



Medicines in School 2026-2029

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V2	28/8/23	MWiggins	Relevant staff names changed
V3	28/7/26	MWiggins	Removed individual staff names Modernised references to statutory guidance Replaced EpiPen wording with AAI wording Updated healthcare plan responsibilities Removed Appendix 3

Introduction

This policy is based on the Department for Education's statutory guidance Supporting Pupils at School with Medical Conditions and should be read alongside the school's Medical Conditions Policy. Stanley St Peter's CE Primary School works closely with parents/carers, health professionals and the school nursing team to ensure that children with medical conditions are supported effectively and can access education safely.

Medicines in School

Medicines and tablets are not allowed in classrooms under any circumstances. The only exceptions are inhalers belonging to asthmatic children. These are kept in classrooms and taken out during games lessons. Parents are requested to fill out a form for the class teacher to state the dosage allowed from the inhaler.

Emergency asthma inhalers, held by the school, are also stored centrally in the office and will be used in accordance with current statutory guidance.

In line with National Guidelines (see appendix 1 for legal requirements and statutory guidance), our policy is that children who are ill should not be in school, for their own welfare, and to prevent illness spreading.

However, children who are well enough to be in school but have a course of treatment to complete, or children who are on medication all the time eg. Ritalin MUST follow the set procedure. This includes non-prescribed medications e.g. Calpol and Ibuprofen which may be needed for a short period of time as advised by medical professionals, to allow children to attend school and ease pain throughout the day.

- Medicines should only be administered in school when it would be detrimental to a child's health or school attendance not to do so – where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- All cases to administer medicines will be considered individually by the Headteacher and School Business Manager. Parents should speak to the Headteacher, School Business Manager or nominated first aid staff to check that school can administer the medication.
- Parents must give *signed* authorisation to school to administer the drugs, stipulating dosage and time to be taken (see appendix 2).
- Medicines will all be stored in the office storeroom where there is a fridge or safe, whichever is appropriate.
- Nominated first aid staff administer the drugs. The date, time and dosage is recorded each time in a book kept in the office. (This eliminates any risk of a child being given it twice.)
- **No** medicines must be kept in classrooms and either taken by pupils unsupervised or administered by class teachers except for inhalers, which a child may need access to throughout the day. This should be kept in a safe place by the Class Teacher.
- Adrenaline auto-injectors (AAIs) are stored in agreed accessible locations identified within individual healthcare plans and are available during educational visits and off-site activities.
- If the Headteacher feels that it is inappropriate for certain drugs to be administered by school, she can ask the parent to come to school to carry this out.
- For children who take medication regularly, it is the responsibility of the parent to check expiry dates and bring into school any refills. School will only accept medicines that are in date, labelled and provided in the original container dispensed by the pharmacist, including instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

- No over-the-counter medicines such as cough sweets or syrups will be administered in school by any member of staff without express permission from the parent and consent from the headteacher.
- A child under the age of 16 should never be given medicine containing aspirin unless prescribed by a doctor.

Children with long-term medical problems and Health Care Plans

Children who have specific medical problems are identified in the classroom and on the staff room notice board. These children also have Individual Care Plans which class teachers and the SENCO have copies of, which will outline the personalised support and procedures that must be followed for this particular child.

Staff will be trained in any first aid/administering of medicines for any child who has a specific illness. General training will be given to all staff, but more complex training for staff who work directly with a child will be given. If there is an absence from a designated member of staff, then the class teacher must make arrangements for another member of staff to administer medication. The SENDCo will ensure that training for children with medical conditions is undertaken annually.

Responsibilities

- It is every member of staff's responsibility to ensure that any child receives the correct medical attention they require and that all Health Care plans are implemented across school and within classrooms.
- It is the parent's responsibility to ensure that school is kept up to date with correct procedures and medicines for their child.
- The class teacher is responsible for updating Individual Care Plans as they are needed and checking with parents at the beginning of every academic year as to whether any updates need to be made. Children should be included in the writing of the Care Plan and their views taken into consideration as much as possible.
- The SENDCo will support staff as needed in updating any Care Plans and liaise as needed with Health Care Professionals such as the School Nursing Team and ensure that staff are suitably trained.
- Children with medical conditions should be supported by school to become independent in administering their own medicines or procedures with an appropriate level of supervision, as they progress in age throughout school. (This may vary depending on the medical condition and age of the child).

School Visits

It is the Class Teacher's responsibility to make sure that all children with medical conditions can access the visit they are going on. School is required to make reasonable adjustments to ensure that all children can take part. An individual risk assessment for all children with medical conditions should be written and all staff should action this on the school trip.

First Aiders

The school maintains an appropriate number of staff trained in paediatric and emergency first aid. An up-to-date list of qualified first aiders is maintained by the School Business Manager and displayed within the school.

First Aid Boxes are located in the staffroom and main office and staff are to take them out to playgrounds at lunchtimes.

On school trips, the leader is responsible for ensuring that there is an appropriate first aid kit and that a designated adult is responsible for it.

Early Years Foundation Stage

The medicine policy for EYFS follows the whole school policy. The school ensures that EYFS statutory first aid requirements are met and that appropriately trained paediatric first aid staff are available.

Staff will follow the child's Individual Medical Care Plan and current medical advice provided by healthcare professionals. Training will be provided where required to support pupils with specific medical conditions.

This policy should be read alongside:

- Medical Conditions Policy
- Intimate Care and Toileting Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Accessibility Plan

Appendix I

Legal Requirements and Statutory Guidance for Medicines in School

- Employees working in school (teacher or non-teaching) have neither a legal or contractual duty to administer medicines or provide health treatment; they have a duty to take into account the needs of the pupils with medical conditions that they teach.
- However, if employees volunteer or agree to be trained to administer medicines, then clear procedures must be outlined in the school policy (record keeping, storage and handling), appropriate levels of pay and training must be provided as well as insurance cover and cover for absence of staff.

Legal Requirements by the School

- Schools must implement an effective policy on administering medicines. The policy must include effective management systems to support individual children with medical needs.
- Schools must keep written records of all prescribed medicines administered to children, and parents must be aware.
- Schools must obtain prior written permission for each and every medicine from parents before any medication is given.

Statutory Guidance for Schools

- Schools should ensure that they have sufficient information about the medical conditions of any child with long-term medical needs.
- Schools should ask parents about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. If the administration of prescription medicines requires technical/medical knowledge, then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.
- Medicines should only be taken to a setting when this is essential and schools will normally only administer prescribed medicines. Non-prescribed medicines will only be administered where agreed by the Headteacher and in accordance with this policy. It is for the school to arrange who should administer medicines, either on a voluntary basis or as part of a contract of employment.
- Schools should keep prescribed medicines in a locked non-portable container (or a suitable fridge) and only named individuals should have access. A record should be kept for audit and safety purposes.

Appendix 2 Authorisation Forms

To be completed by parent/guardian

I give permission for(child’s name) to be administered the following medication:-

Name of the medication:

Dosage:

Time(s):

Time of dosage already given at home:

Signed: Date:.....