



Crossflatts Primary School

Medication Policy

Approved by the governing body on: 21/02/2024

To be reviewed on: 21/02/2025

Signed on behalf of the governing body: Mary Morgan

Signed by the Headteacher: Nicola Bennett

Medication Policy

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Statement of intent

Crossflatts Primary School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The school is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

1. Legal framework

1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

1.2. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015

2. Definitions

2.1. Crossflatts Primary School defines a "staff member" as any member of staff employed at the school, including teachers.

2.2. For the purpose of this policy, "medication" will be used to describe all types of medicine.

2.3. For the purposes of this policy, "medication" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "Prescription medication" is defined as any drug or device prescribed by a doctor. "Controlled drug" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

3. Key roles and responsibilities

3.1. The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Crossflatts Primary School.

3.2. The Governing Body has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation including the protected characteristics as defined in the Equality Act 2010.

3.3. The Governing Body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.

- 3.4. The Governing Body is responsible for ensuring the correct level of insurance is in place for the administration of medication.
- 3.5. The Governing Body is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- 3.6. The Governing Body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
- 3.7. The Governing Body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.
- 3.8. The Headteacher is responsible for the day-to-day implementation and management of the Medication Policy and relevant procedures of Crossflatts Primary School.
- 3.9. The Headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.
- 3.10. The Headteacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- 3.11. Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.
- 3.12. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- 3.13. If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.
- 3.14. Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- 3.15. Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school.
- 3.16. Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- 3.17. The Headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- 3.18. It is all staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with members of staff.

4. Training of staff

- 4.1. Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
- 4.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 4.3. The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- 4.4. All relevant staff will be made aware of a pupil's medical condition.
- 4.5. The Headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- 4.6. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- 4.7. Crossflatts Primary School will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

5. Medication

- 5.1. Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).
- 5.2. No pupil under the age of 16 will be given medicines without written parental consent.
- 5.3. Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.
- 5.4. Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.
- 5.5. Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- 5.6. A maximum of 7 weeks supply of medication may be provided to the school.
- 5.7. The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.
- 5.8. Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

- 5.9. Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- 5.10. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 5.11. The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard. The location is the main reception cabin in a cupboard or the fridge, which is not accessible to pupils.
- 5.12. The school will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.
- 5.13. In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as epi pens and asthma inhalers, will be readily available to staff and pupils.
- 5.14. Only suitably qualified staff will administer a controlled drug.
- 5.15. Staff members have the right to refuse to administer medication. If a class teacher does refuse, the Headteacher will delegate the responsibility to another staff member.
- 5.16. Any medications left over at the end of the course will be returned to the pupil's parent/carer.
- 5.17. Written records will be kept for any medication administered to pupils, see appendix B
- 5.18. Pupils will never be prevented from accessing their medication.
- 5.19. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
 - These arrangements will be reflected in their individual healthcare plan (IHCP).
- 5.20. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.

- 5.21. Crossflatts Primary School cannot be held responsible for side effects which occur when medication is taken correctly.
- 5.22. Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

6. Individual healthcare plans

- 6.1. For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, Headteacher, Special Educational Needs Co-ordinator (SENCO) and medical professionals.
- 6.2. The following information should be recorded on a IHCP (see appendix C),
- The medical condition, as well as its triggers, signs, symptoms and treatments
 - The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements
 - The specific support needed for the pupil's educational, social and emotional needs
 - The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
 - The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
 - Which staff members need to be aware of the pupil's condition
 - Arrangements for receiving parental consent to administer medication
 - Separate arrangements which may be required for school trips and external activities
 - Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised
 - What to do in an emergency, including whom to contact and contingency arrangements
 - What is defined as an emergency, including the signs and symptoms that staff members should look out for
- 6.3. The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by Senior Leaders.

8. Record of Administration

Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the first aid room. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. Records will be stored in accordance with the Records Management Policy.

Medical devices

Asthma inhalers (AI) and Auto adrenaline injectors (AAI)

The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

The school will ensure that spare AAls and AI's for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Spare AAls and AI's are located across the school, no more than 2 minutes away from anyone. The emergency AAls and AI's can be found at the following locations:

- [First Aid room – main reception](#)
- [SENCO/Deputy Head Office](#)
- [Medical room – Learning village](#)
- [Willows](#)

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAls in emergency situations. The spare AAls & AI's will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent – except where directed to do so by emergency medical staff. Where consent and authorisation has been obtained, this will be recorded in the pupil's IHP.

Pupils' and spare AAls will be obtained, stored and administered in line with the school's Allergen and Anaphylaxis Policy.

There is also an automated external defibrillator which is stored in the main reception cabin

9. Monitor and review

- a. This policy is reviewed annually by the Governing Body and the Headteacher.
- b. Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- c. Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- d. Crossflatts Primary school will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix A- Parental Agreement Form



Crossflatts Primary School Medication Administration Form

Crossflatts Primary School will not give your child medicine unless you complete and sign this form.

Name of child:

Date of birth:

Group/class/form:

Medical condition/illness:

Medicine/s:

Name/type of medicine (as described on the container):

Date dispensed:

Expiry date:

Agreed review date:

Review to be initiated by:

Dosage, method and timing:

Special precautions:

Are there any side effects that the school needs to know about?

Self-administration: Yes/No (delete as appropriate)

Inhaler administration

I give / do not give permission for my child to use a school emergency inhaler if their own inhaler is not in school.

Signature

Date

Appendix B- Record of Medication

MEDICATION ADMINISTRATION

CHILD'S NAME

[illegible]

Appendix C – Individual Healthcare Plan Template



Crossflatts Primary School Individual Healthcare Plan

Pupil's name:

Address:

Date of birth:

Class teacher:

Medical condition:

Date plan drawn up: __/__/__

Review date: __/__/__

CONTACT INFORMATION

Family contact 1

Name:

Phone number:

(work):

(home):

(mobile):

Relationship:

Family contact 2

Name:

Phone number:

(work):

(home):

(mobile):

Relationship:

GP

Name:

Address:

Phone No:

Clinic/hospital contact

Name:

Phone number:

Describe medical condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the pupil, and the action to be taken if an emergency occurs:

Follow up care:

Who is responsible in an emergency (State if different on off-site activities):

Signed	Date
Parent/carer	
Pupil (where appropriate)	
Headteacher	
SENCO	
GP	

