

## **Medicine Policy**

The purpose of this policy is to ensure that any medicines administered within the school are done so in a safe and monitored environment. It has been written using guidance from the DFES notes:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. In line with government guidelines, we would ask that children are not sent to school when they are clearly unwell or infectious.

### **Parental Responsibility**

- Parents/Carers have the prime responsibility for their child's health and should provide Just Learn with information about their child's medical condition. This should be done upon admission or when their child's first develops a medical need.

### **Prescribed Drugs**

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day. Just' Learn can only accept medicines that have been prescribed by a Doctor, Dentist, Nurse Prescriber or Pharmacist Prescriber. Medicines should always be in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Medicines will be stored in a locked cabinet during the day.
- A record will be made of when the medicine was dispensed.
- Parent/Carer should decide to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to bring home unless agreed as in Self-Management below.
- As of October 1<sup>st</sup>, 2017, schools can now keep EpiPen's. Just Learn will follow the guidelines and recommendations set by the government on:

#### **- Managing EpiPen's**

Advice on buying, storing, maintaining and disposing of EpiPen's can be found on pages 11-13 of the guidance linked to above.

Schools must pay for EpiPen's as a retail item. Pharmacies are not required to provide them free of charge.

Pages 11-12 of the guidance set out advice on deciding which brand of AAI and which dose to purchase.

Appendix 1 (page 25) contains a template letter to a pharmacy to obtain spare EpiPen's.

### **- Storage**

The guidance suggests that schools store their spare EpiPen's as part of an emergency anaphylaxis kit, and advises schools to ensure all devices:

- Are kept in a safe and suitably central location to which all staff have access at all times, but in which the device is out of the reach and sight of children
- Are not locked away, but are accessible and available for use at all times
- Are not located more than 5 minutes away from where they may be needed

Spare EpiPen's should be kept separate from any pupil's own prescribed EpiPen and clearly labelled to avoid confusion.

### **- Care**

At least two named volunteers among school staff should have responsibility for ensuring, on a monthly basis, that EpiPen's are present and in date.

They should also ensure that replacement EpiPen's are obtained when the expiry date is near.

EpiPen's should be kept at room temperature, in line with manufacturer's guidelines, and protected from direct sunlight.

### **- Disposal**

EpiPen's and other AAIs can only be used once.

Once an EpiPen has been used, the school should dispose of it according to the manufacturer's guidelines.

The guidance explains that used devices can be given to the ambulance paramedics or put in a pre-ordered sharps bin for collection by the local council.

### **Non-Prescribed Drugs**

- We will only administer non-prescribed drugs (e.g., Paracetamol) where a parent has brought in the medicine and signed a consent form; the school is unable to administer any medicines that contain Ibuprofen or Aspirin.

## **Refusal of Medicine**

- If a child refuses to take medicine, we will not force them to do so but will note this in records and contact the named contact on the medicine record form. If a refusal to take medicine results in an emergency then our emergency procedures will be followed.

## **Self-Management**

- Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates of responsibility and so the ability to take responsibility for their own medicines varies. This should be borne in mind when deciding about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.
- Parents/Carers will be required to complete a "Self-Management" form which will detail where the medicines are to be stored during the school day.

## **Educational Visits**

- The Just' Learn SEN policy will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- Staff supervising excursions will be aware of any medical needs and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of information being needed in an emergency.
- If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they will seek parental views and medical advice from the school health service of the child's GP.

## **Sporting Activities**

- Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. The school is aware of issues of privacy and dignity for children with specific needs.

- Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

### **Know Medical Conditions**

- A central register will be placed in the main office, first aid room and staffroom to ensure that all teaching staff, and support staff have access to the information.
- When supply staff are asked to cover a classroom, it will be the responsibility of the member of staff showing the supply teacher to the room where the list is held.

### **Training**

- Any staff required to administer prescribed medicines will receive training to do so.
- All staff will receive annual refresher training on the common conflicts of Asthma, Epilepsy, Diabetes and Anaphylaxis

### **References:**

This Medicine Policy should be read in conjunction with our **Allergy Safety Policy**, which sets out our comprehensive approach to managing allergies in line with Benedict's Law (Children's Wellbeing and Schools Act 2026).

The Allergy Safety Policy covers:

- Identification of pupils with allergies
- Individual Healthcare Plans for pupils with allergies
- Minimising allergen exposure
- Emergency response procedures for anaphylaxis
- Staff training on allergy awareness
- Incident recording and reporting
- Promoting wellbeing and inclusion of pupils with allergies

For all matters relating to allergies and anaphylaxis, staff should refer to the Allergy Safety Policy.

**The following document will also be uploaded to our website, and First Aid staff will read and follow all recommended protocol:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline\\_auto\\_injectors\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

**Policy Created: Autumn 2013**

**Review Date: Autumn 2014 – No amendments made**

**Review Date: Autumn 2015 – No amendments made**

**Review Date: Autumn 2016 – No amendments made**

**Review Date: Autumn 2017 – Amendments made to a few words and addition of the new EpiPen guidance and laws.**

**Review Date: Autumn 2018 – No amendments made**

**Review Date: Summer 2019 – No amendments made**

**Review Date: Summer 2020 – No amendments made**

**Review Date: Summer 2021 – Adjustment to guidance from the DfE**

**Review Date: Autumn 2022 - No amendments made**

**Review Date: Autumn 2023 – No amendments made**

**Review Date: Autumn 2024 – No amendments made**

**Review Date: 30/09/2025 – No amendments made**

**Review Date: 14/09/2026 – Information added with regards to Benedict's Law.**