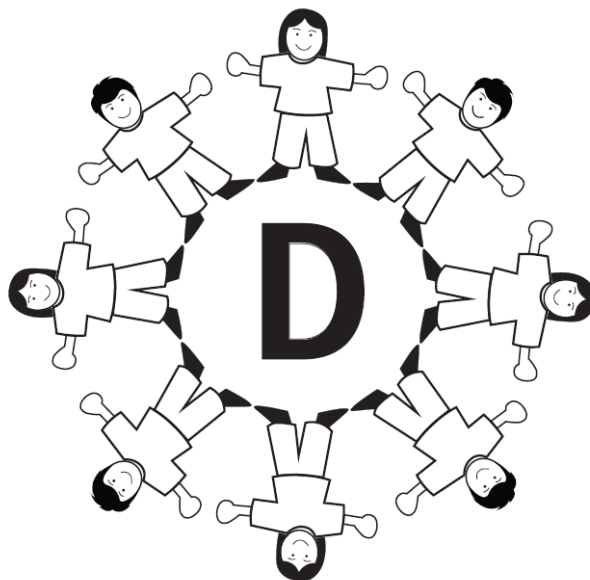


# Dalestorth Primary and Nursery School



## School Medicine Policy September 2025



## Medicine Policy

Head Teacher Signature:	C Robertson
Date Adopted:	Sept 2023
Review Date:	Sept 2026

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## Policy Statement

Dalestorth Primary and Nursery is an inclusive community that aims to support and welcome pupils with medical conditions.

We aim to provide all pupils with medical conditions the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

We ensure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Such medical conditions identified under the Children and Families Act 2014 are:

- Asthma
- Cancer
- Diabetes
- Epilepsy

Dalestorth Primary understands the importance of medication being taken as prescribed.

Staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. This has been revised within the Children and Families Act 2014 and follows all legal requirements.

The parent / carer should not send a child to school if they are unwell **Dalestorth Primary School and Nursery** is not an extension of Accident and Emergency. If your child sustains an injury it is your duty of care to ensure you take your child to their local Accident and Emergency or GP. We can only deal with first aid issues that occur on site.

Where a child has a long-term medical need a written care plan will be drawn up with the parent / carer and health professionals.

The parent / carer must inform Dalestorth Primary School and Nursery about any particular needs before a child is admitted or when a child first develops a medical need. A care plan will be drawn up.

The [National Curriculum in England: Framework for Key Stages 1 to 4](#) emphasises the importance of providing effective learning opportunities for all pupils within the section on inclusion.

## Responsibilities

### Parents and Carers

If the school staff agree to administer medication on short term or occasional basis, the parent / carer are required to complete a consent form. **Verbal instructions will not be accepted.**

For administration of emergency medication, a care plan must be completed by the parent / carer in conjunction with school nurse and/or school staff. Minor changes to the care plan can be made if signed and dated by the parent / carer. If however, changes are major, a new care plan must be completed. Care plans should be reviewed annually (as a minimum). Copies are to be kept in the child's classroom and in the medical file in the school office. Electronic copies are kept centrally in the school server.

The parent / carer needs to ensure there is sufficient medication and that the medication is in date. The parent / carer must replace the supply of medication at the request of relevant school/health professional. Medication should be provided in an original container with the following, clearly shown on the label:

- Child's name and date of birth
- Name and strength of medication
- Dose
- Expiry dates whenever possible
- Dispensing date/pharmacist details

### School Staff

Some teaching unions advise school staff not to administer medication to pupils, the unions also accept that sometimes it is done; if so they advise that the teacher has access to information and training that that appropriate insurance is in place. Regular training relating to emergency medication and relevant medical conditions is undertaken by the staff members who will be responsible for the administering of such medicines.

Each request should be considered on individual merit and school staff have the right to refuse to be involved. It is important that school staff who agree to administer medication understand the basic principles and legal liabilities involved and have confidence in dealing with any emergency situations that may arise. Regular training relating to emergency medication and relevant medical conditions should be undertaken.

The nominated staff members must ensure they complete the written record every time medicine is administered. Failure to record this, is a failure in our care of duty to the child. We have stringent recording policies for the administering of any medicines, including inhalers and insulin, and these are completed by all staff.

### **Emergency procedures**

In the case of a medical emergency involving a child with a healthcare plan, the plan is to be taken to the hospital and given to the medical staff to ensure they are provided with the correct information they require.

In the instance of an ambulance being required, there is a 999 Emergency Contact Form located on the Office notice board. This contains all information which will be required by the emergency services.

