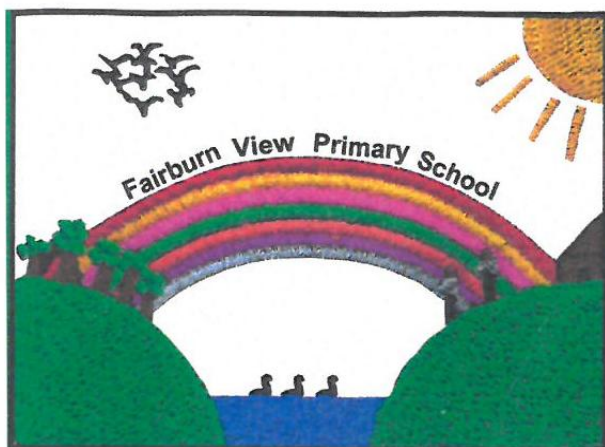


FAIRBURN VIEW PRIMARY SCHOOL



Fairburn View Primary School

**Supporting children with Medical Conditions,
Medicine and First Aid Policy**

February 2024

Date taken to Governors: 25.11.25

Signed by: _____

Head Teacher – Alex Webb

Signed by: _____

Chair of Governors – Jonathan Foster

Review Date: November 2027



1. Introduction

This policy outlines the procedures for managing medicines safely and effectively within school, including controlled drugs, emergency medication (EpiPens and inhalers), and non-controlled prescription and over-the-counter medicines. It is written in line with:

- *Supporting Pupils at School with Medical Conditions (DfE)*
- *Keeping Children Safe in Education (KCSiE)*
- The Misuse of Drugs Regulations 2001
- Health and Safety at Work Act 1974

The school is committed to ensuring that pupils with medical needs are fully supported and can access education safely and inclusively.

2. Roles and Responsibilities

Parents/Carers

- Provide accurate, up-to-date information about their child's condition.
- Supply medicines in original, pharmacy-labelled packaging.
- Complete all required consent forms.
- Replace expired or used medication promptly.

School Staff

- Follow this policy and individual healthcare plans (IHPs).
- Maintain up-to-date training in administering specific medicines, including EpiPens and inhalers.
- Maintain accurate written records of all medication storage and administration.

Headteacher

- Ensure appropriate staff training is in place.
- Ensure compliance with legislation and safeguarding procedures.

Healthcare Professionals

- Provide medical advice and clear prescribing instructions where required.

3. Controlled Drugs (e.g., Medication for ADHD)

3.1 Storage

- Controlled drugs (e.g., methylphenidate) must be delivered to school by a parent/carer.
- Stored in a **locked, non-portable controlled drugs cupboard**, accessible only to authorised staff.
- A controlled drugs register must be kept, recording quantities received, used, and returned.

3.2 Administration

- Must follow the **two-staff procedure** in Section 6.
- Every dose administered must be recorded in the controlled drugs register.
- Where agreed in an IHP, pupils may self-administer under direct staff supervision; controlled drugs remain locked away between doses.

3.3 Loss or Misuse

- Any discrepancy must be reported immediately to the Headteacher/DSL and managed as a safeguarding concern under KCSiE.

4. Non-Controlled Medicines

4.1 Parental Responsibility

- Medicines should only be administered in school if essential.
- Parents must complete a **Parental Agreement to Administer Medicine** form.

4.2 Storage

- Medicines kept in a locked cupboard or medical refrigerator, depending on requirements.
- Must be in original labelled packaging with clear instructions.

4.3 Administration

- Staff will administer medicines using the procedures outlined in Section 6.
- Administration is recorded on the Medication Administration Record.



4.4 Antibiotics

- School administers only antibiotics prescribed **twice per day** unless otherwise instructed by a clinician.

4.5 Pain Relief

- Over-the-counter pain relief may be administered with written parental consent.
- Aspirin is not given unless prescribed.

5. Emergency Medication: EpiPens & Inhalers

5.1 EpiPens (Adrenaline Auto-Injectors)

Storage

- Pupils should have **two** in-date devices in school.
- Kept in an **unlocked, clearly marked, quickly accessible** location.
- Emergency spare AAIs may be kept in line with DfE guidance.

Administration

- Staff must administer **immediately** at signs of anaphylaxis—no delays or uncertainty.
- Procedure after use:
 1. Call **999**
 2. Inform parents
 3. Record the incident
 4. Send used device with paramedics

Trips

- EpiPens must accompany pupils at all times off-site.

