



MEDICINE POLICY

Policy aims

- The main aim of this policy is to support individual children with medical needs to achieve regular attendance.
- A second aim is to reduce cross-infection risk between children, to increase whole-school attendance.
- A third aim is to ensure that medicines given at school are stored and administered safely.

Parents/carers are asked to support the school with this policy, which aims to protect all our children.

Please do not send your child to school if he/she is unwell. Common childhood illnesses and recommended exclusion timescales are listed at the bottom of this policy for guidance.

Medicine

Medication should be in its original packaging and should be dropped off and collected at the office. Children should not be permitted to carry medication under any circumstances.

Non-prescribed medicines

The school strongly encourages parents or carers to make arrangements to come into school to administer non-prescribed medicines themselves. If this is not possible, in exceptional circumstances, the school is able to administer over the counter medicines, recommended by a pharmacist or nurse, such as pain and fever relief. Written permission from parents/carers is required however, using the school's consent form showing dosage and frequency of administration. Please speak to office staff if your child requires over the counter medicine to be administered during the school day.

Please note that staff will only administer non-prescribed medicines, such as Calpol, if the child complains of feeling unwell or is in pain, unless, a regular dosage has been recommended by a doctor or chemist. When a dose is given, it will be recorded on the child's consent form and dated. It will remain the parent's responsibility to check whether a dose has been administered by checking the consent form at the school office.

Cough lozenges – parents wishing their child to have a cough lozenge during the school day should write a note to inform the class teacher. The class teacher will look after the lozenges until required. Children will be expected to stay inside the school building until the lozenge has been finished.

Prescribed medicines

If medicines are prescribed up to 3 times a day, the expectation parent/carer must give these medicines outside of school hours. If a child is in after school club, we will administer a second dose.

If medicines are prescribed 4 times a day, parents/carers are encouraged to come into school and administer any additional doses as necessary. If this is not practicable, the school will administer a maximum of one dose per day. Written permission will be required from parents/carers using the school's consent form, showing dosage and frequency of administration.

Please consider whether your child is well enough to be at school if they require medicine 4 times a day.

If the school agrees to assist parents and carers to administer a medicine to their child, on a temporary basis, the medicine must be provided in its original container. The following details must be provided:

- Name of child.
- Name of medicine.
- Dose.
- Method of administration.
- Time/frequency of administration.

- Any side effects.
- Expiry date.

The school will provide medicine consent forms, and parents/carers must complete and sign one of these forms if they leave medicine at school. A record of the time, date and member of staff who administered the medicine will be recorded on the consent form and kept in the school office.

Longer term needs

Where a child has a long-term medical need a written health care plan will be drawn up with the parents/carers and health professionals. In this case, school staff will assist with medicines if this is in the care plan.

School will record when medication has been administered.

Asthma

Teachers store inhalers safely in classrooms so they can be immediately accessible. The school keeps a register of children who have asthma. Please help us keep this up-to-date if your child's circumstances change.

If your child develops asthma, it is parents/carers responsibility to inform school immediately after diagnosis.

Refusing Medicine

When a child refuses medicine, the parent or carer will be informed the same day.

Storage and Disposal of Medicine

The school will store medicine in a locked cabinet, or fridge as necessary. Medicines that have not been collected by the end of each term will be safely disposed of.

Emergency treatment and medicine administration

The school will call for medical assistance and the parent/carers or named emergency contact will be notified. Any member of staff who assists with medicine, in an attempt to prevent or manage an emergency situation will be supported by the Governing Body regardless of outcome.

School illness exclusion guidelines

Please check your child knows how to wash his/her hands thoroughly, to reduce risk of cross-infection. School attendance could be improved for all if children and families wash and dry their hands well - 5 or more times a day.

Chickenpox	Until all blisters have crusted over, advise school immediately in case of a pregnant staff member .
Conjunctivitis	Parents/carers expected to administer relevant creams. Stay off school if unwell.
Diarrhoea and/or vomiting	Exclude for 48 hours after last bout (this is 24 hours after last bout plus 24 hours recovery time). Please check your child understands why they need to wash and dry hands frequently.
German measles/rubella	Return to school 5 days after rash appears, advise school immediately in case of a pregnant staff member.
Head lice	No exclusion, but please wet-comb thoroughly for first treatment, and then every three days for next 2 weeks to remove all lice.
Cold sores	Only exclude if unwell. Encourage hand-washing to reduce viral spread.
Impetigo	Until sores have crusted over & healed or 48hrs after starting antibiotic treatment.
Measles	For 4 days from onset of rash.
Mumps	For 5 days after swelling appears.
Ringworm	Until treatment has commenced
Scabies	Your child can return to school once they have been given their first treatment although itchiness may continue for 3-4 weeks. All members of the household and those in close contact should receive treatment.
Scarlet fever	Can return 24 hours after commencing appropriate antibiotic treatment.
Slapped cheek	No exclusion (infectious before rash), advise school immediately in case of a pregnant staff member .
Threadworms	No exclusion. Encourage handwashing including nail scrubbing.
Whooping cough	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment.
Viral infections	Exclude until child is well and temperature is normal (37 degrees).

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS is a requirement for all staff.

This policy was approved by the Governing body in January 2026