



BABINGTON

HOUSE SCHOOL

MEDICINES POLICY

Babington House School

Date of Policy	Review Date	Reviewed By	Approved By
March 2025	March 2026	Zoe Hicks-John School Nurse	SLT

Safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development at Babington House School.
All systems, processes and policies operate with the best interests of the child at their heart.

Every Child Matters									
Health and Self care	✓	Safety	✓	Learning and Development and Behaviour for Learning		Parent Links		Transition and the Community	

Early Years Foundation Stage Overarching Principles							
A Unique Child		Positive Relationships		Enabling Environments		Children develop and learn in different ways and at different rates	

RELATED POLICIES
First Aid Policy
Safeguarding Policy
Health and Safety Policy
Health and Safety Policy – EYFS

Prescribed Medication

- The School Nurse / Early Years team will only administer medication when it is essential to do so, that is, where it would be detrimental to a child's health if the medicine were not administered.
- Staff that are paediatric first aid trained understand how to use an EpiPen and asthma inhaler.
- The school Nurse is onsite and will administer most medicines where practicably able to do so.
- Parents must provide two EpiPens and an antihistamine syrup for a child with the potential to suffer from anaphylactic shock.
- Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin will only be given if prescribed by a doctor)
- Prescription medicines will only be given to the person named on the bottle for the dosage stated.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the school office who will then ensure administration of medicines form is completed by the parent/carer.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us immediately if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose to be given.
- The staff will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor, dentist, nurse or pharmacist.
 - The parent must be asked when the child has last been given the medication before coming to school on the administration of medicines form. When the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day.
 - At the time of administering the medicine, the member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication).
 - Staff will not covertly administer medication; this means administering medication in a disguised format e.g. hidden in food or drink
 - If the child refuses to take the appropriate medication, then the parent will be contacted by phone.
 - Where medication is non-essential or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-Prescribed Medication

There may be occasions when a child is well enough to attend school but still requires medication.

- Non-prescription medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken.
- Medicines such as calpol are stored in their original containers out of the reach of children in a locked first aid cabinet.
- Staff will not administer any non-prescription medication containing **aspirin**.
- Medicines (both prescription and non-prescription) must only be administered to a child where **written permission for that particular medicine has been obtained from the child's parent and/or carer**. Staff must complete a ISAMS Medical Centre **record each time a medicine is administered** to a child, and **inform the child's parents and/or carers** on the same day, or as soon as reasonably practicable.
- Staff will only administer non-prescription medication for a short initial period, (for example Calpol will not be administered more than 3 days in a row), dependant on

the medication or the condition of the child. After this time medical attention should be sought

- If the staff feel the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse school attendance until the child is seen by a medical practitioner
- If a child does exhibit the symptoms for which prior written consent has been given to give non-prescription medication during the day, then the staff will always also seek phone permission before administering any non-prescription medication.
- For any non-prescription cream for skin conditions prior permission must be obtained from the parent.
- If any child is brought to the school in a condition in which he/she may require medication sometime during the day, the School Nurse will decide if the child is fit to be left at school.
- Parents/carers can complete the "Over the Counter Medicines form" which gives permission for the school nurse or trained staff permission to give certain named medications. e.g., paracetamol for headache or period pain.

Administering Medicine

- When administering medication, staff must ensure they receive the following information:
 - A completed 'Administration of Medicines' form. This gives prior written permission for staff to administer medication and is completed by the parent/carer, stating the name of medication, when the last dosage was given, the time and dosage that staff will be required to give the medication.
 - For certain medication, a Care Plan.
 - In the case of life saving medication, until the child has a Care Plan in place, it may be necessary for the parent to complete a 'Administration of Medicines form' for each day.
 - If the administration of medicines requires technical/medical knowledge the individual training will be required for staff from a qualified health professional. Training is specific to the individual child concerned.

Health Care Plans

- Where the child has a long- term medical condition such as asthma, diabetes, epilepsy or anaphylaxis, a Health Care Plan must be put in place with the parent, School Nurse and relevant Health Care professional. This should be reviewed regularly. The parent must also complete the 'Administration of Medicines' form so that staff can administer medication. Advice from the School Nurse will be sought to determine whether the administration of the medication requires training.
- In some cases, it may be necessary for childcare to stop until the Health Care Plan and appropriate training has been put into place. This will be determined by the School Nurse.

Staff medication

- Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. Babington House School will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
- All staff have a responsibility to work with children only where they are fit to do so. children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the Head and seek medical advice.
- Where staff may occasionally or regularly need medication, any such medication must be kept either in the School Nurses office or in the medication cabinet clearly labelled in the school office. In all cases it must be securely stored and out of reach of children at all times. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

Storage

- All medication for children must have the child's name clearly written on the original container and kept locked in the school office drug cabinet, locked in the School Nurse office drug cabinet or the designated medicines fridge. In the case of medication such as EpiPens or asthma inhalers, they are stored in individual student medipacs and for EYFS and KS1 locked in the class medication cabinet. KS2 and Seniors will have their Medpacs on their person.
- Where a child moves around the school e.g. lunch or assembly or attends an educational visit the medipac will be taken with the child.
- Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need.
- Any antibiotics requiring refrigeration must be kept in the locked medication fridge in the school office.
- All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.