5.2 Inhalers

Storage

- Younger pupils: kept with staff.
- Older pupils: may carry inhalers if approved via IHP.
- All inhalers clearly labelled and accessible.

Emergency Salbutamol Inhaler

- May be used only for pupils with written consent and an asthma diagnosis.
- Usage must be recorded and communicated to parents.

Asthma Emergency Procedure

1. Give 2 puffs of reliever inhaler (up to 10 if needed).
2. Keep the pupil upright and supervised.
3. Call **999** if symptoms persist or worsen.
4. Inform parents and record the event.

6. Procedure for Administering Medicines (Two Staff Required)

To ensure safety and accuracy, the following steps apply to **all** medication:

6.1 Verification

Two trained staff members must be present. Together they check:

1. **Correct pupil** – confirm identity and label.
2. **Correct medicine** – match label, consent form, and IHP.
3. **Correct dose** – check prescription and measuring device.
4. **Correct time** – check MAR and confirm no earlier doses taken.
5. **Correct route** – oral, inhaled, intramuscular, etc.

6.2 Administration

- One staff member administers; the second witnesses.
- Self-administration allowed only when approved in the pupil's IHP and supervised.

6.3 Recording

Immediately after giving the medicine:

- Both staff sign the **Medication Administration Record (MAR)**.
- Controlled drugs are additionally logged in the Controlled Drugs Register.
- Any refusal or issue is recorded and reported to parents.

6.4 Aftercare



- Observe the pupil briefly.
- Return medicine to correct storage area.

6.5 Errors

In the event of a mistake:

1. Inform Headteacher/DSL immediately.
2. Inform parents.
3. Seek medical advice (NHS 111 or 999).
4. Complete an incident form.

7. Individual Healthcare Plans (IHPs)

IHPs must be completed for pupils requiring regular medication, controlled drugs, or emergency medications (e.g., EpiPens, inhalers).

They outline:

- Condition and symptoms
- Medicines required
- Administration procedures
- Emergency procedures
- Parental and school responsibilities
- Review dates

8. Record Keeping

The school will maintain:

- Medication Administration Records (MARs)
- Controlled Drugs Register
- Parental Consent Forms
- IHPs
- Incident reports relating to medication
- Staff training records

9. Storage, Disposal, and Transport

- Medication must be returned to parents when no longer required or if expired.
- Parents are responsible for safe disposal at a pharmacy.
- School staff must not dispose of medications.
- Medicines must accompany pupils on trips and off-site activities.

10. Safeguarding

Any concerns regarding medication misuse, missing medication, or repeated failure to supply essential medicines may be managed under the school's **Safeguarding and Child Protection Policy** and KCSiE.

Defibrillator

The school's defibrillator is kept in the main office.

Date of Policy: October 2025

Date of Review: October 2027



Appendix A – Parental Agreement to Administer Medicine

(Template)

Pupil Name: _____

Class: _____

Medicine Name: _____

Dose & Route: _____

Time(s): _____

Start/End Date: _____

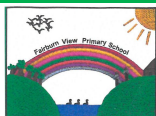
Type of Medication:

- Non-controlled medicine
- Controlled drug
- Inhaler (reliever)
- Inhaler (preventer)
- EpiPen / AAI
- Consent for emergency inhaler/AAI use

Parent Declaration:

I give consent for the school to administer the above medication in accordance with the school's Medicines Policy.

Signature: _____ Date: _____



Appendix B – Individual Healthcare Plan (IHP) Template

Pupil Name: _____

DOB: _____

Class: _____

Medical Condition: _____

1. Medication Required

Medicine	Dose	Route	Time/Frequency	Storage	Trained Staff
Inhaler (reliever)	___	Inhaled	As needed	Accessible location	___
AAI/EpiPen (1)	___	IM	Emergency	Classroom box	___
AAI/EpiPen (2)	___	IM	Emergency	Medical room	___

2. Emergency Procedures

- Clear steps for asthma attack, anaphylaxis, seizures, etc.

3. Day-to-Day Support

- Adjustments, supervision, triggers, and activity considerations.

4. Responsibilities

Parents/School/Healthcare professionals.

Signatures

Parent: _____

School: _____

Health Professional (if required): _____