

# Eastrington Primary School



Administration of Medicine Policy

Reviewed: Autumn 2025

Date of next review: Autumn 2026

Headteacher: James Phillips

Chair of Governors: Alvin Fernandes

Chair of Safeguarding Sub-Committee – Claire Goodwin

## POLICY STATEMENT

**Eastrington Primary School** is an inclusive community that welcomes and supports pupils with medical

conditions. This school provides all pupils with any medical condition the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive **contribution** beyond school

**Eastrington Primary School** makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

**Eastrington Primary School** understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

**Commented [RK1]:** Beyond school

Eastrington Primary School understands the importance of medication and care being taken as directed by healthcare professionals and parents. All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

## Aims and Purpose

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in the school and to provide clear guidance for staff and parents/guardians on the administration of medicines.

This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, health and safety.

All staff in schools and early year's settings have a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice that schools and settings will review cases individually and administer medicines in order to meet the all-round needs of the child. However, **there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines.** This is a voluntary role.

**Commented [RK2]:** Keep in bold

## ROLES AND RESPONSIBILITIES

Under the Disability Discrimination Act (DDA) 1995, schools and settings should be making reasonable adjustments for disabled children, including those with medical needs, and are under a duty to plan strategically to increase access over time. Schools and settings should consider what reasonable adjustments they need to make to enable children with medical needs to participate fully in all areas of school life, including educational visits and sporting activities.

The Headteacher/Manager, in consultation with the Governing body, staff, parents/guardians, health professionals and the local authority, is responsible for deciding whether the school or setting can assist a child with medical needs.

**The Headteacher is responsible for:**

- implementing the policy on a daily basis
- ensuring that the procedures are understood and implemented
- ensuring appropriate training is provided
- making sure there is effective communication with parents/guardians, children and young people, school/settings staff and all relevant health professionals concerning the pupil's health needs.

It is good practice that staff, including supply staff should always be informed of a child's medical needs where this is relevant and informed of any changes to their needs as and when they might arise.

Where new medical needs in the school arise, the processes laid out in **Appendix A** will be followed, ensuring all staff will be informed of the updated needs of the children under the school's care.

A list of medical needs must be clearly known and accessible in order to support the child's day to day care. **These are placed both within the staff room and the main school office.**

## PARENTS/GUARDIANS

It is the responsibility of parents/guardians to:

- a) inform the school of their child's medical needs
- b) provide any medication to the child's class teacher or school office in a container clearly labelled with the following:

- THE CHILD'S NAME
- NAME OF MEDICINE
- DOSE AND FREQUENCY OF MEDICATION
- SPECIAL STORAGE ARRANGEMENTS.

These details will be recorded using the form found in **Appendix B**

- c) collect and dispose of any medicines held in school at the end of each term
- d) ensure that medicines have not passed the expiry date

Medication should be in date, it is NOT the school's responsibility to notify parents/guardians if medication has gone out of date.

Any out of date medication must be collected by parents/guardians.

## PUPIL INFORMATION

Parents/guardians should be required to give the following information about their child's

long term medical needs. At the beginning of each year, the school will send out data collection forms, requesting that existing medical conditions be updated, or that the school are made aware of any new medical conditions. This information is recorded on the school's MIS, placed in first aid packs if required, and uploaded to CPOMs.

- Details of pupil's medical needs
- Medication, including any side effects
- Allergies
- Name of GP/consultants
- Special requirements e.g. dietary needs, pre-activity precautions. Parents/guardians may be required to provide evidence in this case.

- What to do and who to contact in an emergency
- Cultural and religious views regarding medical care

## ADMINISTERING MEDICATION

Staff are not legally required to administer medicines or to supervise a child when taking medicine. Any employee may volunteer to undertake this task but it is not a contractual requirement and appropriate training should be given before an individual takes on a role which may require administering first aid or medication.

The school will ensure that we have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties. Within our Health and Safety Policy it incorporates managing the administration of medicines and supporting children with complex health needs.