A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Staff should never take children to hospital in their own car; it is safer to call an ambulance. In certain cases though, this is overridden by specific details given, by parents, in individual healthcare plans.

Individual health care plans should include instructions as to how to manage a child in an emergency, and identify who is responsible in such a case.

### **Care Plans**

The care plan should be completed by the parent / carer, designated school staff who have volunteered and/or school nurse. It should include the following information;

- Details of a child's condition
- Special requirements e.g. dietary needs, pre-activity precautions and any side effects of the medication
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role the staff can play

### **Staff Training**

When training is delivered to school staff, the school must ensure that a training record is completed for inclusion in health and safety records. This will be primarily appropriate for the use of EpiPens (for allergies), although other conditions / procedures may also be included from time to time. This is for both insurance and audit purposes.

Staff should be taught when administering medicines –

1. To check the consent from parents
2. Check the prescribed dosage
3. Administer the prescribed amount
4. Record the giving of medicine (with the date and time) and then have this witnessed and signed.

## Storage

When items need to be available for emergency use, e.g. asthma pumps and EpiPens, they may be kept in the room the child is taught in. All classrooms have specific asthma inhaler signs to show all staff where inhalers are kept in each room. The children names are also added to this label, to ensure any cover staff are aware of children who may need inhalers. Epi-pens are also kept here, and a second in the dining room. If a child only has one epi-pen in school, this is kept in the dining room, inside the Lunch Supervisors cupboard. It is not necessary for a locked cupboard to be used, but such items should be easily available for the use of pupils and/or staff.

We only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage

We never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

When prescription items are held by the school for administration by school staff they should be stored in a fixed lockable cupboard/cabinet, with restricted access to keys.

## Class 1 and 2 Drugs

When Class 1 and 2 drugs (primarily "Ritalin" prescribed for Attention Deficit Syndrome) are kept on the school premises, a written stock record is also required in order to comply with the Misuse of Drugs Act legislation. This should detail the quantities kept and administered, taken and returned on any educational visit and returned to the parent / carer, e.g. at the end of term. These drugs should be kept in a locked cabinet within a room with restricted access (staff only). At Dalestorth we log how many tablets are received when a new supply is sent to school and then record when medication has been given daily.

## Antibiotics

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

If medicines are prescribed 4 times a day, the school strongly encourages parents or carers to make arrangements to come into school to administer these medicines themselves. Parents and carers will definitely be required to administer the first dose of any prescription antibiotics.

***Please consider whether a child is well enough to be at school if they require medicine 4 times a day.***

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. We will only accept prescribed medicines that are in date, labelled and provided in the original container as dispensed by the pharmacist and include instructions for administration regarding dosage and storage. Parents must seek approval from the Head either by emailing or telephoning the school office, and then complete a Medicine Administration Form (available from the school website or hard copies from the school office).

### **Storage of Medicines:**

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. If the school agrees to assist parents and carers to administer 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 and must have a label showing:

- Name of child.
- Name of medicine.
- Dose.
- Method of administration.
- Time/frequency of administration.

The instruction leaflet with prescribed medicines should show:

- Any side effects.
- Expiry date.

The antibiotic should be brought into school in the morning and taken home again after school each day by the parent / carer. (Older children may bring in and take home their own antibiotics if considered appropriate by the parent / carer and teachers).

### **Procedure for Administering Medicines:**

1. Head to agree the administration of medicine with parents prior to the medicine being bought into school.
2. Parents to complete the necessary Medicine Administration Form and to personally hand the form and the medicine to the class teacher.
3. Medicines to be stored in a secure, locked cupboard (classroom locker) or staffroom fridge as appropriate, where children have no access.
4. Where it is pouring liquid medication, a dispensing cup (or syringe) must be sent by parents for staff to use.
5. A visual check, against the name of the child on the medicine packet/bottle will be carefully checked with the name of the child who is receiving medicine.
6. Stay with the pupil to ensure that the medication has been swallowed.
7. A record will be made to certify that the name/visual check has been made (see point 5) and that the dosage has been checked. A record will also be made of the date and time of the administration. The member of staff administering the medicine sign to show it has been given. Counter sign by second staff member who has witnessed the administration of this medicine and the appropriate checks.

Medicine Administration Forms to be kept for the duration of the course of antibiotics and then once completed stored in the medical file in the school office.

### **Remember the 5 Rs when administering medication**

Right Student; Right medication; Right dosage; Right time; Right route.

