

Kirkby Woodhouse School – Aspire MAT

# Medicine Policy - Appendix

Revised – September 2023

Next Review Date – September 2024

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This Policy runs alongside the Aspire MAT Medicines Policy.  
We follow all of the Aspire Medicine Policy guidelines,  
but this one is more specific to us.



## Policy Statement

Kirkby Woodhouse is an inclusive community that aims to support and welcome pupils with medical conditions. It aims to provide all pupils with medical conditions the same opportunities as others at school. Where a child has a long-term medical need a written care plan will be drawn up with the parent/carer and health professionals.

## Responsibilities – Parents/Carers

If the school staff agree to administer medication on short term or occasional basis, the parent/carer are required to complete a 'Medication Consent Form'.

If it is known that pupils are self-administering medication in school on a regular basis, a completed consent form is still required from the parent/carer (for example an inhaler). Even if self-administered this will be observed by a member of staff.

For administration of emergency medication, a care plan must be completed by the parent/carer in conjunction with a health professional 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).

The parent/carer must inform the school or setting (After School Club etc) about any particular needs before a child is admitted or when a child first develops a medical need. Then a care plan will be drawn up. The school and the setting need separate notifications.

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
- Name and strength of medication
- Dose and time
- Expiry dates whenever possible
- Dispensing date/pharmacist details

## Administering Prescribed Medicines

Medication shall only be administered if it is prescribed (with applicator) and a 'Medication Consent Form' is filled in by the parent/carer. **We will only administer medicines which have to be taken 4 times a day.** Fewer dosages can fit into the out of school hours – before school, teatime and bed time. The exception to this is if a child is attending After School Club, is younger and has an earlier bedtime or it is required with food etc. These are exceptions when we will administer medication with a dosage of 3 times a day.

Medication must be handed to the School Office who will ensure this is passed to the appropriate person to administer. The medication and consent form will be kept together securely in school away from the children.

All medication must be clearly labelled with the child's name, the name of the medication, the dose and the date of dispensing.

The time, dosage and member of staff who has administered the medication will be noted on the 'Medication Consent Form'.

Some medication 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 will be given with a glass of water. The dose of a liquid medication must be carefully measured in an appropriate medicine spoon, pot or syringe provided by the parent/carer.

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.

## Handing in Medication

Medication is to be handed to the School Office. Parents/Carers should also fill in the 'Medication Consent Form' with this member of staff.

## Storage

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

If medication needs to be stored in the fridge, it will be stored securely in a locked bag within the fridge.

## 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 will be kept in a locked cabinet within the staffroom.

## Analgesics (Painkillers)

For pupils who regularly need analgesia (e.g. for migraine), an individual supply of their analgesic should be kept in school. It is recommended that school does **not** keep stock supplies of analgesics e.g. paracetamol (in the form of soluble), for potential administration to any pupil. Written consent from the parent/carer must be in place and a 'Medication Consent Form' must be filled in.

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

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

These should be accepted only in exceptional circumstances, and be treated in the same way as prescribed medication. The parent/carer must clearly label the container with child's name, dose and time of administration and complete a 'Medication Consent Form for Exceptional Circumstances'.

Exceptional circumstances could be if the child's first, second or third emergency contact could definitely not get back to school at the correct time to give the medicine. The parent/carer must see a member of the Senior Leadership Team to explain their exceptional circumstance and fill in the form. The Senior Leader will judge whether staff will be able to administer the medicine on that occasion.

## 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.

## Day Trips / Residential Visits

Medical forms are completed by parents/carers and taken on trips. Copies are left in school and with the 24 hour contact person. Any medicines to be administered are indicated on these forms. They are handed to staff before leaving and the member of staff named on the risk assessment for that trip takes full responsibility for their administration during the visit. They are stored appropriately in each different setting. This and the administration of such medicines will form part of the risk assessment for those 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/Medical Form for the trip will provide an “if needed” authority. A written record must also be kept with the visit documentation.

## Refusing Medicine

If a child refuses medicine the parent/carer should be informed the same day and it should be recorded on the ‘Medication Consent Form’. Staff cannot force a child to take any medicine.

## Travel Sickness

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

- 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 the visit.

