Administration of Medication in School Policy

Date: September 2026

Review Date: September 2028

Aims

The aim of this policy is to outline the procedures for administering prescribed and unprescribed medicines to pupils and to provide a rationale for these procedures.

The Governing Body and staff of Holbeach Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. However, it is accepted that parents / carers should keep their children at home if acutely unwell or infectious.

The Head Teacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day including extended services and schools trips but only with the necessary permission given by parents / carers.

Managing Medicines During the School Day

Medicines should only be administered at school when it would be deemed detrimental to a child's health or school attendance not to do so. Prescription medications must be in date, labelled, in the original container including prescribers' instructions regarding the administration, dosage and storage.

Parents / Carers will be encouraged to look at dose frequencies and timings so that if possible, medicines can be taken outside of school hours. Parents / Carers can ask doctors for timed release medication for a minimum number of daily doses.

No pupil under the age of 16 should be given prescription or non-prescription medicines without the parents / carers written consent – except in very exceptional circumstances where the medicine has been prescribed for the child without the knowledge of the parents/carers.

Prescription Medication

- Nominated staff may administer medication to whom it has been prescribed, according to the instructions;
- All medications need to be delivered via school's office/front desk;
- Parents / Carers will complete an "Authorisation to Administer Medication" form for short term illnesses (Appendix 1a) at the front desk at the time of the medication drop off. The form will be passed on to the first aider for a check and completion of the Administered Medication Record (Appendix 1b). The first aider will also cross reference child's photograph from Scholarpack before every dose is administered. The form will be kept with the medication;
- Parents/Carers will complete an "Individual Health Care Plan" for long term conditions (Appendix 2) – a meeting will be booked to complete the form and parents/carers will be asked to provide certain documents allowing a successful completion of the care plan.
- If agreed with the Parents / Carers the school will look after the medication on behalf of the pupil;
- The school will keep the drug safely stored with access only to specific staff for safety and safeguarding reasons;
- All prescription and non-prescription medications will be returned to parents / carers when no longer required;

- Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration;
- A spoon or syringe must accompany liquid medicines;
- Parents/ Carers are responsible for the disposal of any remaining prescription medications (to take to a local pharmacy).

Alternative Medications

Alternative medications including homeopathic medications and herbal remedies will not be administered by the school unless prescribed by a Medical Professional.

Parents/ Carers are permitted to come to the school and administer the medications themselves to their child. No unprescribed alternative medications will be stored on the school premises.

Individual Health Care Plans

The main purpose of an IHCP is to identify the level of support that is needed at our school for any individual pupil. The IHCP clarifies for staff, parents/ carers and the child the help the school can provide and receive. These plans will be reviewed at a minimum of annually or more frequently at the request of the parents/carers or the school or a medical professional.

An IHCP will:

- Be clear and concise, giving details of the pupil's condition
- Be written in partnership with parents /carers / health care professionals and key school staff.
- Give any details of what would constitute an emergency and what action to take an who to contact.
- Any special requirements e.g. dietary needs, pre activity precautions.
- Be reviewed annually or sooner if there are any changes in needs or condition of the pupil.
- Be easily accessible whilst preserving confidentiality. With parents / carers consent the care plan and a photo of the child are displayed in the school office and the staff room.
- Outline educational provision if the pupil is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms, and treatments.
- Include any relevant SEN information.
- Provide details of the pupils resulting needs including medication (dose, side effects and storage and disposal). Details of any other treatments, time needed, facilities, equipment, modifications to buildings / areas, dietary requirements, furniture and equipment and any environmental issues e.g. crowded areas, travel time between lessons.
- Outline the level of support needed (some children may be able to take responsibility for their own health needs) including emergencies. If a child is self-managing their medication, the appropriate arrangements for monitoring will be clearly stated.
- State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a health care professional and cover arrangements for when they are unavailable.

Expectations

The prime responsibility for a pupil's health lies with the parent/carer who is responsible for the child's medication and the parent/carer must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of professionals.

It is expected that

- Parents/carers will inform the school of any medical condition which affects their child and provide evidence where requested;
- Parents/carers will supply school with appropriately prescribed medication, where the dosage information and regime are clearly printed by a pharmacy on the container and details included inside the container;
- Parents/carer will ensure that medicines to be given in school are in date and clearly labelled;
- Parents/carer will co-operate in training their children to self-administer medicine if this is appropriate.

Adrenaline Auto-Injectors

Adrenaline Auto-injectors are stored in clear plastic boxes and the care plan enclosed. Children are required to have 2 auto-injectors in school, one in class and one in the school office. Parents/carers have the responsibility of checking whether the medication is in date, however this will also be checked termly by school staff or if the child changes class.

Asthma Inhalers

Holbeach Primary School have adopted the Emergency Asthma Inhaler and so there is a separate asthma policy. (See Emergency Asthma Inhaler Policy). Children with Asthma are required to have 2 inhalers in school, one in class and one in school's office. When in class, children with asthma should have easy access to their inhaler, which must be clearly marked with their name. They should not be locked away. Inhalers for younger children will be kept in the classroom's Medical Box. The second set of inhalers will be kept in the individual medical boxes in the office.

Only blue asthma inhalers should be in school unless part of a care plan.

Ritalin and Related Drugs

Ritalin is a controlled drug. It needs to be kept in a more secure environment than suggested above. Generally, children are prescribed slow release Ritalin and do not need to take at school.

However, if this is not the case the drug will be locked in the school safe. The adult taking it out of the safe will need to do so with an observer who will check the number of tablets going out and back in again and ensure that the child takes the tablet.

