Christ Church CE Primary School
& Early Years Unit
Policy on the Administration of Prescription
Medicines in School 2025

Christ Church CE Primary School is a Christian community founded on the core values of Friendship, Thankfulness, Peace, Trust, Forgiveness, Compassion and Hope.

Government Guidelines state:

Medicines should only be taken in school when **essential**; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this.

It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

Procedures for managing prescription medicines which need to be taken during the school day.

Although school is not obliged to administer medicines the governors and headteacher may agree to administer medicines in accordance with the following

Parental Responsibilities

- All medicines must be prescribed for the child by a doctor or dentist and be in the original container as dispensed by the pharmacy.
- Inhalers should have a pharmacy label on actual inhaler (ask pharmacy to print extra label).
- Parent (or person with parental responsibility) must sign a consent form giving all relevant information.

  Name of child
  Name of medicine
  Dosage
  Method of administration
  Time/frequency of administration
  Any possible side effects
  Expiry date of medicine
  Permission to share medical information with relevant people.

- Parents must deliver medicines to the office each morning and can collect them each evening.

- Safe disposal of any unused medicine is the responsibility of the parent. School will not be responsible for disposing of unused medicine.
- Parents are responsible for taking inhaler spacers home regularly for cleaning.
- Asthma inhalers must be clearly marked with the dispensing pharmacy label showing the child's name and dosage.
- It is the parent's responsibility to ensure that asthma medication is not out of date.
- Parents must ensure that any relevant information regarding the child or medicine is made available to school.

School Responsibilities

- School will not administer non-prescription medicines.
- A record will be made in a bound folder each time a medicine is administered recording dosage, time and any reactions.
- Where possible and with parental consent children will be encouraged to take medicines themselves, in this instance the child will be supervised by an appropriate adult whilst they take their medicine.
- If a child has a reaction to any medication attention will be sought following the school's emergency procedure and parents informed.
- If a child refuses to take medicine this will be recorded and reported to parents the same day.
- If refusal results in an emergency the school's emergency procedure will be followed.

Storage of Medication

- All medicines will be stored in their original container, medicines must not be decanted into any other container.
- Medicines will be stored in a suitable place with access restricted to members of staff, children will not be allowed to access medicines.
- Where medicines require refrigeration, they will be stored in the refrigerator in the school office.
- Inhalers are stored in grab bags in the classroom.

Sporting Activities

- The need to take medication must not be a barrier to children having appropriate access to sporting activities.
- If a child needs access to medication before, during or after sporting activities e.g. asthma inhalers parents should make school staff aware of this need and provide details and consent in line as per the above procedures.

Breakfast Club

- The need to take medication must not be a barrier to children having access to breakfast club. It should be noted that the administration of medication in school is intended to ensure children with medical conditions do not miss school. It is not for school to replace parental responsibility for administering medicines. It is likely that the first dose of medication for the day could be taken before the child

arrives at school so that medication, other than perhaps asthma inhalers should not need to be administered in breakfast club. Details and consents must be provided as per the above procedures.

Procedures for managing prescription medicines on trips and outings

- If a child needs medication to be administered during a school trip or residential then parents must sign a consent form and provide all relevant information as above.
- A member of staff will be allocated to administer the medicine during the trip/residential.
- A record of the administration will be made using the school pro-forma and will be stored in the administration of medicines file.

Roles and responsibilities of staff administering or supervising administration of medicines

- Staff must ensure a consent form containing all relevant information is completed and signed before administering any medicine.
- Staff must check and confirm all of these details immediately prior to administering any medicine.
- If a medicine is prescribed for a specific time i.e. take for 5 days' staff must not administer medicines outside the specified time scale.
- Staff must make an appropriate record in the folder each time a medicine is administered.
- In the event of a negative reaction to the medicine staff must record the reaction and inform the parent the same day.
- In the event of a severe negative reaction then the school emergency procedure should be followed.
- It is the parents responsibility to check inhalers each term and replace when out of date.
- Any uncollected medicines must be taken to the local pharmacy for disposal at the end of each half term.

Children with long-term or complex medical needs

- For children with long-term or complex medical needs an Individual Health Care Plan will be drawn up in conjunction with parents and appropriate medical professionals.

Staff training

Where applicable staff will receive training from a qualified professional in the administration of particular types of medicine.

Emergency procedures

If a child has a severe reaction to any medication an ambulance will be called and the child's parents informed by telephone.

Confidentiality

All medical information will be treated confidentially and parental consent will be sought as to who will have access to this information. Where information is withheld from staff they will not be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Review date March 2026

Christ Church Primary School CE Primary School

& Early Years Unit

Managing Sick Children Policy and Procedures 2025

Christ Church CE Primary School is a Christian community founded on the core values of Friendship, Thankfulness, Peace, Trust, Forgiveness, Compassion and Hope

We aim to promote the good health of the children in our care in line with the safeguarding and welfare requirements of the statutory framework for the Early Years Foundation Stage

It is our policy to provide a healthy environment for all staff and children. We ensure there is a qualified first aid trainer on the premises at all times, or in the event of school trip that at least one of the adults attending the trip is first aid trained. A first aid box/bag is always available within classrooms and by any outdoor areas. These are well stocked according to Ofsted requirements and are checked regularly and restocked by staff who are first aid trained.

