

ST MARY'S CE (A) FIRST SCHOOL

POLICY DOCUMENT FOR

ADMINISTRATION OF MEDICINE

*"Our Vision is to provide the best opportunities to become life-long learners.
Our Christian values rooted in the Good Samaritan recognise everyone is loved by God.
Our ethos is to show love and respect - to ourselves, each other and God's creation"*

Philosophy

At St Mary's CE(A) First School, we will ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines is held by the Headteacher who is the responsible manager. It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the Health Guidance for Schools document. All staff have a duty of care to follow and co-operate with the requirements of this policy. The core statutory guidance, *Supporting Pupils at School with Medical Conditions* (2015), remains in force, although the DfE has consulted on strengthening it in 2026.

Aims

- Pupils with medical conditions are properly supported so that they can access education safely, remain healthy and participate fully in all aspects of school life, including educational visits and extra-curricular activities.
- A clear framework is provided for the safe, effective and appropriate administration, storage, recording and disposal of medicines within the school.
- Promote regular school attendance by ensuring that pupils who require medication or have medical conditions receive appropriate support to enable them to attend school whenever it is safe and appropriate to do so.
- Appropriate arrangements, including Individual Healthcare Plans (IHPs), are in place to support pupils with long-term, complex or significant medical conditions.
- Roles and responsibilities of governors, the Headteacher, staff, parents/carers, pupils and relevant healthcare professionals are clarified in supporting pupils with medical needs.
- Clear procedures for obtaining parental consent, administering medicines, maintaining accurate records and responding appropriately to medical emergencies are established.
- Medicines are brought into school, stored, administered and disposed of safely, securely and in accordance with legal requirements and current guidance.
- Appropriate arrangements are in place for the safe management of medicines during educational visits, sporting activities and other off-site learning experiences.
- Effective partnership-working and communication is promoted between the school, parents/carers, healthcare professionals and other relevant agencies to ensure pupils' medical needs are met.
- All staff receive appropriate information, instruction and training to fulfil their responsibilities confidently and safely.
- The health, safety and welfare of all pupils is safeguarded, while maintaining appropriate confidentiality and handling medical information in accordance with data protection legislation.

Roles & Responsibilities

Headteacher

The Headteacher has overall responsibility for ensuring that the school meets its statutory duty to support pupils with medical conditions and for implementing this policy. The Headteacher will:

- Communicate this policy to all staff, governors, parents/carers and other relevant stakeholders, and ensure that its procedures are consistently implemented.
- Ensure appropriate arrangements are in place to support pupils with medical conditions, enabling them to access education safely and participate fully in school life.
- Develop Individual Healthcare Plans (IHPs), implement and review for pupils with significant or long-term medical needs, in partnership with parents/carers and relevant healthcare professionals.
- Appropriately train sufficient members of staff to administer medicines and meet pupils' medical needs, including an appropriate number of Paediatric First Aiders.
- Share appropriate information, instruction and training with staff, so they can carry out their responsibilities safely and confidently.
- Ensure suitable systems are in place for the safe storage, administration and record-keeping of medicines.
- Share awareness of the school's Administration of Medicines Policy and the procedures for providing medicines in school with parents/carers.
- Monitor the implementation of this policy and review it at least every two years, or sooner in response to changes in legislation, statutory guidance or school practice.

Staff

All members of staff have a duty to take reasonable care for the health and safety of pupils and should be aware of the school's procedures for supporting children with medical conditions. Staff who have agreed to administer medicines will:

- Follow the procedures set out in this policy and complete all required documentation accurately.
- Administer medicines only in accordance with written parental consent and the school's procedures, unless emergency treatment is required.
- Work in partnership with parents/carers and relevant healthcare professionals to develop, implement and review Individual Healthcare Plans where appropriate.
- Be familiar with the medical needs of pupils in their care and respond appropriately in an emergency.
- Share relevant medical information with colleagues on a need-to-know basis to ensure pupils' safety, whilst maintaining confidentiality in accordance with data protection requirements.
- Take all reasonable precautions to ensure medicines are administered safely, accurately and at the correct time.
- Record all medicines administered (or refused) in accordance with school procedures.
- Contact parents/carers promptly if there are any concerns regarding a child's medical condition, medication or treatment.
- Seek immediate medical assistance by contacting the emergency services where necessary and inform parents/carers as soon as practicable.
- Report any medication errors, adverse reactions or near misses in accordance with the school's reporting procedures.
- Ensure first aid supplies are regularly checked and replenished, where this forms part of their designated responsibilities.
- Ensure appropriate arrangements are in place for the safe management of medicines during educational visits, in line with this policy and the school's Educational Visits Policy.

Parents/Carers

Parents/carers have the prime responsibility for their child's health and should work in partnership with the school. Parents/carers are expected to:

- Provide the school with accurate and up-to-date information about their child's medical condition(s) before admission and whenever circumstances change.
- Inform the school immediately of any changes to their child's medical needs, treatment or medication.
- Complete all required consent forms before medicines are administered in school.
- Wherever possible, arrange for medicines to be administered outside the school day. Requests for medicines to be administered during school hours should only be made where it is essential.
- Deliver medication to the school office by a responsible adult unless otherwise agreed (for example, where pupils are authorised to carry their own emergency medication).

- Provide medicines in their original container as dispensed by the pharmacy, clearly labelled with the child's name, dosage and expiry date.
- Ensure all medicines supplied to school are in date, stored appropriately and replaced before they expire, including checking that asthma inhalers and adrenaline auto-injectors remain in date and fit for use.
- Collect medicines promptly when they are no longer required or have reached their expiry date.
- Work collaboratively with the school and healthcare professionals to develop and review Individual Healthcare Plans where appropriate.