Non-prescription Medications

Holbeach Primary School will access on an individual basis whether they will accept the responsibility of accepting non – prescription drugs (over the counter medications). If the school decides that they will accept the medication it will be down to the parent / carer to come to the school to administer it to their child.

Holbeach School stores on site pain killers and antihistamine in case of an emergency for both adults and children. In the case of a child needing a pain relief or antihistamine medication, the school will obtain a verbal permission (over the phone) from a

parent/carer to administer a paracetamol based pain killer (Calpol) and/or antihistamine (Piriton/Cetirizine). The first aider in charge will ensure any medications administered will be recorded as per the school policy.

Holbeach Primary School will accept the responsibility of accepting over the counter antihistamine (Piriton/Cetirizine/Loratadine) for those with sudden onsets of heyfever (previously undocumented) in summer term only.

Recording

When a parent requests school to administer a short term medication, a Parental Agreement for the Administration of Medications (appendix 1a) must be completed. Any members of staff that administer medications will update the record (appendix 1b), giving details of the name of the medicine administered, date, time, dose, any side effects and who gave the medicine.

When a child is prescribed a long term medication, the Individual Health Care Plan needs to be filled in which includes all parental and pupil agreements with the school. The medication administered is recorded in "Administered Medication Records" as well as on the 'Parental Agreement for the Administration of Medication' Form (orange)

Medication that require cooling are stored in the Medical Room's First Aid fridge and are generally dispensed by dedicated staff members.

KS2 children who use asthma pumps are encouraged to carry them in pouches and use when necessary although, a member of staff still needs to be informed so that the records can be updated. Younger children with spacers for their inhalers may need supervision by staff in order to ensure they are used appropriately.

Training

Training for specific pupils with particular conditions will be delivered as required. This will be usually within the term prior to a pupil beginning at Holbeach Primary School.

Refusing Medication

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents should be informed immediately. If a refusal to take medicines results in an emergency, the school or setting's emergency procedures should be followed.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.
Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or Medical Professional.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.
There is a clinical waste bin in the medical room.

Managing Medicines on School Trips

When arranging a school trip, staff carry out a risk assessment that includes children with medical needs. Where it is necessary to take medication, this is noted. A copy of the care plan is taken alongside the medication. Staff supervising should always be aware of any medical needs and relevant emergency procedures.

Children with medical needs will always be encouraged to take part in residential visits. The responsible member of staff will carry out a specific and additional risk assessment.
Where children without care plans have been prescribed medication parents should include these details in the form provided for school journeys. Medication should be in the original packaging.

The school will seek to obtain permission from all parents / carers to administer a paracetamol-based pain killer and antihistamine if required during a residential school trip. The trip leader will ensure any medications administered will be recorded as per the school policy and inform parents at the earliest opportunity.

PE / Sports

Any restriction to PE / sports activities must be noted in the care plan. Flexibility will be planned to allow pupils to benefit in ways appropriate to them (this constitutes differentiation of the curriculum).

Some children 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, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

After School Clubs

All after school clubs are provided with necessary medical records and conduct their risk assessments accordingly. If administration of medication took place then the date, time, type of medication and dosage is recorded in “Administrated Medication Records” and in child’s IHCP (long term condition).

Emergencies

During a school evacuation, the office staff will collect and bring to the assembly point the Schools Grab Bag. This will contain:

- A fully stocked first aid kit
- Bottled water
- Snacks (for pupils with specific medical needs i.e. diabetes)
- Foil blankets (for pupils with specific medical condition)

- Whistles (x2)
- Hand sanitiser
- List of Emergency Contact Details

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 early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop, they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

If children can take their medicines themselves, staff may only need to supervise. The medical plan should say whether children may carry, and administer (where appropriate), their own medicines, bearing in mind the safety of other children and medical advice from the prescriber in respect of the individual child.
As an inclusive school we strive to ensure that children with medical conditions fully participate in school life.

Receiving Medications

All medications should be taken to the School Office and an authorisation form completed. They should not be taken to the classroom and teachers should redirect parents / carers to the school office.

Contacting Parents / Carers

If a pupil suffers an allergic reaction or an asthma attack or suffer any reaction to any administered medication then a staff member will attend the pupil and if necessary, call for the emergency services (in collaboration with the Head Teacher / Deputy Head Teacher). The parent / carer will be informed immediately of the situation (and any following actions)

Staff with Medical Conditions

Any staff members that have a medical condition that may affect their work or their ability to be in charge of pupil's should make the Head Teacher Aware. If necessary, a risk assessment will be undertaken to control any risks.
Any staff medications should be kept out of pupils' reach and stored securely.

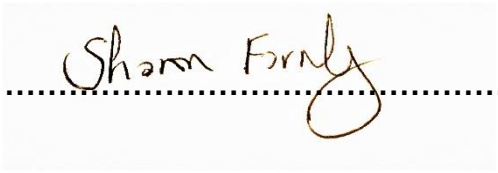
Complaints

Should any parent or carer be unhappy with any aspect of their child's care at Holbeach Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance. If this does not resolve the problem, then it should be taken to a member of the senior leadership team. In the unlikely event of this not resolving the issue, the parent/carer can make a formal complaint using the school complaints procedure.

This policy will be monitored yearly and updated when necessary ensuring new legislation is incorporated and be made available to parents on the school website.

We will ask parents for annual updates regarding pupil's medical information.

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Signed:  .....

Chair of Governors: *Sharon Farnley* **(please print name)**

Signed:  .....

Headteacher: *Tom Bulpitt* **(please print name)**

Date of Policy: September 2026

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