For staff following documented procedures, they will be fully covered by their local authority's insurance cover should a parent/guardian complain.

Staff should also be aware when a child may need extra attention due to changes to their medical requirements as agreed with parents/guardians and their care plan altered as necessary.

In the likelihood of an emergency arising, all staff should be aware of what action to take and back up cover should be arranged if the staff member normally responsible for the child's care is absent. See page 2.11 'Insurance Services for Schools'.

No medication will be administered without prior written permission from the parents/guardians. A 'Parental agreement for school to administer prescribed medicine' **Appendix B** form must be completed.

**In order to sign in both pupils and staff, medicine must first be signed in and the school have complete understanding of the child's medical needs before they enter the school building and are under the care of staff.**

The staff at Eastrington Primary School who have volunteered to administer medication are:

|                 |                                 |
|-----------------|---------------------------------|
| James Phillips  | Headteacher                     |
| Rachael Kay     | Deputy Headteacher              |
| Donna Goodwin   | Class Teacher/SENCO             |
| Lucy Hardcastle | Class Teacher                   |
| Rebecca Honey   | Class Teacher                   |
| Amy Reedman     | Class Teacher                   |
| Laura Welbourne | Class Teacher                   |
| Michelle Newman | Nursery Nurse                   |
| Kirsty Holmes   | Higher Level Teaching Assistant |
| Emily Holmes    | Teaching Assistant              |
| Dianne Bonser   | Teaching Assistant              |
| Sharon Nellist  | Teaching Assistant              |
| Laura Farmery   | Teaching Assistant              |
| Joy Barker      | School Business Manager         |
| Gill Lamb       | Administrative Assistant        |
| Karen Neville   | Lunchtime Supervisor            |
| Janie Martin    | Lunchtime Supervisor            |
| Lynda Wilkinson | Lunchtime Supervisor            |
| Zoe Clarke      | Lunchtime Supervisor            |

**Commented [RK3]:** Past member of Staff  
Does this need to be Amy Reedman

**Commented [RK4]:** Staff to add:  
Laura Welbourne?  
Janie Martin?  
Zoe Clark?  
Change Conway to Honey

## ADMINISTERING PRESCRIBED MEDICINES

*Medicines should only be taken in school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.*

Medicines should always be provided by parents in the **original container or as dispensed by a pharmacist (include the prescriber's instructions for administration).**

Any change in a prescription should be supported by new directions on the package of the medication or by a letter from a medical professional. Amendments will be made to a child's medical record and health care plan. All staff members will be notified of these amendments

**Commented [RK5]:** Amendments will be made to a child's medical record and health care plan. All staff members will be notified of these amendments

We will not accept medicines that have been taken out of the container as originally dispensed/supplied or make changes to dosages on parental instructions.

Non-prescription medicines will not be administered to a child beyond 48 hours, after which a healthcare professional should be consulted. For example, if a child suffers regularly from frequent or acute pain the parents/guardians will be encouraged to seek medical advice and request prescribed medication from the Pharmacist or an appropriate health care professional.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.



## OVER THE COUNTER MEDICINES (NON-PRESCRIPTION)

Over the counter medicines, e.g. hay-fever treatments, sun cream will only be accepted in exceptional circumstances, and will be treated in the same way as prescription medication. The parent/carer must clearly label the container with the child's name, dose and time of administration and complete **Appendix B**.

Staff will check that the medicine has been administered without adverse effect in the past and that parents have certified that this is the case – a note to this effect should be recorded in the written parental agreement for the school to administer medicine.

There is a potential risk of interaction between prescription and over the counter medicines so where children are already taking prescription medicine(s), prior written approval from an appropriate healthcare professional should be considered.

The use of non-prescribed medicines should normally be limited to a 24hr period and in all cases not exceed 48hrs. Over the counter/un-prescribed medication will only be administered by school staff in exceptional circumstances; this may be discussed with a senior member of staff who may need clarification from your family G.P. If symptoms persist medical advice should be sought by the parent. Other remedies, including herbal preparations, will not be accepted for administration in school.