Some antibiotics must be taken at a specific time in relation to food. Again, this will be written on the label, and the instructions on the label must be carefully followed. Tablets or capsules must be given with a glass of water.

The appropriate records must be made. If the child does not receive a dose, for whatever reason, the parent / carer must be informed that day. As this is given it should be recorded as for Class 1 and 2 drugs above.

### **Analgesics (Painkillers)**

For pupils who regularly need analgesia (e.g. for migraine), an individual supply of their analgesic should be kept in school.

In situations where staff feel a dose of pain relief medication (calpol) will increase the child's attendance and prevent them being sent home, staff will gain consent from parents to administer this. This will be followed up by the completion of Medicine Administration Form. Staff will ensure parents and carers are informed of the time and dose given when children are collected at home time. Staff will follow the dosage on the packaging of the medicine at all times.

**Children should never be given aspirin or any medicines containing aspirin.**

### **Over the Counter Medicine (e.g. Hayfever Remedies)**

These will not be accepted unless there is a specific long term issue which would result in a healthcare plan being needed.

### **Disposal of Medicine**

The parent / carer is responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. They should collect medicines held by the school at the end of each term.

### **Residential Visits**

On occasion it may be necessary for a school to administer an "over the counter" medicine in the event of a pupil suffering from a minor ailment, such as a cold or sore throat while away on an educational visit. In this instance the Parental Consent Form (EV4) will provide an "if needed" authority, which should be confirmed by phone call from the group leader to the parent/carers when this is needed. A written record must also be kept with the visit documentation.

### **Refusing Medicine**

When a child refuses medicine the parent / carer should be informed the same day and be recorded accordingly. Staff cannot force a child to take any medicine.

### **Self-Management**

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children keeping their own asthma reliever. Children in Key Stage 2 are encouraged to self-administer but this needs to be done in the presence of a member of staff who will complete the administration log.

### **Use of mobile phones and wearable technology**

In recent years there has been significant developments in the use of mobile phones and wearable technology to enable individuals to self-manage their own health needs. These developments are especially relevant to the management of diabetes. Wherever possible we will allow children and young people to use electronic devices such as mobile phones and smart watches to self-manage their health needs. Parents / carers must put in writing a request for the use of electronic devices. The child's / young person's Intimate Care and Health Plan should include details of the use of electronic devices for health self-management.

### **Travel Sickness**

In the event of a pupil suffering from travel sickness (by coach or public transport) the following procedure may apply:

### **Day Visits (e.g. to a museum or exhibition)**

The pupil should be given the appropriate medication before leaving home, and when a written consent is received they may be given a further dose before leaving the venue for the return journey (in a clearly marked sealed envelope with child's details, contents and time of medication). Medication is to be kept with a named member of staff and the consent is signed by that staff member before inclusion in the visit documentation.

### **Guidelines for the Administration of EpiPen by School Staff**

An EpiPen is a preloaded pen device, which contains a single measured dose of adrenaline (also known as epinephrine) for administration in cases of severe allergic reaction. An EpiPen is safe, and even if given inadvertently it will not do any harm. It is not possible to give too large a dose from one dose used correctly in accordance with the care plan.

An EpiPen can only be administered by school staff that have volunteered and have been designated as appropriate by the Head Teacher and has received the appropriate training.

- There should be an individual care plan and consent form in place for each child – these should be readily available.
- Ensure that the EpiPen is in date. The EpiPen should be stored at room temperature and protected from heat and light. It should be kept in the original named box.
- The EpiPen should be readily accessible for use in an emergency and where children are of an appropriate age; the EpiPen can be carried on their person.
- Expiry dates and discolouration of contents should be checked termly.
- The use of the EpiPen must be recorded on the child's care plan with; time, date and full signature of the person who administered the EpiPen.
- Once the EpiPen is administered, a 999 call must be made immediately. If two people are present, the 999 call should be made at the same time of administering the EpiPen. The used EpiPen must be given to the ambulance personnel. It is the parent / carers' responsibility to renew the EpiPen before the child returns to school.
- If the child leaves the school site e.g. school trips, the EpiPen must be readily available.

