



Shardlow Primary School

Aspire Achieve Thrive



Administration of Medicines Policy

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Change Control

Version	Date	Author	Changes
V1	June 2018	KM	Used model policy from The Key
V1	June 2020	MD	No changes made
V1.1	March 2023	KM	Storing medicines- change of location where medicines are stored
V1.2	March 2024	KM	7. Storing medicines- change location of how medicines are stored 12. Removed dropbox as a location for where the policy is stored. References to Willows Academy Trust replaced with ONE Academy Trust
V1.3	March 2025	DD	Layout changes made. No change to content

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1. Our School

Mission aims and ethos

1.1 Shardlow Primary School is a small school with big spirit! We don't let our small size stop us from providing the best for our children and this is achieved through a shared vision and values amongst all our staff, parents, pupils and the wider school community.

1.2 At Shardlow we want all of our pupils to Aspire, Achieve and Thrive during their time with us and beyond. Our ultimate aims for all of our children are;

Aspire - to develop a long-term love of learning and a desire to achieve

Achieve - to fulfil their potential; achieving their best across the curriculum

Thrive - for all of our children to be happy, healthy and safe.

1.3 Our values, the '**Shardlow Spirits**' help us to create an environment where this is possible. Through the Shardlow Spirits our children learn the key characteristics needed to be

effective learners and help them to achieve, whilst also understanding how to behave towards one another, maintaining a happy and safe environment so our community can thrive.

2. Introduction

- 2.1 The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils with special provision medical needs within the school. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with cystic fibrosis. Other children may require medicines in particular circumstances, for example severe allergies or asthma. Allowing pupils to take medication at school will minimise the time that they need to be absent and look after their wellbeing.
- 2.2 This policy seeks to support pupils with both long-term and short-term health needs.
- 2.3 The school will aim to minimise any disruption to the child's learning as far as possible and work with parents/carers and health professionals to ensure this.

3. Managing Medicines during the School Day

- 3.1 Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- 3.2 Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- 3.3 No pupil under 16 will be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.
- 3.4 A pupil under 16 will never be given medicine containing Aspirin unless prescribed by a doctor.

4. Non-prescription Medicines

- 4.1 Non-prescribed medication, e.g. for pain relief, will be administered with written consent of the parent/carer but will not be administered without first checking maximum dosages and when the previous dose was taken. School will inform parents/carers that this medication has been given.

5. Prescription Medicines

- 5.1 Prescribed medicines or controlled substances which have not been prescribed by a medical practitioner will not be administered in school. Prescription medicines should only be taken during the school day when essential. School will only accept prescribed medicines that are in date, labelled and intact, provided in the original container as dispensed by a pharmacist and include 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 in its original container.

- 5.2 Medicines will only be administered according to the instructions on the pharmacy label and with written parental consent.

6. Controlled Drugs

- 6.1 Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.
- 6.2 Qualified school staff may administer a controlled drug to the child for whom it has been prescribed.
- 6.3 A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do and as agreed in an Individual Health Care Plan. In such cases the pupil will be given limited amounts or prescribed doses (e.g. one or two tablets/inhaler).
- 6.4 All other controlled drugs are kept in a secure cupboard in the First Aid room and only named staff have access.

7. Records

- 7.1 School will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted. Records will be retained as outlined in Derbyshire County Council's Record Retention Schedule

8. Storing Medicines

- 8.1 The school will keep medication in specifically allocated labelled cupboards or fridges which are locked.
- 8.2 Prescription drugs will be returned to parents when no longer required, or out of date. It is the parent's responsibility to collect and dispose of out-of-date or unused medication. It is the parent/carer's responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents to supply medication, school staff will inform parents when there are 10 days' worth of medication left to allow plenty of time for a repeat prescription to be fulfilled. Sharps boxes should always be used for the disposal of needles and other sharps.

9. Emergency Medication

- 9.1 All staff will be given appropriate training in the administration of emergency medication where necessary in conjunction with the School Nurse.
- 9.2 Arrangements will be made for immediate access to any emergency medications for example: Epipens will be kept with the pupil with a labelled spare pen held in First Aid Room.
- 9.3 Asthma medication will be kept with the pupil with labelled spare inhalers and equipment held in the First Aid Room.
- 9.4 Any medicines such as Ritalin which requires double locking will be kept in a locked metal box in a locker in the First Aid Room.
- 9.5 Wherever there are specific requirements needed with a controlled medicine, to meet the medical needs of an individual in school, then the school will work within the medical and DfE guidance regarding this.

- 9.6 Emergency medication will always be taken if the pupil goes out on a trip and identified trained staff designated to administer if required.

