



BCS Policy:

Medicine Policy

Date: February 2026

INTRODUCTION

The Branch Christian School takes seriously the health and welfare of its students. The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils with medical conditions at school - GOV.UK](#)

Roles and Responsibilities

Headteacher

- Ensures the policy is implemented and reviewed annually.
- Ensures trained staff are available to administer medication.

Designated First Aiders/Medical Staff

- Maintain medication records.
- Administer medication in line with this policy.
- Ensure medication is stored securely and safely.
- Communicate with parents regarding medication updates or issues.

School Staff

- Only administer medication if trained and authorised.
- Follow procedures outlined in this policy.

Parents/Carers

- Provide written consent for medication administration.
- Supply medication in original, labelled packaging.
- Inform the school of any changes to medication or health needs.

Pupils

- Are encouraged to manage their own medication where appropriate (e.g., inhalers).
- Must not share medication with any other pupil.

Record Keeping

The school will maintain:

- Parental consent forms
- Medication Administration Records
- Individual Health Care Plans (IHCPs), where needed
- Medication stock, expiry date checks, and disposal records

All non-emergency medication kept in school are securely stored [e.g., lockable cupboard in health room, refrigerated meds kept in clearly labelled container within the locked cold storeroom] with access strictly controlled. All pupils know who to approach if access to their medication is required.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the health room cupboard, and clearly labelled.

Parents should not send a child to school if they are unwell.

Where a child has a long-term medical need a written health care plan will be drawn up with the parents and health professionals.

Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need.

MEDICATION PROCEDURE

Non Prescriptive Medicines

The school will not administer non prescribed medicine to a child e.g., cough medicine, Calpol, etc. without first gaining the parent's permission.

Prescribed Medicines

The school will not administer prescribed medicine to a child without first gaining the parent's permission.

Parents inform the school of any medicines administered to the child, whether non-prescribed or prescribed. In the event of a course of medication being prescribed by the doctor for a short period of time, a letter would suffice.

Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

The parent must supply information of any medicine already administered on that day.

If the child requires treatment for an on-going condition (eg. asthma) the parent must sign the medicine consent form.

Self-Management

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children keeping their own asthma reliever.

Refusing Medicine

When a child refuses medicine the parent should be informed the same day.

Disposal of Medication

- Expired medication must be returned to parents for safe disposal.
- School will not dispose of medication unless instructed by parents in writing.
- Sharps (e.g., used auto-injectors) must be disposed of in approved sharps containers.

Medication Care Plan for Emergency Needs

In the event of a child attending the school becoming sick or ill, the following procedure will be followed:

- The child's needs will be attended to appropriately. Where and when possible, the school medicine room may be used to allow a child to lie down peacefully.
- No member of staff will administer any medication unless a request form/letter has been completed by the parent/carer.
- If the child needs to go home, the school will contact the child's parent/carer and ask them to collect their child as soon as possible, explaining the nature of the sickness. If the parent or first named carer cannot be contacted, then the next name on the emergency contact list will be informed.
- A member of staff will observe and supervise the child until the appropriate person arrives to collect them.
- Prior to the collection of the child a brief record will be made and entered in the Sick Children file, stating the nature of the sickness and action taken. This record will be signed by the member of staff responsible and the parent or carer.
- If it is suspected that a child is suffering from a contagious disease or illness, they will be isolated and their parents contacted immediately and asked to pick the child up as soon as possible.
- Medicines will be administered under strict supervision of the school staff and will only be given with the parent's permission.
- The staff must inform the parent of any medicines administered whilst at school using the appropriate form.

HEALTH CARE PLANS

Parents/carers are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs, e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year/when child enrolls/on diagnosis being communicated to the school and will be reviewed annually by the the parents and updated as required.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school office.

Staff will receive appropriate training related to the health conditions of pupils and the administration of medicines by a health professional as appropriate.

CONTAGIOUS ILLNESSES

If a child has any of the following contagious illnesses, they must be kept away from the School for a specific period of time (see guide to communicable diseases)

Diarrhoea, Vomiting, Fever, Chicken Pox, Measles, Mumps, Meningitis, Hepatitis A, Conjunctivitis, Rubella, Head Lice, Impetigo, Influenza, Meningococcal Disease, Polio, Ringworm of the body, feet, scalp, Scabies, Thrush and Whooping Cough.

If a child is brought to the school with a contagious disease or illness the staff will not accept them until the minimum exclusion period has elapsed and they have recovered fully.

In addition:

- If it is suspected that a child is suffering from one of the above illnesses, they will be isolated and their parents contacted immediately and asked to pick the child up as soon as possible.

- If a child is brought to the school with any of the above illnesses the staff will not accept them until the minimum exclusion period has elapsed and they have recovered fully.
- Medicines will be administered under strict supervision of the school staff.
- Parents must ensure that school staff can contact them in an emergency.
- A parent/carer must notify school staff if a child who has been attending the school becomes ill with a contagious disease.

The table below gives the incubation period parents/carers must adhere to:

<i>Disease</i>	<i>Minimum period of exclusion</i>
Chicken Pox	Until all the spots have formed a scab. This is usually 5 days after the spots appeared.
Conjunctivitis	None unless evidence of spread, then exclusion until healed
Ear Infection	48 hours after starting anti-biotics
Food Poisoning	48 hours after the diarrhea and vomiting has stopped.
German Measles (Rubella)	5 days from appearance of rash
Head Lice	None, but ensure treatment
Measles	4 days from appearance of rash
Meningitis	Until clinical recovery
Mumps	5 days from onset of swollen glands
Scarlet Fever	24 hours after commencing appropriate antibiotic treatment
Thrush	Until lesions have gone
Diarrhoea & Vomiting	Until 48 hours after the last sickness and the child is back on a normal diet.
Whooping cough	Until they have had 48 hours of appropriate treatment w/ antibiotics or 21 days from onset of illness if no antibiotic treatment.
Impetigo	48 hours after commencing antibiotic treatment

EMERGENCY SITUATIONS

- In the event of an emergency school staff may make direct contact with the emergency services.
- Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to pupils.
- No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Out-of-School Activities

- Medication must be taken on trips where necessary.
- A trained staff member must be designated to carry and administer medication.
- Emergency medications must always accompany the pupil.

Policy Review Information:

Review date	Changes made	By whom	Date of next review
February 2020	Adopted the CEE MOD	Mrs J Holt	February 2023
February 2020	None	Mr S Hodgson	February 2023
February 2023	none	Mrs JE Holt Mrs L Cox	February 2026
February 2026		Mrs JN Ncube Mrs JE Holt	February 2029