## 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.

- 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 – on a high shelf that staff can reach.
- 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

- If school staff are assisting children with their inhalers a ‘Medication Consent Form’ must be filled in by the parent/carer. 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 will be encouraged to carry their own inhalers in KS2. In Foundation Stage & KS1 it will be stored in a readily accessible safe place – clearly labelled with the child’s name.
- All inhalers should be labelled with the child’s name, and it is the parent/carer’s responsibility to ensure they are full and in date.
- Some children, particularly the younger ones, may use a spacer device with their inhaler; this also needs to be labelled with their name. The parent/carer will need to collect the spacer once a term for cleaning.
- 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.

## A Health Care Plan

For administration of emergency medication, a care plan must be completed by the parent/carer in conjunction with a health professional and/or school staff. This may take the format below or follow the format provided by a medical professional. 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).

The parent/carer must inform the school or setting (After School Club etc) about any particular needs before a child is admitted or when a child first develops a medical need. Then a care plan will be drawn up. The school and the setting need separate notifications.

The care plan should be completed by the parent/carer, designated school staff who have volunteered and/or health professional. 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

## Particular Needs

Photos and information about children with particular medical needs are displayed in the staffroom, KS1 and the kitchen to alert all staff to their circumstances and what action should be taken if the child gets into difficulties.

Children with health care plans have their records stored in their folders in class and where appropriate in child protection files in the Head Teacher's office and on CPOMS.

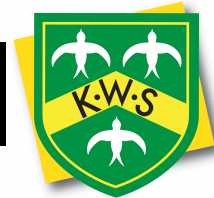
Regular meetings with health professionals allow us to update these records.

## Staff Authorised to give Medication

- |                  |                      |
|------------------|----------------------|
| ● Mrs L Reek     | 3 day First Aid      |
| ● Mrs L Cantrill | 3 day First Aid      |
| ● Mrs L Hayes    | Paediatric First Aid |
| ● Mrs L Withers  | Paediatric First Aid |
| ● Mr P Stimpson  | Paediatric First Aid |
| ● Mrs D Stewart  | Emergency First Aid  |
| ● Mrs V Clarke   | Emergency First Aid  |
| ● Mrs J Eyre     | Emergency First Aid  |

The Senior Leadership Team will give decisions about 'Over the Counter – Exceptional Circumstances' medicines and one of the above members of staff will administer it.

## KWS Care Plan



Name of School / Setting:	
Child's Name:	
Date of Birth:	
Class Name / Tutor Group:	
Child's Address:	
Medical Diagnosis or Condition:	
Date:	
Review Date:	

### Contact Information

Contact 1		Contact 2	
Name		Name	
Relationship to Child		Relationship to Child:	
Phone No.		Phone No.	
Alternative Phone No.		Alternative Phone No.	
Clinic / Hospital Contact		GP	
Name		Name	
Phone No.		Phone No.	

### Arrangements

Describe medical needs and give details of child's symptoms:
Daily care requirements (e.g. before sport / at lunchtime):
Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

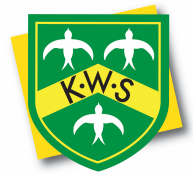
Who is responsible in an emergency (state if there is different for off-site activities):

Staff Signature \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_

# KWS Prescribed Medication Form



CHILD'S NAME		DATE	
CHILD'S CLASS			

## MEDICATION DETAILS

NAME ON BOTTLE/PACKET	
DOB ON BOTTLE/PACKET	
MEDICATION NAME	
FOR TREATMENT OF...	
STRENGTH OF MEDICATION	
BATCH NUMBER	
EXPIRY DATE	
DISPENSING DATE	
PHARMACY	
WHERE DOES IT NEED TO BE STORED?	
METHOD OF ADMINISTRATION	
HOW MANY DOSES IN 24 HOUR PERIOD?	
TIME NEEDED IN SCHOOL	
STAFF MEMBER RECEIVING THIS FORM	

## ALLERGIES

As far as I am aware my child is not allergic to this medicine and I am happy for a member of school staff to administer it to them.

AGREE    DISAGREE (please circle).

## YEAR 5/6 ONLY – TAKING HOME AND BRINGING TO SCHOOL

Now I have filled in the 'Medication Form' I give permission for my child to bring the medication to school and give it to the person giving it to them and take it home at the end of the day.

### LAST DOSE

AMOUNT	
TIME	

### DOSAGE GIVEN AT SCHOOL

DATE	TIME	DOSE	STAFF SIGNATURE

- Parent/Carer Signature \_\_\_\_\_
- Staff Signature \_\_\_\_\_
- Date: \_\_\_\_\_

If permission given by telephone:

- Person spoken to \_\_\_\_\_ Time \_\_\_\_\_
- Date \_\_\_\_\_
- Staff Member taking the call \_\_\_\_\_

(If we have permission over the phone we still need to fill in the details above).

