



# St Margaret's CE VA Primary School: Medicines Policy

**Policy Status:** Statutory

**Date Implemented:** June 2025

**Date of Review:** June 2025

**Reviewer:** Headteacher, Designated Safeguarding Lead, Health and Safety Governor

## 1. Introduction and Purpose

- **Statement of Intent:** This policy outlines the procedures for managing medicines safely and effectively at St Margaret's CE VA Primary School. It aims to ensure the health, safety, and well-being of all pupils, staff, and visitors while complying with relevant legislation and guidance, including the Children and Families Act 2014, Supporting Pupils at School with Medical Conditions (DfE, 2014), and any subsequent updates.
- **Alignment with School Vision and Values:** This policy supports our school vision, "Learn to love, love to learn, strive to serve," by ensuring pupils with medical needs can fully participate in school life. It reinforces our values of Respect, Thankfulness, Forgiveness, Perseverance, Responsibility, and Truthfulness by promoting a caring and inclusive environment where medical needs are understood and supported.

## 2. Scope

This policy applies to:

- All staff members (teaching and non-teaching)
- All pupils
- Parents/Carers
- Volunteers
- Visitors
- Governors

## 3. Legislation and Guidance

This policy is based on the following legislation and guidance:

- Children and Families Act 2014
- Supporting Pupils at School with Medical Conditions (DfE, 2014)
- Equality Act 2010



- Health and Safety at Work Act 1974
- Education Act 1996
- Human Rights Act 1998
- General Data Protection Regulation (GDPR) 2018
- Any other relevant guidance issued by the Department for Education (DfE), the NHS, or local authorities.

#### 4. Roles and Responsibilities

- **Governing Body:**
  - Ensuring the school has a clear and effective policy on supporting pupils with medical conditions.
  - Monitoring the implementation of the policy.
  - Ensuring sufficient resources are allocated to support the policy.
- **Headteacher:**
  - Overall responsibility for the implementation of the policy.
  - Ensuring staff are appropriately trained and supported.
  - Liaising with parents/carers, healthcare professionals, and other relevant agencies.
- **Designated Safeguarding Lead (DSL):**
  - Ensuring the policy aligns with safeguarding procedures.
  - Providing advice and support to staff on safeguarding issues related to medical conditions.
- **School Nurse (if applicable):**
  - Providing advice and support on medical conditions.
  - Developing Individual Healthcare Plans (IHCPs) in collaboration with parents/carers and healthcare professionals.
  - Delivering training to staff on specific medical conditions and medication administration.
- **School Office Staff:**
  - Receiving and storing medication safely.
  - Maintaining accurate records of medication administration.
  - Communicating with parents/carers regarding medication issues.
- **Teachers and Teaching Assistants:**
  - Being aware of pupils with medical conditions in their class.
  - Following IHCPs.
  - Administering medication as required and trained.
  - Reporting any concerns to the Headteacher, DSL, or School Nurse.
- **Parents/Carers:**



- Providing the school with accurate and up-to-date information about their child's medical condition.
- Providing the school with prescribed medication in its original container, clearly labelled with the pupil's name, medication name, dosage, and expiry date.
- Informing the school of any changes to their child's medication or medical condition.
- Attending meetings to develop and review IHCPs.
- **Pupils:**
  - Taking responsibility for managing their own medication where appropriate and agreed in their IHCP.
  - Informing a member of staff if they feel unwell.

## 5. Procedures for Managing Medicines

### ● 5.1 Request to Administer Medication:

- Parents/carers must complete a "Request to Administer Medication" form (Appendix 1) for any medication that needs to be administered during school hours.
- The form must be signed and dated by the parent/carer and include:
  - Pupil's name and date of birth
  - Name of medication
  - Dosage
  - Frequency of administration
  - Time of administration
  - Reason for medication
  - Possible side effects
  - Contact details for parent/carer and emergency contact
  - Confirmation that the medication has been prescribed by a doctor or other healthcare professional (except for over-the-counter medication with parental consent, see section 5.3)
- The completed form must be submitted to the school office.

