



Bismilahir-Rahmanir-Rahim

# IQRA SLOUGH ISLAMIC PRIMARY SCHOOL (ISIPS)

## Managing Medicines in School- 2022/2023

We Learn, We Lead, We Inspire

Review Date... 1<sup>st</sup> September 2022 .....

Signature: .....  .....

Frequency of Review ...Annual.....

Next Review Due..... 1<sup>st</sup> September 2023 .....

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## **Policy for Managing Medicines in School**

### **POLICY STATEMENT:**

'At Iqra Slough Islamic Primary School we believe that everyone has the right to be happy, safe and respected in a friendly, stimulating environment.

We promote high standards of teaching and learning with clear expectations of courtesy and behaviour. We value individuality and encourage all to achieve their full potential. Through working together and open communication we strive to prepare children to succeed in society.'

### **Aims**

The aims of this policy are:

- to define the procedure for administering prescribed medicines to children
- to define the framework for the use of medical care plans for children with a chronic condition such as diabetes
- to define the procedures for the emergency administration of medicine to children suffering an allergic reaction

### **Roles and Responsibilities**

It is the responsibility of the parent/carer to notify the school of any child having a medical condition that may require the administration of medicine while in the care of school staff.

It is the responsibility of the parent/carer to comply with the school procedures for bringing medicines into school.

The head teacher accepts responsibility, in principle, for members of staff who volunteer to give, or supervise children taking, prescribed medicines during the school day. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

No member of staff has any contractual obligation to administer medicines.

### **Administration of Prescribed Medicines Permitted in School**

Only prescribed medicines can be administered in school and only when the medical regime requires a dose to be administered during the school day. If possible parents should request that medicines such as antibiotics are prescribed for three daily doses. These can then be administered outside school hours: before school, after school and at bedtime to avoid the need for medicines to be given during the school day.

Any medication brought into school must be in the original container showing the **child's name, dosage** and name of the doctor. Medicines must be brought to the school office, not given to the child or to the teacher, and parents must complete a form authorising the medicine to be administered (see Appendix 1). A tear-off slip from this form is placed in the clip in the Medical Room so that the Medical Officer and Lunchtime Supervisors are aware of all children requiring medication that day.

At the end of the school day an adult must collect the medicine from the school office.

### **After School Care**

If a child attends an After School Club the parent/carer must inform the staff there that the

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child requires medication. The club will provide both their medicine authorisation form and the school form for the parent/carer to complete. The medicine must be given to club staff to place in the school medicine fridge and will be retrieved by club staff when the child is collected.

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

In school all medicines are kept securely in a fridge. When the medicine is administered this is logged on a record of medication with the date and time of the dose, and the initials of the member of staff administering the medicine. However, schools are busy places and the school cannot accept responsibility if a dose is missed. If parents wish to come into school during the day to administer medicine then they are welcome to do so and should contact the school office to arrange this.

### **Non-Prescription Medicines**

The school will not administer non-prescription medicine, such as analgesics for headaches unless there is written permission from the parents, for example for the duration of residential visits, or if this forms part of a Medical Care Plan.

### **Offsite Visits**

In the event of the child going offsite, for example on a school trip, the parent must discuss arrangements for administration of the medicine with the school. Forms detailing medication requirements must be completed and signed by parents for every residential visit.

### **Chronic Conditions**

Parents must inform the school if a child has, or develops, any medical condition such as diabetes or asthma which may require ongoing medication, or any allergy which may require the emergency use of medication.

### **Asthma Inhalers**

If a child has asthma the parent must complete an Asthma Information Sheet (see Appendix 2) which is available from the school office. Asthma inhalers are the only exception to the requirement for medicines to be brought to the school office, but any inhalers brought into school must be clearly labelled with the child's name. Inhalers are kept in a designated labelled place in the medical room under the supervision of the designated medical officer. Older children are responsible for the administration of their own inhalers under supervision.

### **Medical Care Plans**

If a child has a chronic medical condition which may require the regular or occasional administration of medicine during the school day then a Medical Care Plan is drawn up by the parents, the child's GP and the school. The Medical Care Plan is kept in the Medical Room where a photograph of the child is displayed.

### **Allergies and Emergency Administration of Medicine**

Any allergies must be notified on the school admission form. If an allergic reaction may require the use of an epipen then a Medical Care Plan is kept in the Medical Room where a photograph of the child is displayed.

All staff are trained annually in the use of epipens.

Children with severe food allergies may only have school dinners after consultation between the school, the catering service and parents.

### **Offsite Visits**

The medical needs of any child with a chronic medical condition are considered during the planning of an offsite visit, if necessary in consultation with the child's parents. Inhalers, epipens and any other

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emergency medication from the medical room are included as part of the general first aid kit that is taken on every offsite visit. For residential visits parents must complete a medication form for every child, even if no medication is required.

**Emergency First Aid**

The school has fully trained first aiders including those with pediatric first aid training. Minor accidents are dealt with by Teaching Assistants or Lunchtime Supervisors; a 'sad face' stamp on the child's hand will alert parents to this event, and an incident or 'bumped head' form (see Appendix 4.4) explaining the cause of the injury and treatment provided is given to the child to bring home. If the accident is more serious the school will contact the parents/carer.

Appendix 1

Medication Request and Authorisation Form  
Iqra Slough Islamic Primary School  
Fernside, Wexham Road, Slough, Berkshire SL2 5FF  
T 01753 520018  
E office@iqra.slough.sch.uk  
Headteacher

I am writing to request that my child is given medication during school hours.

Child's name ..... Class .....

Medication..... Dosage .....

Time to be administered ..... Start Date..... End Date .....

If your child attends After School Club you must arrange with a member of their staff for the medication to be collected at the end of school.

Signed .....

Name	Class	Today's Date	End Date
Has medication in school today			

