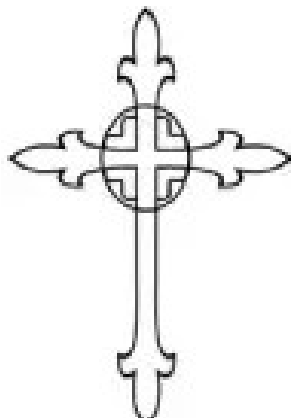


# Dalton St. Michael's CE Primary School



## Medicine Policy

Agreed by Governing Board on 17<sup>th</sup> March 2026

Policy will be reviewed by March 2027

**Introduction**

We encourage children to attend school every day. However, there are occasions a child needs to stay at home if they are unwell. In this event we ask that parents inform school on the first day of absence. If a child is well enough to attend school but requires medication we will follow the procedures set out in this policy.

### **Long Term Medical Needs**

There may be occasions where a child requires long term medication. If this was necessary an individual Health Care Plan would be written in consultation with parents and health professionals. Information included in the Health Care Plan would detail:

- The child's condition
- Signs and Symptoms of the condition
- Special Requirements
- Medication and any side effects
- What to do in an emergency and who to contact
- How school can support the child and family

Parents must keep school informed of their child's long term medical needs and any changes.

### **Prescribed Medication**

Wherever possible, medication should be taken at home. Parents should try to request a medicine from the Doctor which can be taken outside school hours eg. Three times a day can be taken before school, after school and at bedtime.

Some children may require inhalers. These will be safely stored in the school office. If a parent wishes their child to carry their own inhaler this must be by prior arrangement with the Headteacher and with written consent. Pupils are supervised by an adult when taking their asthma medication. A text to parents will be sent to inform them that their child has used their inhaler that day.

School has a 'blue' Ventolin inhaler and spacer in the office. This is to be used if a child, who is known to have asthma, is having an attack and does not have their own inhaler in school.

### **Non-Prescribed Medication**

Pain killers (including Calpol, Ibuprofen, cough and throat remedies) will only be given to children when a child suffers from pain which is controllable with painkillers. In this instance, parents should supply the appropriate painkiller and complete the medicine consent form. **The school will hold some Calpol in the event of exceptional circumstances when a child requires medication and their parent is unable to attend school swiftly. The Headteacher will speak to the parent before administering school medication.**

### **Procedure for the Administration of Medicines**

Parental consent must be given for medication to be administered. This should be written on the school medicine consent form which can be collected from the school office or can be downloaded from the school website. Consent must include the child's name, medication name and dosage, method of administration, date and time.

All medication and consent forms should be handed into the school office by an adult. It is the parent's responsibility to collect the medication at the end of the school day. On receipt of a school medicine consent form the child will be given a 'I need medicine' sticker to be placed on their polo shirt or jumper. This will include the time that the medicine should be taken. When the medicine is taken, the sticker will be removed.

The Headteacher or our trained First Aiders administer medicines. A record of medicine administration will be maintained in the school Medical Request Form in the school office.

It is the parent's responsibility to ensure the medication is in date and removed from the school during school holidays.

If a child refuses to take their medication parents will be contacted immediately.

**Whilst every endeavour will be made to administer medication according to instructions, in the event that this does not occur, school staff cannot be held responsible. For the administration of vital medication, parents are welcome to come into school to administer it to their own child themselves.**

### **Storing Medication**

Wherever possible parents should only bring the dosage required.

All medicines should be clearly labelled with the name of the child, name and dosage of medicine and frequency of administration. All medicines should be in separate containers.

All medicine will be stored in the school office or in the refrigerator if required.

Parents are responsible for collecting and disposing of medicines when they are out of date or no longer required.

### **Sporting Activities**

All children will take part in Physical Education. If a child is restricted from taking part this should be included in the Health Care Plan where necessary. When a child is temporarily unable to take part in a P.E. lesson parents must put this in writing.

### **Out of School Activities**

All children are encouraged to take part in out of school activities or visits where safety permits. Risk Assessments are completed to determine the suitability for all children. Parents will be required to complete a consent form for all out of school activities outlining any special medical problems and treatment and consent for emergency medical treatment.

### **Emergency Procedures**

In an emergency a child's parents would be contacted immediately.

In the event that a child required emergency hospital treatment DfE guidelines relating to contacting emergency services would be followed:

**Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.**

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

1. Your telephone number: **01257 462082**
2. Your name
3. Your location:

**Dalton St Michael's C.E. Primary School,  
Higher Lane,  
Dalton,  
Wigan,  
Lancashire**

4. State what the postcode is: **WN8 7RP**
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

**The wooden gate at the front of the school entrance which will be opened**

*A copy of this form is kept by the telephone in the school office*

If a child requires hospital treatment they would be accompanied by two members of staff if the parent does not arrive at school before the ambulance. The members of staff would remain with the child until their parent arrives. The contact form must be taken for relevant medical information.

### **Confidentiality**

All medical information is confidential and information will only be shared with the agreement of parents.

If staff are concerned about any child's medical condition or needs, this must be first discussed with the Headteacher and parents and the school nurse if applicable. The Headteacher will arrange any appropriate training if necessary.

### **First Aid Provision**

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. All our staff are first aid trained.. **Their names are displayed in the School Office, the Headteacher's Office and the Resource Area.**
- b) First Aid is administered at the first aid points.
- c) Portable First Aid kits are taken on educational visits and are available from the School Office.
- d) A qualified First Aider will go on any educational visit.
- e) **The First Aiders** will ensure the maintenance of the contents of the first aid boxes and other supplies and inform the Headteacher if further supplies are needed.
- f) All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- g) All First Aid treatment will be recorded in the Accident Book, with a slip given to parents at the end of the day.
- h) First Aiders contact parents by phone if they have concerns about the injury.
- i) **Parents are informed of a head injury by telephone or text immediately.** The child would get a 'Bump to the Head' sticker placed on their jumper and also a note home.