Guidelines

School Attendance During and Following Illness

The school is committed to promoting good attendance whilst ensuring that children who are unwell receive appropriate care and do not place themselves or others at unnecessary risk of illness.

- Children who are acutely unwell should not attend school until they are well enough to participate fully in normal school activities.
- Parents/carers should follow current UK Health Security Agency (UKHSA) guidance regarding exclusion periods for infectious illnesses.
- Children who have experienced vomiting and/or diarrhoea should remain away from school until they have been free from symptoms for at least **48 hours**.
- Children with an undiagnosed rash or symptoms of a potentially infectious illness should not attend school until they have been assessed by an appropriate healthcare professional or are no longer considered infectious.
- Where a child has a medical condition that is not infectious but requires reasonable adjustments to enable attendance, the school will work in partnership with parents/carers and relevant healthcare professionals to support the child's continued education wherever possible.
- The school reserves the right to contact parents/carers to collect a child who becomes too unwell to remain in school safely.

Administering Medicines

The school recognises that there are occasions when pupils require medicines during the school day to enable them to attend school and access learning safely.

- No medicine will be administered without written parental consent, except where emergency treatment is necessary to preserve life or prevent serious deterioration in accordance with an Individual Healthcare Plan (IHP).
- Wherever possible, medicines should be prescribed in frequencies that avoid administration during the school day. Where this is not possible, the school will support pupils by administering medicines in accordance with this policy.
- Prescription medicines will only be administered when they have been prescribed by an authorised healthcare professional and are required during school hours.
- Non-prescription medicines will only be administered in exceptional circumstances and in accordance with the school's procedures and written parental consent.
- Medicines must be provided in the original container as dispensed by the pharmacy, clearly labelled with the child's name, medication, dosage, frequency, method of administration and expiry date.
- All medicines received into school will be checked, recorded and stored securely. Medicines requiring refrigeration will be stored in a designated medical refrigerator with restricted access.
- Emergency medicines, including asthma inhalers, adrenaline auto-injectors (AAIs), epilepsy rescue medication and diabetic emergency medication, will be readily accessible at all times and will never be locked away if this could delay treatment.
- The school will maintain an accurate record of all medicines administered, including the date, time, dosage, member of staff administering the medicine and any refusal or omission.
- Parents/carers will be informed as soon as reasonably practicable if a medicine cannot be administered, is refused by the child, an error occurs, or there are concerns regarding the child's medical condition.
- Medication will be returned to parents/carers when it is no longer required or has reached its expiry date. Parents/carers remain responsible for ensuring medicines supplied to school are in date and fit for use.

Emergency Medication

- Pupils prescribed asthma inhalers or adrenaline auto-injectors (AAIs) must always have these available at school.

- Asthma inhalers and AAI's will be stored in agreed accessible locations identified within the child's Individual Healthcare Plan to enable prompt access during an emergency.
- Where it is agreed that a pupil is competent to carry and administer their own emergency medication, this will be supported following discussion with parents/carers and, where appropriate, healthcare professionals.
- Emergency medication will accompany pupils during educational visits, sporting activities and any off-site provision.

Allergy Management

The school is committed to providing a safe and inclusive environment for pupils with allergies and reducing the risk of serious allergic reactions. The school recognises that allergies can be life-threatening and that prompt recognition and treatment of anaphylaxis is essential.

See **Allergy Safety Policy**

Long-Term Medical Conditions

The school is committed to supporting pupils with long-term or complex medical conditions so that they can play a full and active role in school life, remain healthy and achieve their educational potential.

- An Individual Healthcare Plan (IHP) will normally be developed for pupils with significant or long-term medical needs, in partnership with parents/carers and relevant healthcare professionals.
- The IHP will clearly identify the child's medical needs, daily management, medication requirements, emergency procedures, arrangements for educational visits and any reasonable adjustments required.
- Individual Healthcare Plans will be reviewed at least annually, or sooner if the child's medical needs or treatment change.
- Staff who work with the pupil will receive appropriate information and training where required to enable them to meet the child's medical needs safely.
- The school will work collaboratively with parents/carers, healthcare professionals and, where appropriate, the pupil to ensure appropriate support is in place.

Parents/carers are responsible for informing the school promptly of any changes to their child's medical condition, medication, emergency contacts or healthcare arrangements.

Staff Medicines

Staff are responsible for the safe management of their own medicines whilst on school premises.

- Staff medicines must be always stored securely and out of the reach of pupils.
- Medicines must not be left unattended in classrooms, staff workspaces or other areas accessible to children.
- Staff requiring emergency medication, such as an asthma inhaler, adrenaline auto-injector or other prescribed emergency medicine, should ensure it remains readily accessible to them whilst maintaining pupil safety.
- The school accepts no responsibility for loss or damage to personal medication.

Medicines on Educational Visits

The school is committed to ensuring that pupils with medical conditions can participate fully in educational visits wherever it is safe to do so.

- Medical needs will be considered as part of the visit risk assessment and planning process.
- The Visit Leader will ensure suitable arrangements are in place before the visit, including access to emergency medication, trained staff and copies of relevant Individual Healthcare Plans where appropriate.
- A suitably trained member of staff will be identified to administer medicines where required during the visit.
- All medicines administered during the visit will be recorded using the school's medication recording procedures.
- Medicines will be transported securely whilst remaining readily accessible in an emergency and will accompany the pupil throughout the visit.
- Following the visit, all medication records will be returned to the school office and any unused medicines returned to parents/carers or replaced in their usual secure storage location.

Monitoring

Head Teacher, Senior Management and Governor's Health and Safety Committee.

Policy agreed by Governors: September 2026

Review annually: September 2028