# Administering Medication Policy

Spring Term 2026

## Purpose

Elloughton Primary School is committed to ensuring that pupils with medical conditions receive appropriate support so that they can play a full and active role in school life, including participating in educational visits and physical activities.

This policy sets out how the school will support pupils who require medication during the school day and how medicines will be safely administered where necessary.

The school follows statutory guidance from the UK Department for Education outlined in Supporting Pupils at School with Medical Conditions.

No pupil will be denied admission to the school because of a medical condition.

The school aims to ensure that:

- Pupils with medical conditions are properly supported
- Staff understand their roles and responsibilities
- Medicines are administered safely and appropriately
- Disruption to pupils' education is minimised

## Roles and Responsibilities

**The Headteacher**
The Headteacher has overall responsibility for the implementation of this policy and will ensure that:

- Appropriate procedures are in place for administering medicines
- Staff receive suitable training where required
- Individual Healthcare Plans are developed where necessary
- Appropriate records are maintained

The Headteacher may delegate day-to-day responsibility for administering medicines to trained staff.

**School Staff**
Staff may volunteer to administer medicines but cannot be required to do so unless this forms part of their contractual duties.

Staff responsible for administering medication will:

- Follow this policy and school procedures
- Administer medicines according to written parental consent
- Record all medicines administered
- Follow Individual Healthcare Plans where applicable
- Receive appropriate training where necessary

All staff should be aware of pupils with medical conditions and understand how to respond in an emergency.

## Parents and Carers

Parents are responsible for:

- Providing the school with up-to-date medical information

- Completing consent forms for medication
- Ensuring medicines are in date and correctly labelled
- Providing replacement medication before expiry
- Collecting medicines that are no longer required

N.B. Where possible, medicines should be administered at home.

## Individual Healthcare Plans (IHCP)

Some pupils with long-term or complex medical conditions may require an Individual Healthcare Plan (IHCP).

Healthcare Plans are developed in partnership with:

- Parents or carers
- The school
- Relevant healthcare professionals

The plan will include:

- Details of the pupil's condition
- Medication and dosage
- Procedures in an emergency
- Staff responsibilities
- Arrangements for school activities and trips

Healthcare Plans are reviewed **annually or when a pupil's needs change**.

## Administration of Medicines

Medicines will only be administered in school when it would be detrimental to a pupil's health if the medicine were not administered during the school day. Written parental consent must be provided before medication can be administered. The school may refuse to administer medication if procedures are not followed.

**Prescribed Medicines**

The school will only accept prescribed medicines that:

- Are in the original container
- Are clearly labelled with the pupil's name
- Include dosage instructions
- Are within the expiry date

Prescribed medicines must be prescribed by a:

- Doctor
- Dentist
- Nurse practitioner
- Pharmacist prescriber

**Non-Prescription Medicines**

The school may administer non-prescription medicines where:

- Written parental consent has been provided
- The medicine is in its original packaging
- The correct dosage is clearly stated

The school reserves the right to decline administering non-prescription medicines where appropriate.

**Controlled Drugs**

Some medicines are controlled under the Misuse of Drugs legislation.
Where prescribed for a pupil:

- They must be stored securely in a **locked, non-portable container**
- Access will be limited to authorised staff
- Administration will be recorded in the medicines record

## Self-Administration of Medicines

Pupils may carry and administer their own medication, such as inhalers, where this has been agreed with parents and the school. This will normally be documented in the pupil's Individual Healthcare Plan where appropriate. Staff may supervise pupils administering their medication when required.

## Emergency Medication

The school will ensure that emergency medication, such as inhalers or adrenaline auto-injectors, is readily accessible.
In an emergency situation:

- Staff will follow the pupil's Individual Healthcare Plan
- Emergency medication will be administered where required
- Emergency services will be contacted if necessary
- Parents will be informed as soon as possible

The school may hold spare emergency medication in line with national guidance.

## Storage of Medicines

The school will ensure medicines are stored safely.

This includes:

- Storing medicines securely in the school office
- Keeping medicines in their original containers
- Ensuring medicines are clearly labelled with the pupil's name
- Providing locked storage for controlled drugs
- Ensuring emergency medication is quickly accessible

## Record Keeping

A written record will be kept each time medication is administered.

Records will include:

- Pupil name
- Name of medicine
- Dosage given
- Date and time
- Name and signature of staff member

Parents will be informed when medication has been administered where appropriate.
Records will be stored securely in accordance with school procedures.

## Educational Visits and Activities

Pupils with medical conditions will be supported to participate in educational visits and activities wherever possible.

Risk assessments will be completed where required and staff will ensure that necessary medication is available.

## Safe Disposal of Medicines

Parents are responsible for collecting medicines when they are no longer required.
The school will:

- Return unused or expired medicines to parents where possible
- Take uncollected medicines to a pharmacy for safe disposal
- Ensure sharps containers are disposed of appropriately

## Hygiene and Infection Control

Staff administering medication will follow appropriate hygiene procedures including:

- Use of disposable gloves where appropriate
- Safe disposal of waste
- Compliance with the school's health and safety procedures

## Safeguarding

Supporting pupils with medical conditions is part of the school's safeguarding responsibilities. All staff must follow safeguarding procedures in line with the school's Safeguarding Policy and statutory guidance from the Keeping Children Safe in Education.

Concerns about a pupil's welfare should be reported to the Designated Safeguarding Lead (DSL).

## Monitoring and Review

This policy will be reviewed every three years or sooner if guidance changes. The Headteacher is responsible for ensuring the policy remains compliant with national guidance.

## Adoption, Approval, Sign Off

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| Signed | Mrs Fulstow |
| On behalf of | Governing Body |
| Date | Spring Term 2026 |

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