Managing Medicines in School Policy

2026-2027

POLICY STATEMENT

'Every child who attends our school can expect, and will receive, an excellent standard of education -
one that enables them to shine as individuals, make a positive contribution and reach their full potential. '

In line with our Vision and Values, Normanton Common Primary Academy is an inclusive community that welcomes and supports pupils with medical conditions.

Our aim is to ensure that all children with medical conditions or illnesses, both physical and mental health, are properly supported in school and can have a full and active role in school life, remain healthy and achieve their academic potential. Our school provides all pupils with any medical condition the same opportunities as others at school. We recognise that some children may require on-going support, medicines or care to keep themselves well while others will only require support or medicines for a specific time frame and will ensure that children receive the appropriate care as advised by healthcare professionals.

All members of staff have a duty to maintain professional standards of care and to ensure that our pupils are safe. In response to the Equality Act 2010, the school make reasonable adjustments for disabled school users, including those with medical needs, and we plan strategically to improve access over time. In response to the requirement to support pupils at school with medical conditions we will produce individual healthcare plans and risk assessments where necessary and make reasonable adjustments to enable pupils with medical needs to fully participate all areas of school life including educational visits and sporting activities.

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. However designated staff carry this out. The school have a large number of staff trained in paediatric first aid as well as fully qualified first aiders; however in an emergency, swift action must be taken by any member of staff to assist any child or staff member as teachers and school staff have a common law duty of care. This duty of care also extends to staff leading activities taking place off site, such as visits, outings or field trips.

The named member of school staff responsible for this medical conditions policy and its implementation is:

C. Walls Head teacher

<u>This school has clear guidance on providing care and support and administering medication at school.</u>

- Our school understands the importance of medication being taken and care received whilst the child is on medication.
- Our school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Our school will not give medication (prescription or non-prescription) to a child under 11 without a signed and completed Parental agreement for administering medicines form, except in exceptional circumstances in which school have a supply of Calpol, and will seek verbal consent prior to administration with parent/carer.
- When administering medication two staff members will be present, school staff will check the maximum dosage and when the previous dose was given. This will only be carried out by designated staff and a log will be kept.
- This school will not give a pupil under 116 aspirin unless prescribed by a doctor.

- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

- Parents at this school understand that they should let the school know immediately if their child's needs change and are responsible for checking any expiry dates on medicines and inhalers. Parents are aware that children must not carry any medicines with them to school for self-administration unless prior permission has been sought from the school.

- If responsible enough the pupils may carry an inhaler or an epipen as required. A member of staff will monitor this.

- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

Short-term medical needs

All short-term prescribed medication needs to be brought to the school office and a medication form completing by a parent or parent guardian (medicines must not be handed to the class teacher).

The office staff will:

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day.
- Accept non-prescription medicines only if there is a compelling reason to do so (eg. Seasonal use of antihistamines/one off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instructions.

- Medication will be stored in the staff room.
- School will keep controlled drugs stored securely in the staff room, but accessible, with only named staff having access to obtain the medication.
- Staff can administer a controlled drug to a pupil once they have had specialist training.
- Staff can administer calpol only if parental permission has been received.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits.

Long-term medical needs

All long term medical needs should be supported by a Education Health and Care Plan, any medication needs to be brought to the school office and a medication form completing by a parent or parent guardian (medicines must not be handed to the class teacher).

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day.
- Accept non-prescription medicines only if there is a compelling reason to do so (eg. Seasonal use of antihistamines/one off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instructions.
- The IHP is developed with the pupil (where appropriate), parent, staff, specialist nurse (where appropriate) and relevant healthcare services. (SEE ATTACHED FORM)
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- School staff are made aware of and have access to the IHP for the pupils in their care.
- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed.
- This school keeps an accurate record of all medication administered, including the dose, time, date an supervising staff. (SEE ATTACHED FORM)
- This school makes sure that all staff providing support to a pupil have received suitable training, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Medication will be stored in the staff room.
- School will keep controlled drugs stored securely in the staff room, but accessible, with only named staff having access to obtain the medication.
- Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits.

Asthma and the use of inhalers

All Inhalers needs to be brought to the school office and a medication form completing by a parent or parent guardian (medicines must not be handed to the class teacher).

The office staff will:

- Only accept inhalers if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Parents are asked to collect any inhalers at the end of the school term, and to provide new and in-date medication at the start of each term.
- Never make changes to written dosages based on parental instructions.
- Inhalers will be stored in the Classroom
- Staff have completed relevant asthma training.
- School request asthma plans accompany all inhalers.
- Children will take all inhalers with them on any school trips/off site activities.

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

- Pupils at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

<u>This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.</u>

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents and any changes to the school policy will be made if necessary.
- Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.
- This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

September 2028	Next review date
C. Walls	Normanton Common Primary Academy Head Teacher
M Elliott	Chair of Governors

*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Individual Healthcare Plan

Name of Academy	
Student name	
Form	
Date of birth	
Address	
Medical diagnosis or condition	
Date of plan	
Review date	

Family Contact Information

Name of 1st contact	
Relationship to student	
Phone no. (work)	
(home)	
(mobile)	
Name of 2nd contact	
Relationship to student	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

General Practitioner

Name	
Phone no.	

Who is responsible for providing support at the Academy Describe medical needs and give details of student's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for Academy visits/trips etc

Other relevant information

Describe what constitutes an emergency and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed by (name of staff members)

Staff training needed/undertaken – who, what, when

Form copied/ emailed to

Parental Agreement for Administering Medicine

The Academy will not give your child medicine unless you complete and sign this form, and the Academy has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of Academy	
Name of student	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the Academy needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
NB: Medicines must be in the original container as dispensed by the pharmacy Contact Details	

Name	
Daytime telephone no.	
Relationship to student	
Address	
I understand that I must deliver the medicine personally to	School Office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Normanton Common Primary Academy administering medicine in accordance with the school policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature: _____ Date: