Administration of medicines

RHODES AVENUE PRIMARY SCHOOL

Approved by:	Full Governing Body	**Date:** September 2025
Last reviewed on:	September 2025	
Next review due by:		

Contents Page

Context… ..3

Aims…..3

General Principles….3

Health Care Plans….4

Roles and Responsibilities… .4

Training .5

Parents and Carers….5

Procedures for administering medicines…..5

NHS and antibiotics guidelines…….5

Self-management……5

Refusal of medicines…… 6

Storage of Medicines 6

Disposal of Medicines 6

Hygiene and Infection Control.....7

Educational Visits 7

Sporting Activities…..... .7

Emergency Procedures…..... .7

Equal Opportunities…..... .7

Procedures for policy monitoring and dissemination…..... 7

Staff Responsible 7

Appendix 1 8

Context

Children with medical needs have the same rights of admission to Rhodes Avenue Primary School (hereafter referred to as 'the school') as other children. The school will try its utmost to ensure that arrangements are in place to support pupils with medical conditions and that they can access and enjoy the same opportunities as other children. The school, local authorities, health professionals and other support services will work together to ensure that children with medical conditions receive a full education.

Aims

To ensure that:

- children with medical needs have equal access to the learning environment.
- effective management systems are in place to help support individual children with medical needs.
- all school staff are clear about policy and procedure for dealing with medical needs and medical emergencies should they arise.
- this policy is understood by staff, parents and carers and provides a sound basis for ensuring that children with medical needs receive proper care and support in a school setting.

General Principles

The headteacher and school staff will treat all medical information as confidential. In the case where a child with a medical condition is disabled the school will comply with its duties under the Equality Act (2010) or where the child might have Special Educational Needs and Disabilities (SEND), an Education Health and Care Plan (EHCP) this policy will be referred to in conjunction with the *SEND Code of Practice.*

Prior to the pupil's admission to school the parent/carer will complete the school's *Main Admission Form* and provide the following details:

- medical conditions
- regular/emergency medication
- name of GP/details of hospital/hospital consultants and any relevant hospital paperwork (e.g. letters, diagnoses, treatment plans etc.)
- emergency contact numbers
- allergies
- Health Care Plan (HCP) medical information

These details are recorded on the school's Management Information System –Arbor. This information will be reviewed annually or if the pupil's conditions change. If school feels that it is necessary, in the Summer term prior to admission or as soon as is possible prior to in-year admissions they will contact parents/carers to write either a General Health Care Plan (GHCP), Asthma Health Care Plan or Anaphylaxis/Allergies Health Care Plan (HCP). The identification of the appropriate health care plan is decided by the school's Admin Team (with responsibility for Medical) in collaboration with the Full First Aider/Facilities Manager.

The school will have clear procedures for safe receipt, storage, administration and disposal of medication.

The school is responsible for ensuring that all staff involved in the administration of medication are familiar with this policy and will receive appropriate training.

Health Care Plans

The Admin Team are responsible for writing and implementing all Health Care Plans. All plans will be initiated in consultation with the parents/carers and a healthcare professional (if required), who can advise on the particular needs of the pupil. Each plan will provide clarity about what needs to be done, when and by whom. The plan will be easily accessible, whilst maintaining confidentiality, to all who need to refer to them. This includes breakfast club and afterschool club staff. The plan will capture the key information and actions that are required to support the pupil effectively. The level of detail will depend on the complexity of the child's condition and the degree of support needed.

The headteacher will ensure that plans are reviewed at least annually or earlier if evidence is presented that demonstrates that the child's needs have changed.

Roles and Responsibilities

i.) Governing bodies

Should make sure that the policy for supporting pupils with medical conditions is in place and that it is implemented.

ii.) Parents and Carers

Parents and carers should provide the school with sufficient and up-to-date information about their child's medical needs including any changes that may occur. They should also be involved in the development and review of their child's health care plan. Parents should supply medication in the original container with the correct labelling and collect any unused or expired medication.

iii.) Pupils

Pupils with a medical condition where practicable, should be involved in the discussions about their medical support needs and contribute to the development of their health care plan.

iv. Healthcare professionals

Healthcare professionals, GPs and paediatricians should notify the school when a child has been identified as having a medical condition that will require support at school.

Training

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions and to fulfil the requirements set out in health care plans.

Arrangements will be made for whole school awareness training so that all staff are aware of school policy for supporting children with medical conditions and their role in implementing it.

Records of all training will be kept up to date.

Disagreement between Parents and Carers

When this policy refers to parents and carers the school is explicitly referring to individuals or persons who have legal parental responsibility for their child/children.

School policy requires one parent/carer to agree or to request that medicines are administered. Where parents/carers disagree over medical support, the school will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless a Court decides otherwise.

Procedures for Administering Medicines

Rhodes Avenue Primary School will ensure that:

- current prescription medicines will not be administered without written parental consent.
- a pupil will not be given any medicine unless prescribed by a doctor.
- it will only accept prescribed medicines that are in date, labelled and a current prescription.
- in the original container as dispensed by a pharmacist and include instruction for administration, dosage and storage.
- keep records of all medications administered to individual children, stating what, how much was administered, when and by whom (Appendix 1).
- Any side effects of a medication will be recorded and parents/carers informed.
- Medicines (including the use of asthma inhalers) administered are recorded on Medical Tracker.
- medications that are no longer required or have expired will be returned to parents.