## Administering Medicine in School

Wherever possible, medicines should normally be administered during break and lunch times.

If for medical reasons, the prescribed medicine has to be taken at other times of the day, arrangements will be made for the medicine to be administered at other times.

Where appropriate, pupils will be told where their medication prescribed is kept and who will administer it.

**A written daily list of medicines and when they are to be administered will be kept in the office.**

## Who will administer medicine?

Wherever possible, all prescription medicine will be administered in the main school office, by **Joy Barker or Gill Lamb**, unless in exceptional circumstances.

## How will medicine be administered?

**Before administering medicine**, the person responsible for administering will:

- Check the child's name
- Check prescribed dose
- Check they have the right medication and the expiry date.
- Check any written instructions provided on the original medication
- Check the **Electronic Register for Medicine in School document** which can be found in the **staff shared area** to ensure the medication has not already been administered.

Written permission from parents/guardians will be required for pupils to self-administer medication.

**After administering medicine**, the person responsible for administering will:

Complete a record of medicine administered to an individual child each time medication is given to a child.

This electronic recording sheet will be found in the **Staff Shared -> Medical** folder.

All staff will be shown how to access this folder during induction.

The electronic record sheet will contain the following information that **must be completed** every time medicine is administered against the correct pupils details:

- A) The name of the member of staff who administered the medication.
- B) The date the medication was administered
- C) The time the medication was administered
- D) The dosage of medicine that was administered.

All medication should be collected at the School Office. Medication will never be given directly to a child to take home

## STORAGE

Medication will be stored in different places dependent on the need for all staff to have immediate access to it in an emergency.

- **Asthma inhalers** will be labelled and safely stored in individual pupil drawers for swift and easy access from the first aid cupboard.
- **EpiPens** will be locked in first aid cupboard with keys being kept on the hook above the filing cabinets and a spare in the staff room to allow for safe storage and fast access.
- **Prescription Medication** to be given at certain times of the day will be securely locked away in the office.
- **If medicine requires refrigeration**, it will be stored in the first aid box in the school fridge along with the patient information leaflet.

Commented [RK6]:

**Commented [RK7]:** Add:

All medication should be collected at the School Office.  
Medication will never be given directly to a child to take home

## STORAGE AND ADMINISTRATION OF PARACETAMOL ORAL SUSPENSION SACHETS

Bottles of paracetamol oral suspension **are not** accepted and stored in school; parents must provide a sachet of the medication (as detailed below) only on the day it is required.

### **Parents must:**

- Provide paracetamol oral suspension as a 5ml sachet. Depending on the dose, this may be one or two 5ml sachets (however, if the dose required is 7.5ml, the parent/guardian must provide an oral syringe or a 2.5ml spoon)
- Bring the medication only on the day it is required in a sealed envelope containing the medication with the pupil's name, class, date and time last given clearly marked on the front of the envelope
- Complete **Appendix B** for school to administer medicine, giving permission to administer or supervise their child, stating clearly the dose to be taken. If a dose has been taken before arriving at school, details of the time after which the next dose may be received (at least four hours).

### **Staff will**

- transfer the details of this form onto **Electronic Register for Medicine in School** document along with uploading the file to CPOMS.
- Ensure accurate recording on the **Electronic Register for Medicine in School** document

## REFUSING MEDICATION

If a child refuses to take their medication, staff will not force them to do so. Parents/guardians will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal to take medications must also be recorded as well as the action then taken by the teacher.

## TRAINING

Training may be required as part of a pupil's individual care plan specific to the pupils' requirements. This will be provided on a range of medical needs, including any resultant learning needs, as and when appropriate. The Headteacher will ensure there are trained and named individuals to undertake first aid responsibilities, ensuring training is regularly monitored and updated. Advice on the treatment of Asthma will be available from either the school nurse or the school first aiders who will also brief all staff with any updates/changes on a yearly basis.

