated annually by office staff.

A list of children who we know are allergic to plasters is also kept at the front of the accident book where all accidents are logged.

The allergy list is updated annually by office staff through the census forms which request medical information.

If a child has any injury on the head a head injuries form is sent home and children are given a wrist band and the parents are informed by a phone call during the day and at the end of the school day at Newbold.

### **Administering prescribed medication**

**Schools are not required to administer any medication and staff do not have to agree to do so.**

Most medication does not need to be given at school. However, if medication needs to be administered in school, parents must complete a medical request form.

This completed form is then kept in the staff room with the medication and staff should put the date and time that the medication is administered. Wherever possible this should be countersigned by another member of staff.

Guidance received from medical professionals indicates that antibiotics given four times a day may need to be administered in school.

Parents are responsible for collecting the medication at the end of the day.

### **Epipens and inhalers**

These are kept in the classroom to allow for easy access and handy for trips. If a child uses an inhaler during the day it needs to be logged in their homework diary.

Office staff will check expiry dates at the beginning of each academic year and advise parents.

### **Sick children**

Children who are unwell should not be in school and if a child became unwell during the day the school will phone the parents to ask them to take them home. It is very important that we have phone numbers for other members of the family or friends should we be unable to contact the parents.

## Emergency Medication

However, there are children who get headaches or become unwell on a school trip or become unwell during the day and parents cannot collect them quickly.

For this purpose we have a small supply of paracetamol in school that we would be able to administer if absolutely necessary as a last resort if parents cannot make alternative arrangements, in order to give relief to the child.

For this we need to have telephone permission from the parents.

Parents also need to complete an Administration of Medication Retrospective Permission Form at the end of the day to authorise permission.

The school is not responsible for any side effects of any medication.

If medication is given it must be written up in the medication book which is kept next to the paracetamol in the office cupboard, with child's name, date, time, amount given, the name of parent who agreed and signed and counter signed if possible by another person who overheard the conversation. Staff must check that medication is in date.



ADMINISTRATION OF MEDICATION

**The school will not give your child medication unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.**

DETAILS OF PUPIL

Name.....Class.....

Condition of Illness.....

MEDICATION

**ANY PRESCRIBED MEDICINE MUST BE SUPPLIED TO THE SCHOOL IN A CONTAINER CLEARLY LABELLED WITH THE NAME OF THE MEDICINE, FULL INSTRUCTIONS FOR USE AND NAME OF THE PUPIL. ALL MEDICINE SHOULD BE IN THE ORIGINAL CONTAINER BEARING THE MANUFACTURER'S INSTRUCTIONS/GUIDELINES. THE SCHOOL MAY REFUSE TO ADMINISTER ANY MEDICINES SUPPLIED IF INAPPROPRIATE CONTAINERS. THE SCHOOL TAKE NO RESPONSIBILITY FOR ANY SIDE EFFECTS OF MEDICATION.**

NAME/TYPE OF MEDICATION (AS DESCRIBED ON CONTAINER).....  
.....

FOR HOW LONG WILL YOUR CHILD TAKE THIS MEDICATION?.....

**FULL DIRECTION FOR USE**

DOSAGE & METHOD.....

TIMING.....

SPECIAL PRECAUTIONS (E.G STORAGE).....

SIDE EFFECTS.....

CAN YOUR CHILD ADMINISTER THE MEDICATION (WITH SUPERVISION OF A TEACHER)?.....

PROCEDURES TO TAKE IN AN EMERGENCY.....

**I UNDERSTAND THAT I MUST EITHER DELIVER THE MEDICINE PERSONALLY OR HAVE TELEPHONED THE SCHOOL AND DISCUSSED THE MEDICATION WITH A MEMBER OF STAFF AND I ACCEPT THAT THIS IS A SERVICE WHICH THE SCHOOL IS NOT OBLIGED TO UNDERTAKE. I AM RESPONSIBLE FOR THE COLLECTION OF THE MEDICATION AT THE END OF EACH DAY.**

SIGNATURE.....NAME (PRINT).....

DATE.....RELATIONSHIP TO PUPIL.....

CONTACT NUMBER.....