10. Supporting Pupils with Medical Needs

- 10.1 Where a pupil needs to take medication in school for an extended period or has a chronic ongoing condition, an Individual Health Care Plan (IHCP) will be put in place. This will be agreed jointly by the school and parents/carers with the advice of health professionals.

Further details about how we support pupils with medical conditions can be found in our ONE Academy Trust Supporting Pupils with Medical Conditions Policy.

11. Procedures for Educational Visits

Category 1 Visits (See Shardlow Primary Educational Visits Policy for definition)

- 11.1 The Visit Leader is responsible for checking medical needs of pupils.
- The Visit Leader must check any IHCP requirements with parents and put appropriate procedures and contingency plans in place.
 - For part-day visits, pupils should, wherever possible, go to the First Aid Room before/after the visit to take their medication.
 - The Visit Leader will collect any necessary medication from the First Aid Room and follow normal guidelines or requirements set out in an IHCP and take any plans appropriate to the needs of the individual pupil.

Category 2 and 3 Visits (See Shardlow Primary Educational Visits Policy for definition)

- 11.2 The nominated First Aider (as named in the visit evolve form for each visit) is responsible for checking medical needs of pupils.
- The nominated First Aider must check any IHCP requirements with parents and put appropriate procedures and contingency plans in place.
 - For part-day visits, pupils should, wherever possible, go to the First Aid Room before/after the visit to take their medication.
 - The nominated First Aider will collect any necessary medication from the First Aid Room and follow normal guidelines or requirements set out in an IHCP and take any plans appropriate to the needs of the individual pupil.

12. Responsibilities

Governing Board

- 12.1 The governing board are responsible for overseeing this policy.

Headteacher

- 12.2 The Headteacher is responsible for ensuring this policy is adhered to delegated responsibilities are clearly communicated and monitored.

Office Administrator

- 12.3 The Office Administrator is responsible for reporting any new information about a pupil's medical needs to the Headteacher for consideration of an IHCP.
- 12.4 The Office Administrator is responsible for keeping the school's medical records up to date and ensuring all staff are aware of pupils with medical needs and or pupils in need of medication.
- 12.5 The Office Administrator is responsible for ensuring that records related to administration of medicines are retained according to Derbyshire County Council's Retention Record Schedule and are archived and ultimately are disposed of suitably.
- 12.6 Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

First Aid Leader

- 12.7 The First Aid Leader is responsible for ensuring records are kept up to date, medicines are stored correctly and that staff training related to First Aid and Medical Needs are up to date.
- 12.8 The First Aid Leader is responsible for ensuring that completed records are passed onto the Office Administrator for retention purposes, where appropriate.
- 12.9 The First Aid Leader is responsible for ensuring all other staff administering medicines does so in compliance with this policy. Where the First Aid Leader identifies non-compliance they are responsible for reporting this to the Headteacher.

Staff

- 12.10 Supporting pupils with medical needs during school hours is not the sole responsibility of one person. Any member of staff may be asked to administer medicine, although they will not be required to do so.
- 12.11 All staff will undertake the required training within school to support the implementation of this policy.

Pupils

- 12.12 It is the responsibility of the pupils to follow all medical protocols within school.
- 12.13 All School staff hold responsibility for ensuring that pupils comply.

Parents/Carers

- 12.14 Parents/Carers are requested to inform school of any medical needs relating to any individual pupil and abide by the protocols contained within this policy.

13. Information Sharing

- 13.1 This policy will be published on the School Website.
- 13.2 Notices will be displayed around school showing the First Aid Leader and the staff who currently hold First Aid Certificates.
- 13.3 A list of all pupils with medical needs/conditions and a description of the need will be kept on display the staffroom (with a front cover). The Office Administrator is responsible for

keeping this record up to date using the relevant IT system and updating the paper copy in the staffroom each time changes are made.

- 13.4 Pupil medical information may be passed onto third parties where the school deems it necessary to do so, for example staff at a residential site may be given a medical list of all pupils attending the visits.

14. Links to Other Policies

14.1 This policy links to the following policies;

- ONE Academy Trust Health and Safety Policy
- ONE Academy Trust First Aid Policy
- ONE Academy Trust Supporting Pupils with Medical Conditions Policy
- Shardlow Primary School Safeguarding and Child Protection Policy



Shardlow Primary School

Parental Agreement for Setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

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

Expiry date

Dosage and method

Timing

Special precautions/other
instructions

Are there any side effects that the
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Prescribed medicines must be in the original container as dispensed by the pharmacy. The school cannot administer aspirin unless it is prescribed.

Contact Details

I understand that I must deliver the medicine personally to:

[agreed member of staff]

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.

Signature(s) _____

Date_____



Shardlow Primary School

Record of Medicine Administered to an Individual Child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature -----

Signature of parent -----

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to an individual child (continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			