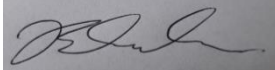


Townhill Junior School



Medicines in School Policy

Medicines in School Policy				
Date last amended:	4th October 2025	Approved by:	Townhill Junior School Full Governing Body	
Approval date:	20 th October 2025	Signed:		Jo Proctor
Review Date:	October 2026			Chair of Governors

MEDICINES IN SCHOOL POLICY

Townhill Junior School Medicines in School Policy



Introduction

From time to time, pupils will have a medical condition, which will require the administration of medication or require medical support from the teaching or administration staff. For the majority of these pupils, this will be a short-term measure. However, other pupils may have medical conditions that, if not adequately supervised, could limit their access to education. There are also children who may need immediate life-saving medication such as those suffering from a severe form of allergy such as nuts or bee stings. Most children with these kinds of medical needs are able to attend school normally and with good support from the school, take part in the majority of school activities.

Children suffering from short term ailments who are clearly unwell should not be in school.

The school has a *loco parentis* responsibility towards pupils and there are circumstances when it should be ensured that someone is available, willing and trained to give life-saving treatment, as in the case of anaphylactic shock arising out of a severe allergic reaction. All administration staff have “administering of medicines” included in their job description. Although most other staff do not have “administering medicines” included in their job description, it is expected that in emergency situations that the child’s welfare would be the first priority.

To enable staff to administer medicines or perform first aid we have a minimum three members of staff who have completed at least the Three Day Trained First Aider Course with Paediatrics. We also ensure First Aid training is made available for Teaching Assistants to ensure trips are covered by First Aid trained adults.

Ventolin Inhalers

- Inhalers and spacers should be kept safely in the office, stored in a clearly labelled container. Where possible, a secondary inhaler will also be stored in the class teacher’s desk. All individual inhalers should be marked with the child’s name.
- Except in the case of the very young, children should be encouraged to use inhalers themselves with support from a member of staff in the classroom or office.
- It is the parent or carers responsibility to ensure that inhalers are not out of date. Children should take their inhalers home at the end of each term for parents to check and send in a replacement if necessary.
- Inhalers should be returned to a parent or guardian to be disposed of if;
 - the child leaves school,
 - the child no longer needs the medication,
 - the inhaler has passed its expiry date.

Letters to parents regarding Ventolin inhalers

See Appendix 1

Medicines

Prescribed medicines should only be administered in school with a completed request form signed by a parent or guardian (*Appendix 2*). A separate form is required for each and every medicine.

- All medicines must be fully labelled with the child's name and stored safely; either in a locked box in the office filing cabinet or in the fridge in the Site Manager's room.
- Prescription medicines must be checked by a member of the Admin team for the child's name, dosage and the date the medicine was prescribed.
- Paracetamol, which has not been prescribed by a doctor, may be administered in school provided the appropriate permission form has been completed (*Appendix 2*). The paracetamol will be securely stored in the office and it is the child's responsibility to come to the office at the correct time to receive their medication
- Aspirin or preparations containing aspirin will not be given to children under any circumstances unless specifically prescribed by a doctor
- A record of any medicines administered to a child should be completed and include; date and time medicine administered, full name of medicine, dosage, name of person administering and name of witness. (*See Appendix 3*)

Controlled Drugs (Ritalin)

The same procedure applies for administering these types of drugs as for any other medication.

In addition to this the following measures should be taken to ensure that these drugs are stored and administered safely;

- All medicines should be kept securely in the school safe with restricted staff access.
- A full record of medicines in and out should be kept (*Appendix 4*)
- As far as is practicable one person (from Admin Team) should take responsibility for ensuring that a tablet count is done each time the medicine is administered.
- Any lost or spoilt tablets should be reported and a second signature is required.
- Any medication taken out of school on trips must be carried in a box with the prescription label attached.
- Any tablets no longer needed in school by a child must be collected by a parent/guardian who should sign the record of controlled drugs form to confirm they have taken them.

Letter 1

To Parent of

Dear Parent or Carer,

You have told us on your child's Registration Forms that they have asthma. Our school policy is that only blue Ventolin inhalers are to be used in school, unless there are exceptional circumstances. (Please talk to your child's teacher if necessary).

Please ensure that your child has a Ventolin inhaler in school at all times, which is clearly marked with their name. Children are encouraged to use their inhaler when they feel they need it and should go to the office to ask for it. They should also take it out with them to games P.E lessons/out of school activities.

It is your responsibility to ensure that inhalers are in date and not empty. The class teacher will endeavour to send your child's inhaler home with them at the end of each term so that they can be checked. Please ensure that your child brings an inhaler back into school when they return at the start of a new term.

So that we have a clear record of which children should have a Ventolin inhaler in school, please complete the enclosed Medication Form. If you have a care plan provided by the asthma nurse, please also provide us with a copy of this. Could we also ask that you keep the school updated if there are any changes to your child's medical condition?

Yours sincerely,

N Humphries

Headteacher

**TOWNHILL JUNIOR SCHOOL
ASTHMA MEDICATION (VENTOLIN)**

Dear Headteacher

My child has asthma and should have a Ventolin inhaler with them to use as required.

My child can use the inhaler unaided / can the use inhalers themselves with support from a member of staff. (Delete as appropriate)

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

Date Prescribed

Dose Prescribed

Time(s) to be given

I understand that the medicine must be delivered to the school by myself or the under-mentioned responsible adult.

.....

I accept responsibility for ensuring that my child's inhaler is in date and will replace it termly or sooner if required.

I accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.

Signed: Parent/Guardian

Address:

.....

Date:

Notes to Parents:

- 1 Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and the administration of the medicine is agreed by the Headteacher.
- 2 This agreement will be reviewed on a termly basis.
- 3 The Governors and Headteacher reserve the right to withdraw this service.

Letter 2

Dear Parent or Carer

Your child should have brought home their Ventolin inhaler for you to check.

- Please make sure that the inhaler *use by date* has not expired.
- Please make sure that the inhaler is not empty.
- Please make sure that your child returns to school at the beginning of term with their inhaler if it is still required. Alternatively complete the slip below if your doctor has told you that a Ventolin inhaler is no longer needed.

Yours sincerely

Mr N Humphries

Headteacher

To Mr N Humphries

This is to confirm that my doctor has said that my child
no longer needs to use a Ventolin inhaler in school.

Signed Date

**TOWNHILL JUNIOR SCHOOL
REQUEST FOR THE SCHOOL TO GIVE MEDICATION**

Dear Headteacher

I request that(Full name of Pupil) be given the following medicine(s) while at school:

Name of Medicine

Duration of course

Dose Prescribed

Date Prescribed

Time(s) to be given

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

Or

This is a non-prescription medication suitable for children under 12years (Please note that aspirin-based medicine or tablets will not be administered unless specifically prescribed by a doctor)

I understand that the medicine must be delivered to the school by myself or the under-mentioned responsible adult.

.....
I accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.

Signed: Parent/Guardian

Address:

.....

Date:

Notes to Parents:

- 1** Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and the administration of the medicine is agreed by the Headteacher.
- 2** This agreement will be reviewed on a termly basis.
- 3** The Governors and Headteacher reserve the right to withdraw this service.

Appendix 3

Name of Child _____ D.O.B. _____

[illegible]

