

Ernesford Grange Primary School



Policy for the Management of Medication in School

September 2025

Contents

1. Introduction
2. Aims and Objectives
3. Management
4. Staff-development
5. Healthcare Plans
6. Equality of opportunity
7. Confidentiality
8. Policy review

Introduction

This policy was drafted in consultation with staff and governors. Please read with the Supporting Pupils With Medical Needs Policy.

We encourage parents/carers to provide school with sufficient information about their child's medical condition and any treatment or special care needed at school, on admission, and keep us informed of any new or changing needs. If there are any special religious and/or cultural beliefs which may affect any medical care that the pupil needs, particularly in the event of an emergency, we rely on parents/carers to inform us and confirm this in writing. Such information will be kept with the pupil's personal record.

This policy provides information on our procedures for the storage and administration of medicines to pupils and the procedures for pupils who are able to administer their own medication.

This policy is made available to all staff, and to all parents on

request. **Aims and Objectives**

Most pupils will, at some time in their school career, have a medical condition which may effect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. We aim to maintain close co-operation with pupils, parents and health professionals to provide a supportive environment for any pupils with medical needs.

We aim to address the following issues;

- Short term medical needs
- Long term medical needs
- Informed consent
- Administering medication
- Non-prescription medication
- Record keeping
- Refusing medication
- Self-management
- Staff training
- Emergency procedures
- Creating Healthcare plans
- Confidentiality

Management of medication within the school

Parents/carers are encouraged to provide the school with full information about their child's health needs. If a member of staff notices deterioration in health of any pupil over time they will inform the child's class teacher who will arrange for the parents/carers to be informed.

Short term medical/health needs

We recognise that many children will need to take medication at school at some time in their school life e.g.: antibiotics. By allowing them to do this at school lost school time is minimised. However medication should only be taken at school when absolutely necessary. As much medication can be prescribed to avoid school hours, we will encourage parents/carers to seek advice about this with the prescribing doctor.

Long term medical/health needs

The school nurse will work with parents and teaching staff to create **Individual Health Care Plan (IHCP)** for pupils with long term needs, thus maintaining adequate support to maintain attainment and attendance (see Supporting Pupils with Medical Needs Policy). A photograph of the pupil will be displayed in the staff room so that all staff including supply teachers who may not know pupil names will be aware of their condition.

Informed consent

Staff at this school are unable to give medication to pupils under the age of 16 without the consent of parents/carers. We also require that the first dose of any medication is given at home. Parents/carers will be asked to complete a consent form, giving details of any medication, dosage and emergency contact details. This consent form will be kept with the medical file in the School Office. Renewed written instructions will be requested in the event of any changes to the original arrangements.

Administering Medication

Any members of staff who administer medication will follow the agreed procedure.

- Confirm the pupils name and the name on the medication
- Check the written instructions provided by the parent/carer/doctor.
- Check the prescribed dose.
- Check the expiry date on the medication
- Administer the medication.
- Record the date and time and sign the record sheet
- If there are any doubts about any of the details, staff will double check with parents/carers or the child's doctor before giving the medication.

Records will be located in the medical file in the School Office and will be kept until the pupils listed no longer require the medication. The completed record will then be stored by the Admin Team. If a pupil refuses to take their medication no member of staff will enforce the dose. We will however inform parents/carers of the situation as soon as possible.

Unless it is an emergency, medication will be administered in a place where privacy and confidentiality can be maintained.

If school staff feel a child would need non – prescription medication ie Calpol staff would contact parent to seek verbal permission and this will be logged on a central record sheet. However if a pupil regularly suffers from acute pain (e.g. migraine, toothache or period pains), parents/carers may authorise and supply PARACETAMOL (Calpol) in appropriate doses with written instructions about when the pupil may take it. The pupil will be supervised taking the medication and notify parents/carers in writing on the day the pain killers were taken.

