



SHAW RIDGE PRIMARY SCHOOL

POLICY FOR SUPPORTING PUPILS WITH MEDICAL NEEDS / ADMINISTRATION OF MEDICINES

This policy has been compiled to reflect guidance from the DFES/DH H1448-2005DCL-EN

Parent Responsibility

Parents have the prime responsibility for their children's health and should provide school with information about their child's medical needs. Parents are responsible for updating school regarding changes in their children's medical health. Parents are responsible for ensuring and prescription medicines required to be kept on the school site eg asthma inhalers, epi-pens are within the use by date. Parents are required to sign a written agreement for any medicines to be given at school.

Procedures for managing prescription Medicines

Any pupil who requires prescription medicine to be administered during the working day on a regular basis or has specific medical needs which require an individual programme of support will require an **Individual Medical Care Plan**. This document is drawn up by the school in conjunction with the parents and where appropriate the nurse. Copies of these plans are retained by all parties. Master copies are kept in the school office. Copies of the plan relating to drug administration are typically kept with the drugs.

Medical care plans include:

- Details of child's name, doctor and condition
- Special requirements e.g. dietary need / pre-activity precautions
- Potential side effects of medicines
- Dosage and expiry date
- Location of medicine
- What constitutes an emergency and what action to take
- Who to contact in an emergency

Parents of pupils who have a 'temporary' illness and are completing a short course of prescription medicines e.g. Antibiotics, which require medicine to be taken three times a day should be encouraged to spread the doses to avoid the necessity for administration during school time. Where this is not possible (i.e. where dosage required 4 times a day) parents will be offered the chance to come in to school to administer the medicine at the required time.

In exceptional circumstances the Head Teacher/office staff may agree to administer the dose on receipt of a signed letter from the parents stating the prescription medicine name, dosage, time to be administered. The bottle / packet must have evidence of the prescription label clearly visible on it. The letter should clearly state that the parent gives consent for the dose to be administered by the Head teacher/office staff (See appendix 1). The Staff member administering the medicine should ensure that another member of staff supervises the administration and confirms the dosage/time given with a signature. The record sheet will be completed at the point of administration.

Trips and Outings

A nominated teacher trained to administer the prescription medicine will take the required medicine with them on the outing and administer it in accordance with the medical care plan. The staff member will be responsible for storage of the medicine and keep it on them at all times. This will be recorded on the risk assessment.

Procedures for managing non-prescription medicines

Staff should never administer any non-prescription medicines.

In exceptional circumstances the Head Teacher may agree to administer a dose of non-prescription medicine, such as Calpol, on receipt of a signed letter from the parents stating the medicine name, dosage, time to be administered (see appendix 1). The letter should clearly state that the parent gives consent for the dose to be administered by the Head teacher. Parents are responsible for ensuring the bottle / packet must be within the expiry date. Head teacher should ensure that another member of staff supervises the administration of the medicine and confirms the dosage/time given with a signature. The record sheet will be completed by the Headteacher.

Storage of Medicines

Medicines such as asthma cans should be kept by the class teacher and taken with the child if they leave the classroom e.g. for a PE session.

Medicines noted on Care Plans will be stored in the specific location recorded on the plan. These should be in a secure place, out of reach of pupils typically in a teacher's cupboard / on a teacher's shelf.

Medicines should be stored in their original container, be properly labelled and located in a secure place. Where medicines are required to be stored in the fridge, they will be placed in the fridge in the main school office.

Disposal of medicines

School staff should not dispose of medicines. Parents should collect any unused medicines held in school at the end of each term. Parents are responsible for the disposal of date expired medicines.

Administration of Medicines

Staff should not accept responsibility for giving medicines that they have not been trained for.

Enquiries regarding administration of any medicines should be directed towards the Head Teacher.

Individual administration of medicine records will be kept for all pupils who receive medicines (see appendix 1). In the case of prescription medicines that are administered regularly, these will be kept with the medicine until the form is complete and then retained along with the care plan in the school office. Records of any other medicines, prescription / non-prescription which are administered by the Head Teacher will be stored in the medical care plan master file in the office. Parents are required to inform the school in writing, with supporting evidence from the doctor, of any changes to the dosage required.

Refusal of Medication

Children should not be forced to take any medication. However it must be recorded and parents informed if medication is refused.

First Aid Training and training in Managing Medicines

Staff who volunteer to assist with managing and administering medicines in school, e.g. administration of an Epi-pen for anaphylactic shock, will have access to training. The type of staff training will depend on the individual case. Training will typically be offered annually by

the School Nurse. In the event of a new pupil joining the school with a medical need or an existing pupil developing a condition which required specific care, training will be arranged as a matter of urgency. Training records will be retained by the school nurse and a copy stored in the 'Medical Care Plan' file in the office. Photographs of pupils who have medical care plans will be displayed in the staffroom along with a brief description of their needs. Class teachers are responsible for informing supply staff of the needs of any pupils in their class and who they should report to in the case of an emergency.

The following members of staff have first aid at work qualifications:

Mrs J Cripps

Ms G Ramsay

Mrs J Harding

Mrs K Allum

NB: First aid training alone does not qualify staff to administer medicines.

Emergency Procedures

Staff and pupils will be taught what to do in the event of an emergency. Pupils will be taught to tell a member of staff immediately. Staff will be trained in how to call the emergency services (appendix 2). In the event of an emergency all staff should know who is responsible for carrying out emergency procedures. A member of staff should always accompany a pupil taken to hospital by ambulance and stay until the parent arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available. Staff should never take children to hospital in their own car; it is safer to call an ambulance.

Date Ratified by Academy Committee:

Review Date: Term 6 2027

Appendix 1

Record of medicine administered to an individual child - 2025/26

Child's Full Name:		Childs DOB:		Child's Class:	
Medicine Name (as described on the container):					
Date Medicine Provided by Parents:				Expiry Date:	
Dosage Required:				Time to be administered:	
Duration (Days)					
Storage Instructions:		Room Temp ☐	Refrigerated ☐	Other ☐	
Parent Name:				Parent Signature:	
Staff Name:				Staff Signature:	
Medical condition / illness:					
Special precautions:					
Are there any side effects school should know about? (If yes please explain)					
I understand that I must deliver the medicine personally to the Head teacher or appropriate member of staff.				Yes ☐	No ☐
I accept that this is a service that the school is not obliged to take.				Yes ☐	No ☐
I understand that I must notify the school of any changes in writing.				Yes ☐	No ☐
I understand it is my responsibility to provide the medicine in its original container, labelled clearly with my child's name.				Yes ☐	No ☐
To be completed by staff					
Date	Time	Dosage	Name of Staff	Supervised By	

Appendix 2

Shaw Ridge Primary

Procedures for Request of an ambulance

Diall 999, ask for an ambulance and be ready with the following information

1. Your telephone number
2. Give your location as follows:
3. State that the postcode is:
4. Give exact location in the school(brief description)
5. Give the name of the child and a brief description of the child's symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to