## HEALTH CARE PLANS

Where appropriate, a personal Health Care Plan will be drawn up in consultation with the school, parents/guardians/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed annually. The Headteacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical needs.

## INTIMATE OR INVASIVE TREATMENT

This will only take place at the discretion of the Headteacher and Governors, with written permission from the parents/guardians and only under exceptional circumstances. Two adults, where possible, one of the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis. Training will be given to members of staff involved where necessary and all such treatment will be recorded.

## SCHOOL TRIPS

To ensure that as far as possible, all children have access to all activities and areas of school life, a thorough risk assessment will be undertaken to ensure the safety of all children and staff. No decision about a child with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/guardians.

### **Residential trips and visits off site:**

- a) Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip;
- b) If it is felt that additional supervision is required during activities e.g. swimming, school/setting may request the assistance of the parent/guardian/carer.

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

## Summary: School procedures for receiving a request to administer medicine (**Appendix A**)

### Receiving Prescribed Medication

| Completed | Action                                                                                                                                                               |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | Parent requests that the school administer medicine in person via the office only.                                                                                   |
|           | Staff request that parents fill out a Parental Agreement for school to administer medicine form ( <b>Appendix B</b> )                                                |
|           | Staff will check that the information provided by the parent on the form matches the information on the original container and matches the recommended dosage given. |
|           | Medicine is then stored in the appropriate place in school. Front Office/School Fridge/First Aid cupboard.                                                           |
|           | The details for administering the medicine are then added to the Electronic Register for Medicine in School document – Found in Staff Shared – Medical.              |
|           | The time that the medicine needs to be administered to the child is then added to the medical board which is stored in the office and an alarm set as a reminder.    |
|           | Medical form scanned, uploaded to CPOMS, class teacher informed and added to pupil file.                                                                             |
|           | Staff administer medicine at appropriate time and record on the Electronic Register for Medicine in School document – Found in Staff Shared – Medical.               |

### Receiving Asthma Medication

| Completed | Action                                                                                                                                                                                                                                                  |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | Parent inform the school that a child has asthma and needs an inhaler in school.                                                                                                                                                                        |
|           | Staff request that parents fill out a Parental Agreement for submitting asthma medication ( <b>Appendix C</b> )                                                                                                                                         |
|           | Staff will check that the information provided by the parent on the form matches the information on the original container of the inhaler.                                                                                                              |
|           | Parental Agreement for submitting asthma medication ( <b>Appendix C</b> ) is then scanned, added to CPOMS, placed into an individually named bag alongside the inhaler.                                                                                 |
|           | Child's medical needs are updated on Arbor<br>School's medical list is then updated and replaced in staff room, shared via email with all staff, and update the electronic non-urgent medical needs register found in <b>Staff Shared -&gt; Medical</b> |
|           | Anytime Asthma pumps need to be administered, they are recorded in the blue folder found on top of the First Aid cupboard.                                                                                                                              |

#### Receiving new information on medical condition:

| Completed | Action                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | Parents inform school that child has a new medical condition, either verbally or through admission form.                                                                                                                                                                                                                                                                             |
|           | Office staff arrange an informal call to gain more understanding of the condition. If office staff feel that the condition is something that may warrant further discussion due the severity of the condition, a member of SLT will arrange a follow up call.<br><i>If office staff have concerns around whether a child should be in school or not, they will consult with SLT.</i> |
|           | Office request that parents fill out a <b>Record of Medical Condition Form: Appendix D</b><br>With more severe cases where SLT feel appropriate, an <b>Individual Health Care Plan:Appendix E</b> will be carried out by SLT and a discussion had around the needs of the child and if it appropriate for them to be in school.                                                      |
|           | This is scanned, added to CPOMS, Arbor, and relevant staff informed via Email.<br>Non-Urgent Medical Condition                                                                                                                                                                                                                                                                       |



## Eastrington Primary School: Parental agreement for school to administer medicine. (Appendix B)

In line with our administering medicines policy, the school/setting will not give your child medicine unless you complete and sign this form

Date for review to be started

Name of child

Date of birth

Class

Medical condition or illness

### Medicine

Name/type of medicine  
(as described on the container)

Expiry date

What dosage should be given?

