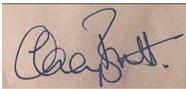


# Ysgol Penmaes

## Medical Policy

### Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Ratified by Governing Body	Signature	Date
Headteacher: Angharad Bryn-Jones		01.10.25
Chair of Governors: Clancy Brett		01.10.25
Next review date: Sept. 2026		

## Medication – Storage, Disposal and Administration

The purpose of this policy is that Ysgol Penmaes has a clear Medication Policy that is understood by staff, parents and pupils where possible. It provides a sound basis for ensuring that children and young people with medical needs receive proper care and support in school.

The policy should be read alongside the Welsh Government “Supporting learners with healthcare needs” -

<https://learning.gov.wales/docs/learningwales/publications/170330-healthcare-needs-en.pdf>

The Lead is the Head Teacher Mrs Angharad Bryn-Jones.

The Head Teacher is also responsible for ensuring that sufficient staff are suitably trained (including cover arrangements in case of staff absence or staff turnover).

Whilst teachers and other school staff in charge of pupils have common law duty to act as any reasonably prudent parent/carer would to make sure that pupils are healthy and safe on school premises (and this might in exceptional circumstances extend to administering medicine and/or taking action in an emergency), school staff should not, as a general rule, administer medication without first receiving appropriate information and/or training (or permission in cases of ‘one-off’ medications such as Calpol). Whilst Section 3(5) of the Children Act provides protection to teachers acting reasonably in emergency situations, First Aiders are not trained generally as part of their first aid training to administer medication.

It is each parent’s/carer’s responsibility to ensure that their child is fit to attend school and any medication required whilst the child is at school should ideally be administered by the parent/carer before the school day. If this is not possible, the form for medication should be completed by the parent (a copy can be found in the contact pack or can be requested from the school office [office@penmaes.powys.sch.uk](mailto:office@penmaes.powys.sch.uk)).

A list of trained staff is held by the Head Teacher and Special School Nurse (SNN) and a copy is also held in the main office. The list is updated annually.

### Prescribed Medicines

Parents/Carers are responsible for supplying the setting with the adequate information regarding their child’s condition and medication. This information must be in writing, signed and current so that procedures for each individual child or young person’s medication are known. The information about regular prescribed medicines should be

updated annually at an agreed time, or earlier, if medication is altered by the child's GP or Consultant.

All items of medication should be delivered directly to school staff by parents or escorts employed by the Authority. They must ensure the medication is in the original packaging which is clearly labelled with the child's details and dosage. The medication must not have passed the expiry date. It is the parent's/carer's responsibility to inform the school in writing when the medication or the dosage is changed or no longer required.

After the first receipt of medication, additional medication of the same may continue to be accepted without further notice, but any changes to the prescribed medication or a change in medication, must be notified in writing to the SSN or a member of the Senior Leadership Team in her absence.

'As required' medication, for example, inhalers can only be accepted if the above procedures have been followed.

<https://learning.gov.wales/docs/learningwales/publications/guidance-on-the-use-of-emergency-salbutamol-inhalers-in-schools-in-wales-en.pdf>

<https://learning.gov.wales/docs/learningwales/publications/171025-guidance-on-the-use-of-emergency-aais-en.pdf>

A record must be maintained of all medication administered to a pupil.

Medicines should only be taken at school when essential; that is where it would be detrimental to a child or young person's health if the medicine was not administered during the school 'day'. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

School staff will be trained to administer prescribed medications orally and the gastrostomy route where applicable and inline with their job descriptions..

Each item of medication must be delivered to the school office/nurse/school staff in a secure and labelled container as originally dispensed by a pharmacist including the prescriber's instruction of administration, the child's name and date of dispensing.

It may be appropriate for the GP to prescribe a separate amount of medication for the setting's use. This should be negotiated with the parent/carer. Items of medication in unlabelled containers should be returned to the parent/carer. The school is unable to accept medicines that have been taken out of the container as originally dispensed or make changes to the dosage on parental/carer instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside of the school day. We encourage parents/carers to

ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after attending the setting and at bedtime.

Prescribers consider the use of medicines which need to be administered only once or twice a day (where appropriate) for children and young people so that they can be taken outside the setting hours. Prescribers consider providing two prescriptions, where appropriate and practicable for a child or young person's medicine: one for home and one for the use in the setting, avoiding the need for repackaging or re-labelling by parents.

### Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations (see legal framework). Some may be prescribed as medication for use by children and young people. <https://www.legislation.gov.uk/ukpga/1971/38>

Once appropriate information and training has been received, any member of staff may administer a controlled drug to the child or young person for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

A child who has been prescribed a controlled drug may legally have it in their possession. However, in line with best practice principles, at Penmaes we store controlled drugs in safe custody. This does not prevent children accessing them for self-medication if it is agreed that it is appropriate.

The school will keep controlled drugs in a locked non-portable container and only named staff will have access. A record will be kept for audit and safety purposes (SSN).

A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Misuse of a controlled drug, such as passing it to another child or young person for use, is an offence. We have an agreed process for tracking controlled drugs and recognise that the misuse of controlled drugs is an offence.

A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

### Administering Medicines

No child should be given medicines without their parent's/carer's written consent. In an emergency, staff can gain consent over the telephone eg to give Calpol but the call must

be witnessed by another staff member and a ROTC completed and recorded on CPOMS and shared with SLT. Any member of staff giving medicines to a child or young person should check;

- The child or young person's name on the medicine container
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container and within the medication packaging.