All medication must be handed directly to the Admin Staff /Class Teacher on arrival at school and must not be put in the child's school bag/pocket.

Storing Medication

Medicine will be kept in a secure place. Staff should note whether it needs to be kept in a refrigerator or not. All staff and pupils who need their medication should know where the medication will be stored and who will administer their medication to enable easy access. A member staff will remove medication when complete or out of date.

The Head teacher is responsible for ensuring that medicines are stored safely. Pupils will, however, know where their medicine is stored. We will not dispose of any medication but will ask parents/carers to collect and dispose of any medication left at school.

Self- Management

We believe that it is good practice to allow pupils who are capable of managing their own medication to do so. Pupils suffering from asthma have their inhaler in a specific place in their classroom. All pupils know where to get the inhaler from and staff need to ensure that it is easily accessible. Pupils who require an Epi-pen will have this in a specific place within their classroom and staff within that year group will have received training from the school nursing service on how to administer this. Parents/carers will be asked to review the information on this record at the start of each school year.

Staff Development

School will keep a record of training related to healthcare and administering medicines including dates and the focus of the training.

Emergency procedures

All staff are aware of how to call the emergency services. Staff are also aware of who is responsible for carrying out emergency procedures in the event of a need. Any pupil taken to hospital by ambulance will be accompanied by a member of staff who will remain with the pupil until a parent/carer arrives. All calls to emergency services will be recorded on the Emergency Planning Form. (Appendix 1)

Specific Training

All staff who are required to deal with specific issues or specific health needs will receive appropriate training from health professionals. We will respect any concerns of individual staff regarding administering medication but hope that appropriate training and support will enable staff to feel confident to fulfil this caring role.

Healthcare Plans

All pupils who have particular ongoing health needs have an Individual Health Care Plan. The purpose of this is to identify the level of support that a pupil requires in school. It is a written agreement that clarifies for staff, parents and pupils the help that school can provide and receive. Each pupil's Healthcare Plan has a regular review date with parents, pupil, member of staff and if necessary, school nurse.

Equality of opportunity

School trips

Pupils will be encouraged to participate in these activities if it is deemed safe to do so. Risk assessments will be carried out, provision will be made in Individual Health Care Plans and staff will receive suitable training. Where a pupil requires and has a particular Healthcare Plan we will provide a copy in host language when necessary.

Sporting activities

Our PE curriculum and provision of sporting activities is flexible enough for all pupils to take part in ways which are appropriate to their abilities. Any restrictions on a particular pupil's ability to participate in PE will be clearly identified and incorporated into the pupil's Individual Healthcare Plan. Where there is occasion for a pupil to wear a medical alert bracelet, which may be a source of potential injury, we will arrange for it to be kept safely by the teacher in charge of the activity. Staff will always be alerted to the significance of these bracelets and will be clear who they belong to.

Confidentiality

Medical and health information will be treated confidentially and information about pupils only shared with those whom the parents/carers or pupil have given consent for. However we will ensure that important information about particular health needs will be clearly communicated to relevant teaching and support staff.

Specific health needs of individual pupils will only be shared with peers after consent from the pupil. This will help to normalise any special needs and establish a sense of caring.

Policy Review

This policy will be reviewed in September 2026 or sooner if guidance requires.

This policy was approved by the Governing Body in November 2025

APPENDIX 1

EMERGENCY PLANNING

Request for an Ambulance :

Dial 999, ask for ambulance and be ready with the following information.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number: **024 76454843**

2. Give your location as follows:

Ernesford Grange Primary School, Foxton Road, Coventry, CV3 2HN

3. Give your name _____

4. Give child's name and age _____

5. Give brief description of pupil's symptoms/known medical condition/current condition reason for emergency

6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to patient.

7. Ensure school records on child are available to emergency team.

8. Ensure parents are informed immediately and stay with child until parents arrive.

9. If child goes to hospital take IHCP and pupil details with you. Take a mobile telephone.