



### OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

### OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

### STRATEGIES

1. To follow the NHS guidelines published by the NHS West Cheshire Clinical Commissioning Group 'Guidance for Early Years Providers and Schools on the Use of Over-the-Counter Medicines' (appendix A)
2. Only members of staff that have been trained and authorised by the Headteacher may supervise and administer medication. In emergency, the Headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the Headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must send written requests to the Headteacher when they wish the school to supervise or administer medication.
4. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
5. Medication must be sent into school in its original container.
6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the Headteacher will decide how it is to be stored.
7. When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.

### OUTCOMES

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

### EQUAL OPPORTUNITIES

At William Stockton and Wimboldsley Primary Schools we are committed to ensuring equality of education and opportunity for disabled pupils, staff, and all those receiving services from the school regardless of gender, race, and disability.



### Guidance for Early Years Providers and Schools on the Use of Over-the-Counter Medicines

NHS West Cheshire Clinical Commissioning Group has agreed a policy<sup>i</sup> supporting self-care for minor or self-limiting conditions. The policy states that for these conditions, patients (or their parents) are encouraged to self-care, and are expected to buy over-the-counter (OTC) medicines when appropriate. Therefore, GPs will not routinely prescribe these medicines.

OTC medicines include those medicines on the General Sale List (GSL) that may be bought from retail outlets without medical supervision, or Pharmacy (P) medicines that can be purchased from registered pharmacies under the supervision of a pharmacist.

Examples of medicines that do not require a prescription and which parents can give permission to administer include:

- Paracetamol, ibuprofen or antihistamines - provided they are supplied in packaging with clear dosage instructions that are age appropriate for the child
- Moisturising / soothing preparations for minor skin conditions
- Sunscreen for routine protection while playing / learning outside. These examples are illustrative only and not a comprehensive list of medicines that can be administered. To help determine whether a child is well enough to attend school, or an Early Years Provider setting, parents can be advised to review the NHS Choices website. Nurseries, pre-schools, child-minders, schools, out-of-school and after-school clubs and holiday clubs are, therefore, advised that parental permission is sufficient for the administration of OTC medicines to a child for minor conditions. GPs should not be asked to write prescriptions for OTC medicines.
- Early Years Providers The Department of Education produced a document in 2017: "Statutory framework for the early years foundation stage: Setting the standards for learning, development and care for children from birth to five".<sup>ii</sup> This document recommends that all providers must have, and implement a policy and procedures for, administering medicines. Key points are: (1) Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist. (2) "Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer". (3) Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable. Use of over the counter medicines by early years providers and schools. April 2018 Page |1

This document, therefore, supports Early Years Providers to request the written permission of a parent, or carer. However, there is no requirement for OTC medicines used in conditions suitable for self-care to be written on a prescription.

In December 2015, the Department for Education produced the guidance

"Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England".<sup>iii</sup> This guidance is primarily related to policies and procedures required to be in place for children with medical conditions requiring an individual health care plan. It states that: "no child under 16 should be given prescription or non-prescription medicines without their parent's written consent" and also "schools should set out the circumstances in which non-prescription medicines may be administered



WILLIAM STOCKTON PRIMARY SCHOOL'S

REQUEST FOR SCHOOL / PARENT TO GIVE MEDICATION

I request that.....(Name of pupil)

Date of Birth..... Class.....

With the following Medical Condition/Illness..... be given the following medicine while at school

Name/type of Medicine (as described on container).....

Prescribed Medication YES/NO

Over the Counter Medication Yes/No

Expiry Date..... Duration of course.....

Dosage and Method.....Time(s) to be given.....

Parent Administration YES / NO

Time .....

Other Information .....

Staff Administration YES / NO

Time .....

Other Information .....

Self Administration YES / NO

Time .....

Other Information .....

The above medication has been prescribed or RECOMMENDED by the family or hospital doctor.

☐

It is clearly labelled indicating contents, dosage and child's name in full (a member of staff to add name to 'over the counter medication' if required)

☐

Name and location of G.P surgery .....

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

Signed (parent/guardian)..... Print name.....

Date.....

Emergency contact number..... Head

Initials:.....

**Note to Parents:** Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher. The Governors and Headteacher reserve the right to withdraw this service.

## Appendix C

Date	Name of person who brought the medicine in	Medication	Form supplied	Expiry Date	Dosage regime	Quantity received	Prescription label evident and checked by

[illegible]