The school will not administer antihistamines, paracetamol, or ibuprofen solely at the request of a parent or carer; these medications will only be given if prescribed by a doctor or dentist and accompanied by a current prescription or written instruction from a healthcare professional. Emergency medication, such as adrenaline auto-injectors or asthma inhalers, will be administered as required by appropriately trained staff. In the event of a medical emergency, staff will contact emergency services, and follow their guidance, acting in the best interests of the child in line with DfE guidance on supporting pupils with medical conditions. All actions will be accurately recorded on Medical Tracker, and parents/carers will be informed as soon as possible.

NHS and antibiotics guidelines

Wherever possible the school requests that parents administer medication outside of school hours in accordance with NHS guidelines. Most antibiotic medication will not need to be administered during school/setting hours. Twice daily doses should be given in the morning before school/setting and in the evening. Three times a day doses can normally be given in the morning before school/setting, immediately after (provided this is possible) and at bedtime. It should normally only be necessary to give antibiotics in school/setting if the dose needs to be given four times a day, in which case a dose can be provided at lunchtime.

Self-Management

School recognises the importance of encouraging pupils, where appropriate, to take increasing responsibility for managing their own medication. As children grow and develop, they will be supported to self-administer their medicines, where it is safe and suitable to do so. We acknowledge that there is no fixed age at which this transition occurs, as it depends on the individual child's maturity, understanding, and specific medical needs. Whenever children self-administer medication, appropriate supervision by a member of staff will always be provided.

Refusal of Medicines

If a child refuses to take medicine, staff will not force them to do so, but will note refusal in the records. Parents will be informed as soon as possible after the medicine's due time. If refusal to take medicines results in an emergency, the child's emergency/health care plan procedures will be followed.

Storage of Medicines

- medicines will be stored strictly in accordance with product instructions
- where a child need two or more medicines, each will be stored in a separate container
- non-healthcare professionals will not transfer medicines from the original containers
- all emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and not locked away. These will be stored in the child's classroom in cupboards labelled with a first aid symbol.
- non-emergency medicines will be kept in a secure place, not accessible to children
- medicines requiring refrigeration can be kept in a refrigerator containing food but with restricted access and they should be kept in an airtight container and be clearly labelled

Controlled drugs are prescription drugs that are controlled under the Misuse of Drugs Regulations 2001. All controlled drugs will be kept in a secure location which can be easily accessible in an emergency by named staff which have access. A record of any doses used will be logged on Medical Tracker and the amount held will be kept.

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. Parents will collect medicines held at the end of each academic year or if they have expired or they are no longer needed.

Sharps Boxes will always be used for the disposal of needles.

Hygiene and Infection Control

Staff will be informed of precautions for avoiding infection and following basic hygiene procedures. They have access to protective disposal gloves and will take care with dealing spillage of blood or other bodily fluids and disposing of dressings and equipment.

Educational Visits

The school encourages children with medical needs to participate in educational visits and residential visits. The school will consider what reasonable adjustments it will need to make to enable children with medical needs to participate fully and safely on visits.

Additional safety measures will/may be needed, for example additional staff support, parental support or a volunteer may be required. Arrangements for taking medicines will also be taken into consideration. Staff supervising such excursions will be aware of any medical needs and relevant emergency procedures. A copy of the child's health care

plan will be taken on visits in addition to risk assessments. Permission to administer paracetamol or an antihistamine is sought prior to children attending residential visits in the event of an emergency. Parents will be notified should either of these be administered and next steps agreed.

Sporting Activities

Children with medical conditions will be supported to participate in physical activities, including PE. Activities will be appropriately adapted to ensure flexibility and inclusion, allowing each child to take part in a way that suits their individual needs and abilities. Any specific limitations or adjustments required will be detailed in the child's health care plan.

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 will 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.

Emergency Procedures

As part of general risk management processes, the school has arrangements in place for dealing with emergency situations. Where a child has a health care plan it will clearly define what constitutes an emergency and explain what to do. All relevant staff will be aware of the emergency symptoms and procedures.

Staff will know:

- how to call the emergency services
- who is responsible for carrying out emergency procedures
- that they need to accompany a child who is taken to hospital by ambulance and stay until the parent arrive
- not to take a child to hospital in their own car
- how to access health care plans which include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency

Equal Opportunities

Equal access to the administration of medicines is given to all children regardless of ability, gender, cultural, religious or ethnic origin. The school complies with its duties under the Equality Act (2010) and all staff will have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the abovementioned Act. The school celebrates diversity and encourages inclusion.

Procedures for policy monitoring and dissemination

The policy statement will be reviewed according to the timings laid out in the Schedule of Review of Policies. Copies are available to parents on request.

Staff responsible:

Headteacher
Deputy Headteacher
Health and Safety Committee

Appendix

Parental Agreement to Administer Medicine								
Full name of child:			**Class:**			**Date:**		
Name of current prescribed medicine:					**Expiry date of prescribed medicine:**			
Dosage of current prescribed medicine required to be administered:								
Date and time of the last dosage administered to child:								
Number of times to be given per school day:								
Approximate time/s to be given:								
What is the date the current prescription ends?								
Any other instructions/information:								
Days of the week	**Mon .**	**Tues.**	**Wed.**	**Thurs.**	**Fri.**			
Is medicine to be collected?		**Daily**	**[ ]**	**Weekly**	**[ ]**	**No**	**[]**	
Is the medicine to be stored in a fridge?						**Yes**		**No**
Contact details								
Mobile No.				**Mobile No**				
Daytime No.				**Daytime No.**				
GP's details								
Name:				**Phone No.**				
Office Team check								

Name of Office Team staff member undertaking check and liaising with teachers/support staff				
Medicine is in the original container dispensed by pharmacy	**Yes**		**No**	
Child's name clearly marked	**Yes**		**No**	
Does the medicine require storage in a fridge?	**Yes**		**No**	