### ● 5.2 Individual Healthcare Plans (IHCPs):

- For pupils with complex or long-term medical conditions, an IHCP will be developed in collaboration with the parent/carer, pupil (where appropriate), school nurse (if applicable), and other relevant healthcare professionals.
- The IHCP will include:
  - Description of the pupil's medical condition
  - Specific care needs
  - Medication details (name, dosage, frequency, time of administration)
  - Potential triggers and symptoms



- Emergency procedures
- Roles and responsibilities of staff and parents/carers
- Arrangements for school trips and other activities
- Review date
- The IHCP will be reviewed at least annually or more frequently if there are changes to the pupil's medical condition or medication.
- **5.3 Administering Medication:**
  - Only trained staff members will administer medication.
  - Medication will only be administered if:
    - A "Request to Administer Medication" form has been completed and signed by the parent/carer.
    - The medication is in its original container, clearly labelled with the pupil's name, medication name, dosage, and expiry date.
    - The medication has been prescribed by a doctor or other healthcare professional (except for over-the-counter medication with parental consent, see below).
  - Over-the-counter medication (e.g., paracetamol, ibuprofen) will only be administered with parental consent and if it is deemed necessary for the pupil's well-being. A "Request to Administer Medication" form must still be completed.
  - Staff will follow the dosage instructions provided on the medication label or in the IHCP.
  - Staff will record the administration of medication in a medication log (Appendix 2), including:
    - Pupil's name
    - Date and time of administration
    - Name of medication
    - Dosage
    - Administering staff member's name
    - Any observations or concerns
  - If a pupil refuses to take medication, staff will inform the parent/carer and record the refusal in the medication log.
  - No pupil will be forced to take medication against their will.
  - Controlled drugs will be stored securely in a locked cabinet and administered by trained staff members in accordance with legal requirements. A separate record will be kept for controlled drugs.
- **5.4 Storage of Medication:**
  - All medication will be stored securely in a designated location, out of reach of pupils.
  - Medication requiring refrigeration will be stored in a refrigerator designated for medication storage only.



- Controlled drugs will be stored in a locked cabinet in accordance with legal requirements.
- **5.5 Self-Management of Medication:**
  - Pupils who are deemed competent to manage their own medication (e.g., inhalers, EpiPens) may do so with the agreement of the parent/carer, school nurse (if applicable), and Headteacher.
  - This will be documented in the pupil's IHCP.
  - Pupils will be responsible for keeping their medication with them or in a designated safe place.
  - Pupils will be trained on how to use their medication correctly and when to seek help.
- **5.6 Emergency Procedures:**
  - In the event of a medical emergency, staff will follow the procedures outlined in the pupil's IHCP or, if an IHCP is not available, will call 999 immediately.
  - Staff will inform the parent/carer as soon as possible.
  - Staff will be trained on basic first aid and emergency procedures.
- **5.7 School Trips and Off-Site Activities:**
  - Parents/carers must inform the school of any medical needs their child has before a school trip or off-site activity.
  - A risk assessment will be carried out to ensure the pupil's medical needs can be met safely during the trip or activity.
  - A trained staff member will be responsible for administering medication during the trip or activity.
  - Medication will be stored securely and transported in a suitable container.
- **5.8 Disposal of Medication:**
  - Unused or expired medication will be returned to the parent/carer for disposal.
  - If the parent/carer is unable to collect the medication, it will be disposed of safely in accordance with local regulations.
  - A record of disposal will be kept in the medication log.
- **Key Questions for School Leaders:**
  - Where will medications be stored securely?
  - Who will be trained to administer medications, and how often will training be updated?
  - How will we ensure the privacy and dignity of pupils when administering medication?
  - What procedures are in place for handling medical emergencies?

## 6. Training



- All staff members will receive basic awareness training on common medical conditions and medication administration.
- Staff members who are responsible for administering medication will receive specific training on the medication they are required to administer.
- Training will be provided by a qualified healthcare professional (e.g., school nurse, GP).
- Training will be updated regularly.
- Records of training will be kept.

## **7. Communication**

- This policy will be made available to all staff members, parents/carers, and other stakeholders.
- Information about pupils' medical conditions will be shared with relevant staff members on a need-to-know basis, in accordance with GDPR.
- Parents/carers will be informed of any incidents or concerns related to their child's medical condition.
- The school will work in partnership with parents/carers, healthcare professionals, and other relevant agencies to support pupils with medical conditions.

## **8. Monitoring and Review**

- The implementation of this policy will be monitored regularly by the Headteacher and Governing Body.
- The policy will be reviewed annually or more frequently if there are changes to legislation or guidance.
- Feedback from staff, parents/carers, and pupils will be taken into account during the review process.
- Any necessary amendments will be made to the policy.
  - How will we ensure that the policy remains up-to-date and compliant with relevant legislation and guidance?

## **9. Related Policies**

- Safeguarding Policy
- First Aid Policy
- SEND Policy
- Data Protection Policy
- Accessibility Plan

## **10. Appendices**

- Appendix 1: Request to Administer Medication Form
- Appendix 2: Medication Log

### **Appendix 1: Request to Administer Medication Form**



[Insert Form Here - Should include all details outlined in section 5.1]

## **Appendix 2: Medication Log**

[Insert Log Template Here - Should include all details outlined in section 5.3]