How should it be given?

Is the child able to administer this themselves?

What time should it be given and how often?

Will medicine remain in school overnight?

Are there any side effects that the school/setting 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 child

Address

I understand that I must deliver the  
medicine personally to

|                                              |
|----------------------------------------------|
|                                              |
|                                              |
|                                              |
|                                              |
| Mrs Lamb or Mss Barker at the school office. |

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

## Eastrington Primary School: parental agreement for submitting asthma medication. (Appendix C)

In line with our administering medicines policy, the school/setting will not give your child medicine unless you complete and sign this form

|                                         |  |
|-----------------------------------------|--|
| Date for review to be started           |  |
| Name of child                           |  |
| Date of birth                           |  |
| Class                                   |  |
| Medical condition/Diagnosed/Undiagnosed |  |

### Medicine

|                                                                      |  |
|----------------------------------------------------------------------|--|
| Type of Inhaler                                                      |  |
| Expiry date                                                          |  |
| What dosage should be given?                                         |  |
| How should it be given?                                              |  |
| Is the child able to administer this themselves?                     |  |
| Special precautions/other instructions/other medications been taken? |  |
| Are there any side effects that the school needs to know about?      |  |
| Can the child 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 child

Address

I understand that I must deliver the  
medicine personally to

|                                               |
|-----------------------------------------------|
|                                               |
|                                               |
|                                               |
|                                               |
| Mrs Lamb or Mrs Barker via the school office. |

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

This plan will be reviewed annually by the school.

## Eastrington Primary School: Record of medical Condition form

### (Appendix D)

Date of form submitted:

Name of child

Date of birth

Class

Medical condition/Diagnosed/Undiagnosed

#### **School awareness**

What measures do the school need to take or be aware of to keep your child safe?

What symptoms might your child display if they become unwell?

What actions should the school take if your child does become unwell?

Does your child require any medication in school?

If yes, have you completed a Parental Agreement for the school to administer medicine?

|  |
|--|
|  |
|--|

**Contact Details**

Name

|  |
|--|
|  |
|--|

Daytime telephone no.

|  |
|--|
|  |
|--|

Relationship to child

|  |
|--|
|  |
|--|

Address

|  |
|--|
|  |
|--|

Please return this form to:

|                                               |
|-----------------------------------------------|
| Mrs Lamb or Mrs Barker via the school office. |
|-----------------------------------------------|

This plan will be reviewed annually by the school.

## Eastrington Individual Health Care Plan

|                                                    |  |
|----------------------------------------------------|--|
| Child's name                                       |  |
| Group/class/form                                   |  |
| Date of birth                                      |  |
| Child's address                                    |  |
| Medical diagnosis or condition                     |  |
| Date                                               |  |
| Review date                                        |  |
| <b>Family Contact Information</b>                  |  |
| Name                                               |  |
| Phone no. (work)                                   |  |
| (home)                                             |  |
| (mobile)                                           |  |
| Name                                               |  |
| Relationship to child                              |  |
| Phone no. (work)                                   |  |
| (home)                                             |  |
| (mobile)                                           |  |
| <b>Clinic/Hospital Contact</b>                     |  |
| Name                                               |  |
| Phone no.                                          |  |
| <b>G.P.</b>                                        |  |
| Name                                               |  |
| Phone no.                                          |  |
| Who is responsible for providing support in school |  |

Describe medical needs and give details of child'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.

Location of where the medication is stored.

Name of staff members with access to the medication store.

Daily care requirements

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

Arrangements for school visits/trips etc.

Other information.

Is a Personal Emergency Evacuation Plan required? PEEP

Date completed

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 with

Staff training needed/undertaken – who, what, when



Form copied to

CPOMS