



'Together we learn to shine'

Administering Medicine 2025 – 2026

Policy

Aim and purpose of this policy

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils with 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. Other children may require medicines in particular circumstances, for example severe allergies or asthma.

Roles and Responsibilities

In cases where medicines are to be administered staff will be trained, all medicines will be locked in suitable accommodation agreed. Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will collaborate with any relevant person or agency to provide effective support for the child.

The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Executive Principal and Head of School

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

School Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

School nurses

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison

Other healthcare professionals

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes)

Pupils

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Parents

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation

Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Administering Medicines

Normally medicines will be kept under the control of the school office unless other arrangements are made with the parent. The record book of all medicines administered to children by staff will be kept in the school office. This must be completed on each occasion that medicine is administered to a child. When a child refuses medicine the parent should be informed, if practical, the same day.

Administration of Medicines on Trips and Visits

The Academy will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

Children with Long-Term or Complex Medical Needs

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

NAME OF CHILD		CLASS	
---------------	--	-------	--

I hereby give my permission to the staff of Middlethorpe Primary Academy to administer:

Name and strength of Medicine		Prescription Number	
Dosage to be administered		Frequency to be administered	
Duration of medication			

I hereby give my permission for my child to self-administer their medication:

Name and strength of Medicine		Prescription Number	
Dosage to be administered		Frequency to be administered	
Duration of medication			

Medicines must be in the original packaging as dispensed by the pharmacy

Parent / Carer Name: _____

Parent / Carer Signature: _____ Date: _____

All medication administered in the school is recorded in the school office.

ASTHMA

If your child is asthmatic please sign the declaration below to give permission to use a school inhaler in an emergency:

Parent / Carer Name: _____

Parent / Carer Signature: _____ Date: _____

For office use only

Medicine return to parent on _____ (Date) by _____
(Staff member)