



# Deanwood Primary School

## Administering Medication Policy

**Policy Scope:** Deanwood Primary School

**Responsibility:** Local Governing Body

**Review Frequency:** Annually

**Review Date:** December 2025

The Governing Body of Deanwood Primary School adopted this policy in December 2024.

Signed by D Giles, Chair of Governors

A handwritten signature in black ink, appearing to read "D Giles", with a horizontal line underneath.

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# Statement of intent

Deanwood 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 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

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

- Children and Families Act 2014
- DfE (2017) 'Supporting pupils at school with medical conditions'

## 2. Definitions

Deanwood Primary School defines "medication" as any prescribed or over the counter medicine.

Deanwood Primary School defines "prescription medication" as any drug or device prescribed by a doctor.

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

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

## 3. Key roles and responsibilities

The Local Academy Board (LAB) has overall responsibility for the implementation of the Administering Medication Policy and procedures of Deanwood Primary School.

The LAB 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

The LAB is responsible for handling complaints regarding this policy, as outlined in the Trust's Complaints Policy

The Trust Executive Team are responsible for ensuring the correct level of insurance in place for the administration of medication

The LAB is responsible for ensuring that members of staff who provide support for pupils with medical conditions are suitably trained and have access to information needed

The LAB 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

The LAB will manage any complaints or concerns regarding the support provided or administration of medicine using the [Trust's Complaints Policy](#)

The School Principal is responsible for day to day implementation and management of the Administering Medication Policy and relevant procedures for Deanwood Primary School.

The School Principal is responsible for ensuring appropriate training is undertaken by staff members administering medication

The School Principal is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provide for the navigation system

The SENCo is the designated member of staff who is responsible for overseeing pupils with specific medical needs

Staff including teachers, support staff and volunteers are responsible for following the policy and for ensuring pupil's also do so

Staff including teachers, support staff and volunteers are responsible for implementing the agreed policy fairly and consistently

If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived

Parents/Carers are expected to keep the school informed about any changes to their child's health

Parents/Carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school

Parents/Carers are expected to discuss medication with their child prior to requesting that a staff member administers the medication

The School Principal is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication including for school trips and external activities

In the case of staff absence, the School Principal in consultation with the SENCo are responsible for organising another appropriately trained individual to take over the role of administering medication

It is both 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 other members of staff

#### **4. Training of staff**

Teachers and support staff will receive training on administering medication policy as part of their new starter induction.

Teachers and support staff will receive regular an ongoing training as part of their development

The School Principal in conjunction with the SENCo will ensure that a sufficient number of staff are suitably trained in administering medication

All relevant staff will be made aware of a pupil's medical condition

The School Principal in conjunction with the SENCo will ensure that supply teachers are appropriately briefed regarding pupil's medical conditions

Deanwood Primary School will ensure that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy

## **5. Medication**

Prior to staff members administering any medication the parents/carers of the pupil must complete and sign a medication administration (appendix A)

No pupil under the age of 16 will be given medicines without written parental consent

Under no circumstances will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor

Medicines must be in date, labelled and provided in the original container and 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

Before administering medication, check maximum dosage and when the previous dose was taken

A maximum of one week's supply of non-prescription medication, or four weeks' supply of prescription medication, may be provided to the school

When medicines are no longer needed, they will be returned to the parents/carers of the pupil

Needles and sharp objects will always be disposed of in a safe way, such as using "sharps boxes"

Medication will only be administered at school if it would be detrimental to the child not to do so

Medication will be stored securely in the medical room

In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers will be readily available to staff and pupils

Only suitably qualified staff will administer a controlled drug.

Staff members have the right to refuse to administer medication. If a class teacher does refuse, the School Principal will delegate the responsibility to another staff member

Any medication left over at the end of the course will be returned to the pupil's parent/carer

Written records will be kept for any medication administered to pupils

Pupils will never be prevented from accessing their medication

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff

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 IHP and parents/carers will be informed so that alternative options can be considered

Deanwood Primary School cannot be held responsible for side effects which occur when medication is taken correctly

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**

For chronic or long term conditions and disabilities, an IHP will be developed in liaison with the pupil, parent/carer and SENCo

When deciding what information should be recorded on the IHP (see appendix B) the LAB will consider the following:

- 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

The LAB will ensure the IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by the Assistant School Principal.

## **7. Monitoring and Review**

This policy is reviewed annually by the LAB's Policy Committee and School Principal.

Records of medication, which have been administered on school grounds will be monitored and information will be used to improve school procedures

Staff members who are trained to administer medication will routinely recommend any improvements to the procedure

Deanwood Primary School will seek advice from any relevant healthcare professionals as deemed necessary

# Appendix A - Parental Agreement Form



## **Deanwood Primary School** MEDICATION ADMINISTRATION FORM

*Name of School* will not give your child medicine unless you complete and sign this form

Name of child	
Date of birth	
Class	
Medical condition or illness:	
Name/type of medicine (as described on the container)	
Expiry date:	
Dosage and method	
Time of last dose given	
Time medicine to be given	
Expiry date of medication	
Special precautions/ other instructions	
Any side effects that the school needs to know about	
Procedures to take in an emergency	
<b>Medicines must be in the original container as dispensed by the pharmacy</b>	

### Contact details:

Name	
Daytime telephone number	
Relationship to child	
Address	

I understand that I must deliver the medicine to the school office and collect at the end of the day.

The information overleaf is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.

Signed: .....

Date: .....



## Appendix B - Individual Healthcare Plan

### *Deanwood Primary School* INDIVIDUAL HEALTHCARE PLAN

Name of child	
Date of birth	
Class	
Child's address	
Medical diagnosis/condition:	
Date:	
Review date:	

#### **Family Contact details:**

Name	
Daytime telephone number	
Relationship to child	
Address	

#### **Clinic/hospital Contact details:**

Name	
Telephone number	

#### **Child's GP Contact details:**

Name	
Telephone number	

Who is responsible for providing support in school?	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues , etc.

Name of medication, dose, method of administration, when it should be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school visits/trips:

Other information:

Describe what constitutes an emergency and the action to take if this occurs:

Responsible person in an emergency (state if different for off-site activities)

Staff training needed/undertaken - who, what when:

The information on this form is, to the best of my knowledge, accurate at the time of writing. I will inform the school immediately, in writing, if there is any change in my child's medical condition.

Signed: .....

Date: .....