If in doubt about any procedure staff should not administer the medication but check with the parents/carer or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent/carer, if appropriate, or with the appropriate health professional that may be attached to the school (e.g. special school nurse)

The school will complete and sign a record each time they give medicine to a child or young person as per:

- Welsh government guidance document
- School medicine form
- Occasional medicine form.

Clear records help demonstrate that staff have exercised a duty of care.

### Occasional Medication

Where occasional medication is required to be administered e.g. Paracetamol, Calpol and Ibuprofen then parents/carers must provide this medication along with a signed occasional medication form. Ysgol Penmaes and Powys Health Board do not keep supplies of these medications on site. Any medication sent in by a parent/carer must only be administered to the child they have been sent in for. A signed record must be kept of the medication administered.

### Self – Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively young age. The age at which they are ready to take care of, and be responsible for medicines, could vary. As children grow and develop they should be encouraged to participate in decisions about their own medicines. Children develop at different rates and so the ability to take responsibility for their own medicines varies. There may be circumstances where it is not appropriate for a child or young person of any age to self-manage. Health professionals need to assess,

with parents/carers and children, the appropriate time to make the transition if this is appropriate for the individual.

At Ysgol Penmaes a child may administer (where appropriate) but not usually carry their own medicines, bearing in mind the safety of other children and young people and medical advice from the prescriber, in respect of the individual child or young person.

Where children and young people have been prescribed controlled drugs, staff need to be aware that these should be kept in safe custody.

### Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the record and contact parents/carers. Details may be included in a care plan.

Parents/carers should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed as written down in the child or young person's care plan.

### Vaccinations and the Withdrawal of blood

If a child refuses a vaccination or blood to be withdrawn, staff will not physically support pupils using restrictive practices in order for these to take place. Parents/carers are invited in to support their child during these sessions.

### Educational Visits

It is essential that when planning an educational visit, the school can demonstrate that it has taken all reasonable steps and has undertaken reasonable adjustments to try and ensure that the visit is accessible to children with disabilities and/or medical needs.

### Transport

If a pupil travels to and from school with medication then school staff will ensure that this is signed out and handed to a responsible adult (driver or escort) on the school bus to take care of. School staff will receive medication handed over to them each morning by drivers or escorts and will ensure that this is signed into school.

### Sporting Activities

Most children and young people with medical conditions can participate in physical activities and extracurricular sports. There should be sufficient flexibility for all children and young people to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental, physical health and wellbeing. Any restrictions on a child or young person's ability to participate in PE should be recorded in their individual Health Care plan.



All adults should be aware of issues of privacy and dignity for children and young people with particular needs. Some children and young people may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

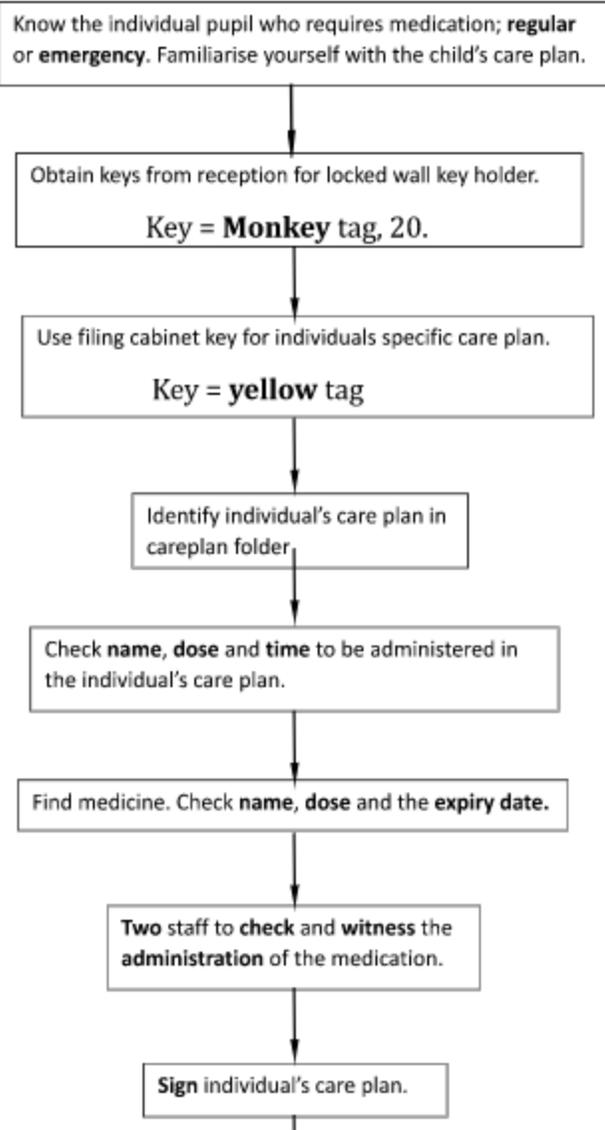
Staff supervising sporting activities should consider whether risk assessments are necessary for some children and young people. They should also be mindful of any relevant medical conditions and any preventative medicine that may need to be taken as well as emergency procedures.

### Information Sharing

It is the responsibility of relevant senior leaders to ensure that all relevant staff are aware of medical conditions and needs.

If a teacher is absent (planned) it is their responsibility to inform cover staff of any medical needs. In case of unplanned absences, it is the responsibility of the Head Teacher/Deputy/Assistant Head Teacher/Special School Nurse to ensure the necessary information is shared.

### Medicine Administration



**Daily Medication Log and Medication for Trips and Visits**