**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Medicines must be in original container as dispensed by the pharmacy.

If we do not give the medicine we must inform the parent/carer.

## KWS 'Over the Counter' Medication Form – Exceptional Circumstance



Over the counter medication will usually be Calpol, hayfever tablets or travel sickness tablets. **These will only be given in 'exceptional circumstances'**; either on a trip when parents are not present or if first, second or third contact cannot get into school at the necessary time. Senior Leaders need to decide whether the circumstance is exceptional.

CHILD'S NAME		DATE	
CHILD'S CLASS			

### MEDICATION DETAILS

MEDICATION NAME	
FOR TREATMENT OF...	
STRENGTH OF MEDICATION	
BATCH NUMBER	
EXPIRY DATE	
WHERE DOES IT NEED TO BE STORED?	
METHOD OF ADMINISTRATION	
HOW MANY DOSES IN 24 HOUR PERIOD?	
TIME NEEDED IN SCHOOL	
STAFF MEMBER RECEIVING THIS FORM	

### ALLERGIES

As far as I am aware my child is not allergic to this medicine and I am happy for a member of school staff to administer it to them.

AGREE    DISAGREE (please circle).

### YEAR 5/6 ONLY – TAKING HOME AND BRINGING TO SCHOOL

Now I have filled in the 'Medication Form' I give permission for my child to bring the medication to school and give it to the person giving it to them and take it home at the end of the day.

### LAST DOSE

AMOUNT	
TIME	

## DOSAGE GIVEN AT SCHOOL

DATE	TIME	DOSE	STAFF SIGNATURE

- Parent/Carer Signature \_\_\_\_\_
- Staff Signature \_\_\_\_\_
- Date: \_\_\_\_\_

If permission given by telephone:

- Person spoken to \_\_\_\_\_ Time \_\_\_\_\_
- Date \_\_\_\_\_
- Staff Member taking the call \_\_\_\_\_

(If we have permission over the phone we still need to fill in the details above).

**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Medicines must be in original container as dispensed by the pharmacy.

If we do not give the medicine we must inform the parent/carer.

# KWS Prescribed 'Regular' Medication Form



CHILD'S NAME		DATE	
CHILD'S CLASS			

## MEDICATION DETAILS

NAME ON BOTTLE/PACKET	
DOB ON BOTTLE/PACKET	
MEDICATION NAME	
FOR TREATMENT OF...	
STRENGTH OF MEDICATION	
WHERE DOES IT NEED TO BE STORED?  They must be in a lockable cupboard in a room where only staff go.	
METHOD OF ADMINISTRATION	
HOW MANY DOSES IN 24 HOUR PERIOD?	
TIME NEEDED IN SCHOOL	
STAFF MEMBER RECEIVING THIS FORM	

As a parent I will ensure the medication in school is in date and I will bring more when they run out.  
An adult must bring it in.

AGREE    DISAGREE (please circle).

## ALLERGIES

As far as I am aware my child is not allergic to this medicine and I am happy for a member of school staff to administer it to them.

AGREE    DISAGREE (please circle).

- Parent/Carer Signature \_\_\_\_\_
- Date: \_\_\_\_\_
- Staff Signature \_\_\_\_\_





# KWS Prescribed 'Regular' Medication Form – Inhalers/EpiPens



CHILD'S NAME		DATE	
CHILD'S CLASS			

## MEDICATION DETAILS

NAME ON BOTTLE/PACKET	
DOB ON BOTTLE/PACKET	
MEDICATION NAME	
FOR TREATMENT OF...	
STRENGTH OF MEDICATION	
WHERE DOES IT NEED TO BE STORED?  Inhalers and EpiPens should not be locked away.  EpiPens on a high shelf where staff know where it is clearly named.	
METHOD OF ADMINISTRATION	
HOW MANY DOSES IN 24 HOUR PERIOD?	
TIME NEEDED IN SCHOOL	
STAFF MEMBER RECEIVING THIS FORM	

As a parent I will ensure the medication in school is in date and I will bring more when they run out.  
An adult must bring it in.

AGREE    DISAGREE (please circle).

## ALLERGIES

As far as I am aware my child is not allergic to this medicine and I am happy for a member of school staff to administer it to them.

AGREE    DISAGREE (please circle).

- Parent/Carer Signature \_\_\_\_\_
- Date: \_\_\_\_\_
- Staff Signature \_\_\_\_\_