We expect all staff to follow and promote good hygiene procedures.

- Hand washing is to take place before meal times, outdoor play after personal hygiene.
- Disposable gloves and aprons are worn when changing children when wet, soiled, changing a child's nappy, dealing with blood, or vomit.
- All spills are cleaned immediately

Children with allergies

We ask that all parents report any allergies or intolerances a child may have to the school and record this on their admission form. Any child who suffers a life threading illness or allergy will need a personal care plan which must be put into place by the child's doctor, school nurse or health visitor . Without this care plan your child will be unable to stay on the school premises without the supervision of their parent/carer. The information on any allergies a child may have and any Care plans will be explained to all staff and displayed within the school and the classroom in which that child attends.

Children who become unwell

If a child becomes unwell during the school day and show signs of sickness, diarrhoea, high temperature or is showing signs of pain and discomfort parents will be contacted to

inform them and advised to make arrangements for the child to be collected as soon as possible. The child will be made comfortable until parent arrives.

All contact details must be updated regularly and you must inform staff if you will not be at your usual contact and provide an alternate. If you are unable to be contacted if your child is ill we will contact another designated person from the emergency list. If no contact can be reached the designated person will make the decision on how best to care for your child this may involve taking your child to hospital or calling 999.

If your child is not showing signs of illness however is not his/her normal self at home, please mention it to staff to let them know. It is the Headteacher, Deputy Head or designated person's discretion whether or not to allow a child into school if they are showing signs of illness even if there is no exclusion period.

Medicine

If medicine is required. pupils will be brought to the office to administer medicine. Parents are welcome to administer medicine to children throughout their session if required, this will need to be recorded by school. Parents must report any medicine administered prior to attending school that day.

Child arriving with injury:

If a child arrives at school with an injury this can be treated in school and recorded. If a child has had a bump to the head or complains of pains or illness parents will be advised to take the child to hospital/doctors to have a check-up.

Medical emergencies:

If it is felt that any child requires urgent medical attention we will call for an ambulance and try our best to contact parents. If a parent does not arrive before the ambulance leaves, the child will be accompanied to hospital by a member of staff.

Reporting infections, illnesses or diseases.

We would ask all parents to take their child to his/her GP if they have been excluded from school due to illness. We ask parents to inform us of the outcome.

If a child or adult is diagnosed with any infectious disease or illness and has been in contact with others, we will inform all parents and staff.

School should also be informed If there is an outbreak of a notifiable disease or any child or adult has been diagnosed with a notifiable disease as we are required to inform the local health protection agency and Ofsted

Notifiable diseases

- **Mumps**
- **Scarlet Fever**
- **Measles**
- **Meningitis**
- **Rabies**
- **Rubella**
- **Small pox**
- **Tuberculosis**
- **Tetanus**
- **Typhoid**
- **All forms of Hepatitis**
- **Whooping cough**
- **Yellow fever**
- **Leprosy**
- **Food poisoning (more than 2 cases)**

Illnesses and infections that require exclusion

Whilst attending school your child may pick up infections or illnesses as they come into contact with lots of other children. Some of these childhood conditions are contagious and therefore your child will need an exclusion period

Here is a list of common childhood illnesses/infections and the exclusion period.

Condition	Incubation period	Exclusion period
Chicken Pox	13-17 days	Until spots scab over
Conjunctivitis	1-3 days	None
Diarrhoea and vomiting		24 hours after last occurrence and symptoms cleared. Each individual case will be assessed and a decision will be made on whether the child can return to school.
Hand, foot and mouth disease		None
Head Lice		No exclusion but school must be informed
Gastroenteritis Food poisoning	1-3 days	48 hours or till at least diarrhoea/vomiting has stopped Or until certified well by a doctor
Measles	7-15days	At least 4 days after rash first appears
German Measles	16-18 days	4 days after rash has appeared
Hepatitis A or E		7 days after onset of jaundice or until certified well by doctor
High temperature		24 hours
Colds/flu		Until recovered
Whooping cough		48 hours from commencing antibiotic treatment 21 days from onset of illness
Cold sores		None
Impetigo	4-10 days	48 hours after antibiotic treatment has started. Until sores are crusted or healed
Molluscum Contagiosum		None
Ringworm , Scabies	4-8 week antibiotic treatment	Ringworm -Not usually required, treatment required Scabies - Pupil can return after first treatment.
Scarlet fever		24 hours after antibiotic treatment

Slapped Cheek Syndrome		None once rash has appeared Pregnant staff should seek advice from GP
Shingles		Exclude if rash is weeping and cannot be covered by clothes
Meningococcalmeningitis/septicaemia	2-10days	Exclude until well
Mumps		Five days from onset of swollen glands
Streptococcal infection		24 hours after the start of the treatment. Until well enough to return
Tonsillitis		None
Tuberculosis		Until certified well by doctor

Review March 2026