



## **Supporting Pupils with Medical Conditions**

### **Administration of Prescribed Medication School Policy**

Date Approved: February 2026

Date for Review: February 2027

#### **Aims**

Most children will, at some time, have short term medical needs; others will have more complex or longer term medical needs. Marshchapel Infant School and Grainthorpe Junior School are inclusive schools focused on including all children and ensuring access to high quality teaching and learning in order that they achieve their own unique potential. Consequently, we will work in partnership with parents and medical experts to provide the best possible care for all our pupils. Marshchapel Infant and Grainthorpe Junior ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

#### **Policy Statement**

- All Fenland Federation 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.
- The school understands that certain medical conditions are serious and can potentially be life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- The school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.

#### **Objectives**

- We will respond to pupils' diverse needs through partnership with parents, carers and medical practitioners, seeking relevant advice to support our staff in providing the best possible care for our pupils
- We will put in place procedures for the safe storage and administration of prescribed medicines by named members of staff.

- We will, with the agreement of parents and carers, inform all relevant members of staff of pupils' medical needs whilst protecting the rights of the pupil and their family
- We will put in place relevant procedures and documentation for the benefit of pupils and staff.
- We will provide relevant training for members of staff carrying out special treatments as part of Health Care Plans.
- All staff will be informed of procedures to take in case of a medical emergency.

## **Enrolment Forms**

All parents/carers at Marshchapel Infant and Grainthorpe Junior are asked to complete a medical form before starting the school. This should outline any pre-existing or previous medical conditions, as well as any surgery. If a pupil has a short-term medical condition requiring medication during school hours, an administering medication form must be completed. If a pupil has a long-term medical condition (i.e. Asthma) then all information regarding the child's medical needs, including administering medication, must be on the form. Individual healthcare plans will be drawn up alongside parent/carers; the school nurse/GP will be contacted for more complex health needs.

## **Procedures For Managing Prescription Medicines on Trips and Outings**

During school trips or outings, a named member of staff will take responsibility for carrying all medicines, administering the medicines and for completing the relevant paperwork. On return to school, the paperwork will be returned to the main file and medicines stored as agreed.

## **Staff Roles and Responsibilities**

Whilst the school recognises their role in ensuring the inclusion of all pupils, staff are not medical professionals and must seek appropriate medical advice before administering any medicine. To ensure the safe and appropriate management of medicines in school, staff must be provided with all the necessary information, which would include dose, frequency, correct storage etc. Staff must work in consultation with parents and health professionals as necessary: general practitioners, community nurse, occupational therapists etc. Where necessary staff will have specialist training e.g. epi pen/epilepsy training.

At the time of administration, the named person and an additional member of staff will check labels, dosages and ensure that the pupil matches the name on the medicine. The log will be completed for the individual child. The named member of staff will be responsible for storing the medicine in the designated secure place, as per storage instructions. Quantities of medicines will also be noted. This will be checked before storage for correct labelling and dosages. Named staff will be responsible for receiving medicines supported by the relevant paperwork provided by the parents. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with

the child and parent when deemed necessary. If a pupil refuses their medication, staff will record this and follow procedures. Parents/carers will be informed of non-compliance as soon as possible. If a pupil misuses medication, either own or another pupils, then parents/carers are informed as soon as possible. The school will seek medical advice by ringing 999 if this situation arises.

### **Parental Roles and Responsibilities**

Parents will be expected to complete paperwork and deliver medicines to the office for safe storage. It is the parent's responsibility to collect medicines at the end of the school day. Medicines will not be given to pupils to take home. It is expected that parents will administer prescribed medicines, such as antibiotics, at home and it will only be in exceptional situations that school will need to administer a prescribed medicine. The school will only administer those medicines prescribed by a medical practitioner when it is essential that the medicines are administered at school. If this can be done by the parent at a different time at home then that is preferable. It is also an expectation that parents monitor the expiry date of medicines and provide school with replacement medicine before the expiry date.

It is school policy that non-prescribed medicines will not be administered by staff unless in exceptional circumstances and this will be for a maximum of three days.

### **Pupil Roles and Responsibilities**

Pupils will be encouraged to take responsibility for the management of their medicines in an age appropriate way. They will be encouraged to ensure that they are available at the office at the agreed time. Pupils will be encouraged to administer their own medicine under the close supervision of the named member of staff. We will do our very best to ensure that medicines are taken at the agreed time.

### **Long term or Complex Medical Needs**

Pupils with complex or long term medical needs will have an individual healthcare plan. This will be agreed between the school, medical experts, parents and where appropriate the pupil. The health plan will include a protocol for administering medicine, which will need to be agreed by all parties. This will be reviewed on an annual basis or if the medical needs of the child change.

### **Record Keeping**

All paperwork relating to this policy will be kept in the school office. Access to this file will be limited to those members of staff named in plans and designated to administer prescribed medicines or carry out healthcare plans. The governor for SEND will check that relevant documentation is being used.

## **Storage of Medicines**

All medicines, except those requiring refrigeration will be kept locked in the school office. Where refrigeration is required, medicines will be in the refrigerator located in the staff room. Pupils with asthma will either be responsible for their own medication or it will be stored in their classroom in the teacher's store cupboard. Pupils will be reminded of the need to take their medication with them to PE lessons and on school trips. For the child's safety, children who require an inhaler or other medicine but do not bring it to go on an educational visit, may be required to stay at school. Pupils needing to have immediate access to medication will have storage information written into their care plan. All controlled drugs are kept in a locked cupboard and only named staff have access.

## **Safe Disposal of Medicines**

Parents/carers are asked to collect out of date medication. If parents/carers do not pick up out of date medication, then it is taken to a local pharmacy for safe disposal. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps' boxes are stored in a locked cupboard unless alternative safe and secure arrangements are put in place. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to local pharmacy, to school or to the child's parent.

## **Emergency Procedures**

In the event of a major medical emergency the members of staff dealing with the emergency should ensure that assistance is called for as quickly as possible. One or more of our First Aid trained staff should be alerted to provide assistance or to further diagnose, however in the event of the medical emergency clearly being of an extreme nature an ambulance should be called immediately. A member of staff should be available at Reception to take the medical team directly to the casualty. A Senior Member of Staff will contact the parents. If no parent is available to accompany the child in the ambulance, a member of staff will attend. All medical decisions in this situation will be taken by the medical staff until the parent arrives.

## **Risk Assessment and Management Procedures**

The Governors will carry out risk assessments and will monitor record keeping procedures as part of its ongoing commitment to good practice in Health and Safety. The Head teacher will oversee procedures on a day to day basis and ensure all staff are aware of their responsibilities. The school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and out of school visits. School staff are updated regularly on medical conditions, including how to avoid and reduce exposure to triggers for common medical conditions.

## **Practicalities and Procedures for Managing Prescription Medicines During the School Day**

Whenever possible, parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents wish the school to administer the medication (in *loco parentis*) they should give the Head teacher a written request (using the appropriate form) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). Oral information from the pupil or parent will not be acted upon. (A copy of the form required from parents can be obtained from the Office).

If required, the parents will be able to visit the establishment during the day to administer medication in person.

The parent must supply the medication in a suitable container clearly labelled with:

- the child's name
- the name of the medicine
- the method, dosage and timing of administration
- the date of issue
- the expiry date

Details of possible side effects should also be given.

It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.

A member of staff will be responsible for administering medicine that is for a short term or not an emergency (i.e. antibiotics, pain relief etc.) Teaching staff will be responsible for ongoing medicines such as inhalers and epi pens etc.

Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period, they will be given to a pharmacist for disposal.