



**HAILEY HALL SCHOOL**

**Believe | Strive | Achieve**

## **Managing Medication Procedure**

**Date reviewed: Summer Term 2025**

**Review Date: Autumn Term 2026**

**Approved Committee: Board of Trustees**

**Responsible persons: Pupil Welfare Officer**

## **CONTENTS**

	<b>Page No.</b>
Introduction	3
Scope	3
Medication dispensed at school	3
Parents supplying medication	3
Storage of medication	4
Controlled Medication	4
Record Keeping	4
Inhalers/Epi Pens	4
Pain relief medication	4
Prescribed medication	5
Non prescription medication	5
Home contact	5
Return to school following sickness and diarrhoea.	5
Surgery/Sick Bay	5
Suncream	5
Allergies	6
Head Injuries	6
First Aid Boxes	6
IHCP plans	6
Emergency Procedures	7
Staff Training	7

## **Introduction**

This procedure aims to ensure that:

Pupils, staff and parents / carers understand how our school will support pupils with medical conditions.

Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

The named person with responsibility for implementing this procedure is the Welfare Officer.

## **Scope**

This policy applies to all pupils with medical needs, conditions, disabilities, or pupils who may require medical intervention or medicines on an ad hoc basis.

## **Medication dispensed at school**

At the time of Admission/Transition, the 'Pupil Information Form' asks if you request for Hailey Hall School to assist your child with administering medication during the school day. If you answer yes, you will be supplied with the 'Medication dispensed at school' form.

If at a later date, your child is prescribed with new medication, or a change of dosage or timings, then a new form would need to be requested and completed.

## **Parents supplying medication**

If a parent needs to send medication into school, the 'Medication Dispensed at school form' must be completed first and the following guidance is given:

- Please give all medication directly to the Taxi driver or front office
- Ensure all medication is provided in the original supplier's box with the pharmacy printed label and instruction booklet
- Please do not send in any medication that is not prescribed by a doctor
- Hailey Hall School can supply Paracetamol and Ibuprofen with your consent if required
- Medication that is only taken 3 times per day should be managed at home please
- Please only send in the quantity of medication we require.

## **Storage of medication**

All medications (except inhalers and EpiPens) are stored in the locked Surgery room within a locked cupboard.

## **Controlled Medications**

Controlled medications are stored in the locked surgery room inside the static safe which is in a locked cupboard.

Pupils are invited to surgery on a set schedule to administer their medication.

Pupils who take controlled medication in school have individual records kept. This shows how many tablets/capsules we hold, and the time and dates this was administered.

Pupils should not have controlled drugs or other medication in their possession, with the exception of Inhalers with parents' consent.

Medicines no longer required will be returned to parents/carers when requested or when the pupil leaves Hailey Hall. If this cannot be arranged then we will take unwanted medication to our local Pharmacy.

## **Record Keeping**

A written log is held in surgery of all medication dispensed. This shows how many tablets/capsules we hold, and dates and times this was administered.

When verbal consent is required by parents/carers, we record any medical interventions on SIMS.

## **Inhalers**

If a parent informs us their child has Asthma, they will need to complete the Asthma Annual Update form. If pupils fail to bring their inhaler on a school trip they may be refused to attend on the day.

Pupils are able to carry Inhalers on their person. Parents/carers should contact the school if an inhaler is required to be kept in school. We do not have a general use school Inhaler.

## **Epi Pens**

Epi Pens are kept in the staffroom in an easily accessible place.

## **Pain relief medication**

We hold a stock of Paracetamol and Ibuprofen in surgery so please do not send any into school. When a child needs pain relief, we will always call home first on every occasion to obtain permission and ascertain the time previous medication may have been given. We can only dispense the dosage for the age limit detailed on the box.

## **Prescribed Medication**

If your child is prescribed medication to be taken in school, please complete the 'Medication dispensed at school form'. Prescribed medication will be kept in a locked cupboard in surgery.

## **Non-Prescription Medication**

Schools are not required to accept Non-prescription medication however the head teacher will consider this on an individual case basis. The medication dispensed at school form should be completed with the guidelines followed.

## **Home contact**

First Aid personnel will always call home if your child has had a serious accident or suffered pain that is causing great upset.

The 'Behaviour Support Team' will call home if the incident requires explanation of circumstances.

Accidents that result in injury will be recorded.

## **Return to school following sickness and diarrhoea.**

Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days / 48 hours. (NHS Guidance)

## **Surgery/Sick Bay**

We have a Surgery/First Aid room with adjacent 'sick bay' containing a bed. Pupils under medical assessment or waiting to go home may use the bed.

## **Suncream**

We do not supply or administer suncream. Please ideally apply suncream before school-if necessary. Your child can self-apply, however please ask them not to share due to other pupils' allergies.

## **Allergies**

When a new pupil joins Hailey Hall School, we collect data regarding allergies on the Pupil Information forms. Please inform the school if your child develops any new allergies.

We keep a current list of pupil's-allergies . We usually stock allergy tablets. We always telephone home for permission if we feel a child would benefit from this medication.

## **Head injuries**

We will call home if a child sustains a significant head injury which causes pain. If we are concerned about the severity of the head injury, or the pupil is complaining of symptoms of concussion, we will ask parents to collect their child and take them to a medical centre or to be monitored closely at home. In this scenario we will not allow the child to eat or drink in case any medical interventions are required.

## **First Aid Boxes**

We have First Aid boxes located around the school. A list of the locations of the First Aid boxes is on display in a prominent position.

## **IHCP plans**

New IHCP plans are developed in partnership between the school, parents, pupils and relevant health professionals.

The parent or healthcare professional informs the school if a child is newly diagnosed and will be returning with an IHCP.

The Medical Lead will ensure that staff know how to support pupils affectively and provide what needs to be done, by whom and when.

Some pupils with IHCP plans may manage their own needs or carry their own medicines. This usually relates to conditions such as Asthma and diabetes. Staff will not force a pupil to take a medicine or carry out a procedure if they refuse. Staff will follow the procedure agreed in the IHCP plan and inform parents/carers so that an alternative option can be considered, if necessary.

IHCP plans are kept on the notice board in surgery.

## **Emergency procedures**

Individual Health Care Plans (IHCP) clearly set out what constitutes as an emergency and explains what to do.

In an emergency, the front office will provide the pupils contact details to the First Aider and the First Aider at the scene will call for an ambulance. Front office staff will call parents.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives. In emergency circumstances, staff will accompany the pupil to hospital by ambulance and stay with the pupil until a parent arrives.

## **Staff Training**

We have adequate First Aid trained staff, as well dispensing Controlled Medication trained staff.

All staff complete annual online medical training specific to current pupils needs such as Diabetes, Epilepsy and Asthma.

New training may be identified during the development or review of IHCPs. This training will be delivered by relevant professionals to identified staff.