

Medication Policy 2026

Castle Primary School



Last reviewed on: 1st May 2026

Next review due by: 1st May 2027

1. Introduction

1.1 This policy has been developed between the school's Senior Leadership team and the Designated First Aider and is written in accordance with the Department for Education (DfE) Statutory Guidance "Supporting pupils at school with medical conditions" December 2015.

Other supporting documents include:

- Statutory Framework for the Early Years Foundation Stage.
- Special educational needs and disability (SEND) code of practice.
- Equality Act 2010
- Medication Management Arrangements and Guidance (Staffordshire County Council).

2. Definitions

Within this policy administration refers to "the giving of a medicine or treatment"

3. Purpose

This policy outlines the roles and responsibilities of everyone involved in the handling of regular, emergency, and short-term medicines within Castle Primary School.

4. Scope

This policy covers the administration of all medicines for individual pupils until the end of Year 6 that are expected to be administered in school in accordance with the signed parental request form.

5. Responsibilities

5.1 The Governing Body

Will ensure that:

- This policy is reviewed regularly and is readily accessible to parents and school staff.
- The arrangements set out in this policy are implemented.
- There is a named person for the implementation of this policy.

5.2 School Staff

The Senior Leadership Team (SLT) is responsible for accessing safer handling of medicines training for staff, maintaining a register of trained staff and ensuring adequate cover of trained staff throughout the school. SLT will ensure that:

- A person has been designated to lead on the implementation of this policy, this is Hannah Bours.
- All staff involved in handling and administering medicines have received the appropriate training.
- An accurate list is maintained of all staff who are declared competent to handle and administer medicines along with the type of medication training they have received.
- A list of all staff authorised to administer medication is maintained along with a sample of their signature and initials.
- There is safe and secure storage for medicines within school.
- This policy is reviewed at least annually.

5.3 Healthcare Professionals:

- Families Health and Wellbeing Service, Diabetes nurse, Jess Bateman (Mental Health practitioner)
- Informing the school when a pupil has been identified as having a medical condition that will require support in school.
- Support with on implementing a pupil's individual healthcare plan.
- Providing training for school staff.
- Providing advice and support.

5.4 Parents

Must provide:

- Information about over the counter medicines e.g. Calpol, administered before their child comes to school.
- Timely and up-to-date information about their child's medical needs. Especially any changes to medication.
- A completed consent form at the start of each school year or if medication changes.
- The medicines to be administered in school. All medications sent into school must be in the original container and include a label stating pupil name, dose, frequency of administration and expiry date.
- An adequate supply of emergency/rescue medication held in school i.e. Calpol and spare Ventolin inhalers
- Information via phone call if any emergency/rescue medication has been administered prior to the pupil attending school that day along with dose and time.

5.5 Pupils

Pupils will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

6. Consent

Parents and carers are asked to provide permission for Calpol to be administered in the event of a high temperature. All other medications require a signed consent form.

7. Communication

The policy will be available on the School's website.

8. Administration

The privacy and dignity of pupils is paramount, and medicines will always be administered in an area where this will not be compromised.

We will ask pupils and parents about any cultural or religious needs relating to the taking of medication or any prohibitions that apply. This information will be recorded as part of the pupil's healthcare plan or in the pupil's personal record.

To minimise the need for medication in school and where clinically appropriate parents are encouraged to ask the pharmacy or prescriber to prescribe medicines in dose frequencies that enable them to be taken outside of school hours. Medicines that need to be taken three times a day could be taken in the morning before school, after school hours and at bedtime.

Medicines prescribed for individual pupils may be administered within school. Medicines bought over the counter that do not have a label stating pupil name and dose will only be administered in exceptional circumstances, and agreed with the Headteacher. An administration of medication form must be completed.

Parental consent has been requested for the school to be able to administer Calpol in exceptional circumstances. Calpol will be administered if a pupil would be well enough to stay in school if a dose of Calpol was given.

If a pupil refuses to take their medicine, they will not be forced to do so. Refusal will be documented, parents informed and agreed protocols followed.

Medications will be checked in and out of school by a competent member of staff. Parents will be asked to complete an administration of medication form.

Out of date medications MUST be returned to parents/carers for disposal.

Include administering medication in different situations such as:

- Long term (regular/daily) medication
Administered wherever possible at home. If in school, it is preferable that the same member of staff is responsible for administering a child's daily medication. Details of dose and time etc to be kept in writing and witnessed by another adult.
- Short term (seasonal/short courses) medication.
- "As required" Medication (PRN) e.g. Vetolin inhaler. Recorded in Asthma record.
- Self-management of medication.
- Emergency medication. To be administered by staff with appropriate First Aid training.
- School trips and off-site activities (eg residential visits, sporting activities)
- Care plans and medications to be taken on off site activities. Records to be completed on usual forms.
- Epilepsy medication administered as per care plan.
- Asthma medication administered as per care plan.
- Administration of anaphylaxis medication administered as per care plan.
- Administration of insulin administered as per care plan.

9. Safe Storage of Medicine

Access to areas of the school where medication is stored is restricted to members of permanent staff.

Medication requiring refrigeration will be kept in the staff room fridge. All other medication EXCEPT those for asthma, EpiPens and Diabetic medications will be locked in the medicine cabinet in the staff room school, or fridge, in Nursery, in a locked storage cupboard.

9.1 During off site school visits and activities, medications will be held by the accompanying staff. Wherever possible, on a residential visit, medication should be stored securely e.g. in a locked cupboard or room.

10. Disposal of Medicine

All unwanted/expired medicines will be returned home with the pupil for destruction at a community pharmacy. This school has no facilities for disposing of unwanted medication.

11. Management of Errors and Incidents (Misused medication or suspected theft)

The SLT will be informed of:

- Any medication that cannot be accounted for
- Suspected or known misuse of medication

SLT will instigate an investigation and report the incident following the school's incident reporting systems and disciplinary and capability policies.

This will allow for trends to be monitored with supported improvement actions to be put in place.

12. Training

- The school's SLT are: S Dakin, H Bours, G. Amison and J. Jones.
- School staff involved in the administration of medication to pupils will receive suitable training. **Staff must not administer medicines without appropriate training.**
- A record of who delivered the training and who received the training, along with the date the next training is due will be maintained by the school.
- At least two members of permanent staff will receive pupil specific medication training. This training will be provided by the relevant healthcare professional.

13. Record Keeping

The following records will be kept by the school: List records kept, such as:

- Confirmation of Medication Details and Parental consent
- Protocol for Administration of PRN Medication
- Receipt of Medication- Transport
- Medication Incident Report Form
- Medication Administration Record sheet
- Staff Training Records including Medication In-house Training Record

14. Confidentiality

Whilst the school will strive to maintain confidentiality and comply with GDPR regulations, sometimes it may be in the pupil's best interests to share information about their condition/treatment/medication to other staff within the school and/or with other professionals. In these cases, parent consent will be sought.

15. Complaints

Please refer to the School's complaints procedure; this can be found on the school website.

16. Monitoring and Review

- The school's designated lead for this policy, Hannah Bours, will monitor the implementation of this policy and provide the SLT with information regularly on medication incidents.
- The school's SLT will review this policy annually or when there is a significant incident or change in guidance.
- The next scheduled review is: May 2027

17. Forms

- Confirmation of Medication Details and Parental consent
- Protocol for Administration of PRN Medication
- Medication Administration Form
- Medication In-house Training Record
- Medication Administration Record sheet