### Guidelines for Managing Asthma

People with asthma have airways which narrow as a reaction to various triggers, The narrowing or obstruction of the airways causes difficulty in breathing and can usually be alleviated with medication taken via an inhaler. Inhalers are generally safe, and if an inhaler was taken inadvertently it is unlikely there would be any adverse effects,

- If school staff are assisting children with their inhalers a consent form from the parent / carer must be in place. Individual care plans need only be in place if children have severe asthma which may result in a medical emergency.
- Inhalers **must** be readily available when children need them. Pupils should be encouraged to carry their own inhalers. If the pupil is too young or immature to take responsibility for their inhaler, it should be stored in a readily accessible safe place e.g. the classroom. Individual circumstances need to be considered e.g. in small school inhalers may be kept in the school office.
- It would be considered helpful if the parent / carer could supply a spare inhaler for children who carry their own inhalers. This could be stored safely at school in case the original inhaler is accidentally left at home or the child loses it whilst at school. This inhaler must have an expiry date beyond the end of the school year.
- All inhalers should be labelled with the child's name.
- Some children, particularly the younger ones, may use a spacer device with their inhaler; this also needs to be labelled with their name. The spacer device needs to be sent home at least once a term for cleaning.
- School staff should take appropriate disciplinary action if the owner or other pupils misuse inhalers.
- The parent / carer should be responsible for renewing out of date and empty inhalers.
- The parent / carer should be informed if a child is using the inhaler excessively.
- Physical activities will benefit pupils with asthma, but they may need to use their inhaler 10 minutes before exertion. The inhaler **must** be available during PE and games. If pupils are unwell they should not be forced to participate.
- If pupils are going on off-site visits, inhalers **must** still be accessible.
- It is good practice for school staff to have a clear out of any inhalers annually (as a minimum). Out of date inhalers, and inhalers no longer needed must be returned to the parent / carer.
- Asthma can be triggered by substances found in school e.g. animal fur, glues and hazardous substances. Care should be taken to ensure that any pupil who reacts to these are advised not have contact with these.

### Guidelines for Managing Hypoglycaemia (Hypo's or Low Blood Sugar) in Pupils who have Diabetes.

Diabetes is a condition where the person's normal hormonal mechanisms do not control their blood sugar levels. In the majority of children the condition is controlled by insulin injections and diet. It is unlikely that injections will need to be given during school hours, but some older children may need to inject during school hours. Staff will be offered training on diabetes and how to prevent the occurrence of hypoglycaemia. Staff who have volunteered and have been designated as appropriate by the Head Teacher will administer treatment for hypoglycaemic episodes.

### To prevent “hypo’s”:

1. There should be a care plan and consent form in place. It will be completed at the training sessions in conjunction with staff and parent / carer. Staff should be familiar with pupil’s individual symptoms of a “hypo”. This will be recorded in the care plan.
2. Pupils must be allowed to eat regularly during the day. This may include eating snacks during class time or prior to exercise. Meals should not be unduly delayed e.g. due to extra-curricular activities at lunchtimes or detention sessions. Off-site activities e.g. visits, overnight stays, will require additional planning and liaison with the parent / carer.

### To treat “hypo’s”:

- If a meal or snack is missed, or after strenuous activity or sometimes even for no apparent reason, the pupil may experience a “hypo”. Symptoms may include sweating, pale skin, confusion and slurred speech.
- Treatment for a “hypo” might be different for each child, but will be either dextrose tablets, or sugary drink, chocolate bar or hypostop (dextrose gel), as per care plan. Whichever treatment is used, it should be readily available and not locked away. Many children will carry the treatment with them. Expiry dates must be checked each term.
- It is the responsibility of the parent / carer to ensure appropriate treatment is available. Once the child has recovered a slower acting starchy food such as biscuits and milk should be given. If the child is very drowsy, unconscious or fitting, a 999 call must be made and the child put in the recovery position. Do not attempt oral-treatment. The parent / carer should be informed of “hypo’s” where staff have issued treatment in accordance with the care plan.

### If Hypostop has been provided:

The care plan should be available. Hypostop is squeezed into the side of the mouth and rubbed into the gums, where it will be absorbed by the bloodstream. The use of Hypostop must be recorded on the child’s care plan with the time, date and full signature of the person who administered it. It is the responsibility of the parent / carer to renew the Hypostop when it has been used.

**Do not use Hypostop if the child is unconscious.**

### Guidelines for Managing Cancer

Children and young people with cancer aged 0-18 are treated in a specialist treatment centre. Often these are many miles from where they live, though they may receive some care closer to home. When a child or young person is diagnosed with cancer, their medical team puts together an individual treatment plan that takes into account:

- The type of cancer they have
- Its stage (such as how big the tumour is or how far it has spread)
- Their general health

The three main ways to treat cancer are:

- Chemotherapy
- Surgery
- Radiotherapy

A treatment plan may include just one of these treatments, or a combination. Children and young people may be in hospital for long periods of time, or they may have short stays and be out of hospital a fair amount. It depends on the type of cancer, their treatment and how their body reacts to the treatment.

