



Managing Medication in School Policy

Approved by:	Pupil Outcomes and Well-Being Committee	Date: 01.06.2026
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Last reviewed by:	June 2026
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Next review due by:	June 2027
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This Policy should be read in conjunction with the Accessibility Plan, Supporting Pupils with Medical Conditions Policy, Asthma Policy, Equality Policy and Educational Visits Policy

All staff, governors, parents/carers and members of the Downlands Community School community will be made aware of and have access to this policy.

Establishment staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable regular attendance of pupils where possible. Furthermore, in an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent must supply the medicine in the original pharmacist's container to the school office and must complete a 'Request for school to administer medicine' form. On no account should a child come to school with medicine if he/she is unwell.

Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

Non-prescription Medicines

Occasionally paracetamol is administered to pupils age 10 and over suffering acute pain from things like migraine, period pain, toothache. Parents must give written consent at the start of the school year, before paracetamol can be given. The school keeps its own supply of standard paracetamol tablets for administration to pupils. Pupils should not bring paracetamol (or other types of painkillers) to school for self-administration. Based on West Sussex County Council (WSCC) guidance for managing medicines in schools, standard protocol dictates that standard doses of paracetamol are generally not administered before **12:30 PM**. This restriction is a safety measure to ensure that a student has not already taken a dose at home before coming to school, thereby preventing an accidental overdose. However, if a student's condition is considered an **emergency** or requires urgent pain relief, school staff can deviate from this timeframe by proactively ringing the parents or guardians earlier to obtain verbal consent before administering the medication.

Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form. It must be suitable for the pupil's age. It must be supplied by the parent (not the school) and must be in its original packaging, with manufacturer's instructions included. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form. The medication will be stored and administration recorded as for prescription medicines.

Other non-prescription medicines

Under exceptional circumstances where it is deemed that their administration is required to allow the pupil to remain in school the school will administer non-prescription medication for a maximum of 48 hours. Parents must again give consent via a Parental Agreement for School/Setting to administer prescription medicine Form. The medication will be stored and administration recorded as for prescription medicines.

Any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a doctor's note. In the absence of a doctor's note and if following the administration of a non-prescription medication symptoms have not begun to lessen in the first 48 hours, the school will advise the parent to contact their doctor. If symptoms have begun to alleviate, the medication can continue to be administered at home out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional the school will continue to administer medication at their own discretion.

Pupils with Long-term or Complex Medical Needs

Parents/carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan.

Asthma

In accordance with guidance in Managing Medication in Schools and Early Years Settings, the school has developed its own asthma policy, with reference to the model school policy provided by Asthma UK.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma and reference should be made to the school's Asthma Policy. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan and parents should complete a 'Request for child to carry own medicine form'.

Staff Training

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, adrenalin auto-injectors, insulin. Training in the administration of specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, adrenalin auto-injectors etc) are kept in a locked store cupboard. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and adrenalin auto-injectors are held by the pupil who must take responsibility to have it to hand at all times including outside PE lessons and on educational visits. A spare inhaler/ adrenalin auto-injector for each child is required and kept in the school reception area.

Medicines that require refrigeration are kept in the medical room fridge, clearly labelled in an airtight container.

Record Keeping

Downlands Educational Record includes all medical information. A record of all medicines administered are stored securely at the school. These records are kept from date of birth of pupil + 25 years. This also includes medicines administered by staff during all educational visits.

From September 2020, all new pupils' medical information is scanned and stored electronically as a linked file on Bromcom.

Emergency Procedures

All staff are required to know how to contact the emergency services in the case of an accident or emergency (See Appendix 1).

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by all telephones in the school reception area.

Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents must complete a consent form 'Request for school to administer medicine' and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Non Prescription Medicines on Residential Visits

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally it may be necessary to administer paracetamol to pupils suffering acute pain from things like migraine, period pain, toothache. Parents must give written consent prior

to the residential visit using a, 'Request for school to administer medicine' form before paracetamol can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

Where it is deemed that the administration of a specific non-prescription medication is required to allow the pupil to attend the trip, the school can administer the non-prescription medication for a maximum of 48 hours. Parents must again give consent via a Parental Agreement for School/Setting to administer prescription medicine Form.

The school will keep its own supply of standard paracetamol tablets for administration to pupils during a residential visit. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring paracetamol (or other types of painkillers) on the residential visit for self-administration.

Travelling Abroad

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number).

Off-site Education and Work Experience

Parents/carers should include details of medical needs on the Off-site Education and Work Experience forms distributed to all pupils. The Off-site Education and Work Experience Co-Ordinator will liaise with the external provider/employer and parents as appropriate, to ensure there are safe arrangements to meet the pupil's needs during the placement.

Appendix 1. Contacting Emergency Services in the case of an accident or emergency – Instructions for staff.



Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
01273 845892
2. Give your location as follows
Downlands Community School
Dale Avenue
Hassocks
West Sussex
3. State the postcode is
BN6 8LP
4. Give the exact location in the school/setting
Tell them where the casualty is located (ie. Medical Room/ATP etc.)
5. Give your name
6. Give name of casualty and brief description of their symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty if necessary.

Speak clearly and slowly and be ready to repeat information if asked.