Some can attend school while treatment continues. When cancer is under control, or in remission, children and young people usually feel well and rarely show signs of being unwell. If cancer returns after a period of remission, this is known as relapse.

Treatment for cancer can also have an emotional and psychological impact. Children and young people may find it more difficult to cope with learning, returning to school and relationships with other pupils. They may have spent more time in adult company, having more adult-like conversations than usual, gaining new life experiences and maturing beyond their peers.

Treatment for cancer can last a short or long time (typically anything from six months to three years), so a child or young person may have periods out of school, some planned (for treatment) and other unplanned (for example, due to acquired infections).

When they return to school your pupil may have physical differences due to treatment side effects. These can include:

- Hair loss
- Weight gain/loss
- Increased tiredness

There may also be longer term effects such as being less able to grasp concepts and retain ideas, or they may be coping with the effects of surgery.

### **Falling Behind with Work**

Children and young people with cancer can worry that they have slipped behind their peers, especially older children doing exam courses. Young children may also worry more than they want to say. The school, and the child or young person's parent / carer, should be able to reassure them and if necessary arrange extra teaching or support in class.

Teachers may need to adjust their expectations of academic performance because of their child or young person's gaps in knowledge, reduced energy, confidence or changes in ability.

Staff may need to explicitly teach the pupil strategies to help with concentration and memory, and the pupil may initially need longer to process new concepts.

Wherever possible the child should be enabled to staff in the same ability sets as before, unless they specifically want to change groups. Regularly revise the pupil's timetable and school day as necessary.

### **Having a Key Person at School**

It's helpful to have one "key" adult that the pupil can go to if they are upset or finding school difficult, plus a "plan B" person for times when the usual person is not available.

### **Physical Activity**

Make arrangements for the child or young person to move around the school easily e.g. allow them to leave lessons five minutes early to avoid the rush. Arrange for the pupil to have a buddy to carry their bags and for them to have access to lifts.

Some pupils may not want to be left out during PE despite tiredness or other physical limitations. Include the pupil as far as possible e.g. allow them to take part for 20 minutes rather than the full session, or find other ways for them to participate e.g. as referee or scorer. Their family will be aware if there are specific restrictions on the doing PE due to medical devices or vulnerability.

### **Briefing Staff**

Ensure that all staff, including lunchtime supervisors have been briefed on key information. If staff are concerned about the pupil, it is important that they phone the parent / carer to discuss the significance of signs or symptoms. The parent / carer can collect the child and seek further medical advice if necessary.

It would be rare for there to be an acute emergency, but if this occurs (as with any child) call 999 for an ambulance, and ensure that the crew are aware that the child or young person is on, or has recently finished cancer treatment.

Circulate letters about infection risks when requested by the child's family or health professionals. Inform other school staff about long-term effects, such as fatigue, difficulty with memory or physical changes.

### **Further Information and Guidance**

**Asthma UK**

[www.asthma.org.uk](http://www.asthma.org.uk)

**Diabetes UK**

[www.diabetes.org.uk](http://www.diabetes.org.uk)

**Epilepsy Action**

[www.epilepsy.org.uk](http://www.epilepsy.org.uk)

**CLIC Sargent (Cancer)**

[www.clicsargent.org.uk](http://www.clicsargent.org.uk)

### **Policy review**

This policy is to be reviewed two years.

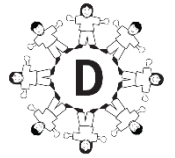
**Policy written by H Claxton**

**Policy adopted: June 2023**

**Policy due to reviewed: Sept 26**



**Medicine Administration Form**  
**Dalestorth Primary and Nursery School**



Please complete all parts of this form to ensure we can safely help administer medicine to you child.

Child's full name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_  
 Medical condition/illness: \_\_\_\_\_  
 Name/type of medicine: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ Duration of course: \_\_\_\_\_  
 Dosage needed: \_\_\_\_\_ Time to be given: \_\_\_\_\_  
 Other instructions: \_\_\_\_\_  
 First dose given on: \_\_\_\_\_  
 Any know side effects: \_\_\_\_\_

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP:

\_\_\_\_\_

I understand that I must deliver the medicine personally, to the agreed member of staff, and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 (Parent/Guardian)

Date: \_\_\_\_\_ Daytime telephone  
 number: \_\_\_\_\_

*For school use only*

Date	time	Dose given	Signed – staff 1	Signed – staff 2