



Grimoldby Primary School

Administering Medication Policy

Date of Approval: March 2025

Date for Review: March 2027

Statement of intent

Grimoldby 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 (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy is implemented in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Complaints Procedures Policy

2. Definitions

- Grimoldby Primary School defines "medication" as any prescribed or over the counter medicine.
- The school defines "prescription medication" as any drug or device prescribed by a doctor.
- The school defines 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.
- The school defines a "controlled drug" 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

The governing body is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- 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.
- Managing any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Policy.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Organising another appropriately trained individual to take over the role of administering medication in the case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and ensuring pupils do so also.
- Carrying out their duties that arise from this policy fairly and consistently.
- Ensuring that Medical Tracker documentation is completed accurately.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing the parental agreement form (appendix A) prior to bringing any medication into school.
- Discussing medications with their child prior to requesting that a staff member administers the medication.

It is both staff members' and pupils' (where appropriate) responsibility to understand what action to take during a medical emergency.

4. Training of staff

- Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.
- All staff will have training on how to access Medical Tracker to view medical information and record administration.
- All staff will complete the Anaphylaxis Awareness Training for schools <https://www.youtube.com/watch?v=uBDY7EIToU>
- The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice.

- The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; hence, staff members will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

5. Receiving and storing medication

- The parents of pupils who need medication administered at school will be sent a medication administration consent form to complete and sign; the signed consent form will be returned to the school and uploaded to Medical Tracker, before staff can administer medication to pupils.
- A signed copy of the parental consent form will be kept in the documents area on Medical Tracker, and no medication will be administered if this consent form is not present.
- Consent obtained from parents will be renewed annually.
- The school will not, under any circumstances, administer medication that has not been prescribed by a doctor.
- The school will only allow prescribed medication, and only a maximum of four weeks' supply, to be stored in the school.
- Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the sides of the bottle. This does not apply to insulin, which can be stored in an insulin pen.
- The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored in a place inaccessible to pupils, e.g. locked cupboard/fridge in the first aid room.

Medication will be stored according to the following stipulations, alongside the parental consent form and Healthcare Plan (if appropriate) on Medical Tracker:

- In the original container alongside the instructions
- Clearly labelled with the name of the pupil and the name and correct dosage of the drug

Medication that does not meet these criteria will not be administered.

- Medication that may be required in emergency circumstances, e.g. asthma inhalers and EpiPens, will not be kept in locked cupboards. Such medication will be stored in such a way that they are readily accessible to pupils who may need them and can self-administer, and staff members who will need to administer them in emergency situations.
- The school will allow pupils who are capable of carrying their own inhalers to do so, provided parental consent has been obtained.
- The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced.
- The school will not store surplus or out-of-date medication, and parents will be asked to collect containers for delivery back to the chemist.
- Needles and sharp objects will always be disposed of in a safe manner, e.g. the use of 'sharp boxes'.

6. Administering medication

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

- Staff will check the expiry date of each medication being administered to the pupil each time it is administered.
- Prior to administering medication, staff members will check the maximum dosage and when the previous dose was taken on Medical Tracker.
- Only suitably qualified members of staff will administer a controlled drug.
- Medication will be administered in a private and comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be in the child's classroom or 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 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 by checking the child's profile on Medical Tracker.
- That the medication name and strength and dose instructions match the details on the consent form, held on Medical Tracker.
- That the name on the medication label is the name of the pupil who is being given the medication.
- That the medication to be given is within its expiry date.
- That the child has not already been given the medication within the accepted timeframe.
- 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 (which will have been uploaded to Medical Tracker), following advice from a healthcare professional.
- Where appropriate, pupils will be encouraged to take their own medication 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, 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.
- Electronic records on Medical Tracker 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. The child's parents and/or carers will be informed immediately after administering medication using Medical Tracker, along with the Headteacher and Deputy Headteacher.

7. Out of school activities and trips

- In the event of a school trip or activity which involves leaving the school premises, medication and devices such as Adrenaline auto-injectors (AAIs) and asthma inhalers, will be readily available to staff and pupils.
- If possible and appropriate, pupils will carry certain medications themselves, e.g. asthma inhalers.
- If the medication is not one that should be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they need assistance with taking the medication, the medication will be carried by a designated staff member for the duration of the trip or activity.
- There will be at least one staff member who is trained to administer medication on every out-of-school trip or activity which pupils with medical conditions will attend.
- Staff members will ensure that they are aware of any pupil who will need medication administered during the trip or activity and will make certain that they are aware of the correct timings that medication will need to be administered.
- If the out-of-school trip or activity will be over an extended period of time, e.g. an overnight stay, the school will ensure that staff can access Medical Tracker to view the frequency at which pupils need to take their medication, and any other information that may be relevant.
- All staff members, volunteers and other adults present on out-of-school trips or activities will be made aware what should be done in the case of a medical emergency with regard to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

8. Individual Healthcare Plans

- For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHP) will be developed in liaison with the pupil, their parents, the Headteacher, the SENDCO and any relevant medical professionals.
- When deciding what information should be recorded on an IHP (see appendix B), the Head Teacher and SENDCo will consider the following:
 - The medical condition, as well as its triggers, signs, symptoms and treatments
 - The pupil's resulting needs, such as medication, including 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 out-of-school trips and external activities
 - Which staff member can fulfil the role of being a designated, entrusted individual to whom 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 SENDCo will ensure that IHPs are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. IHPs will be routinely monitored throughout the year by Sophie Waters.

9. Medical emergencies

- Medical emergencies will be handled in line with the First Aid Policy.
- The school will ensure that emergency medication is always readily accessible and never locked away, whilst remaining secure and out of reach of other pupils.
- The Headteacher will ensure that there is a sufficient number of staff who have been trained in administering emergency medication by an appropriate healthcare professional.
- For all emergency and life-saving medication e.g. EpiPens, the school will ensure that the appropriate instructions are with the medication at all times, and a spare copy of these instructions will be kept by the school on Medical Tracker.

10. Monitoring and review

- This policy will be reviewed every two years by the governing body and the Headteacher.
- Records of medication which have been administered on school grounds will be monitored and the information will be used to improve school procedures.
- Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- Grimoldby Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

GRIMOLDBY PRIMARY SCHOOL

PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. The school cannot administer the first dose due to possible allergic reactions.

Name of Child	
Date of Birth	
Class	
Medical Condition or Illness	
Medicine	
Name/Type of Medicine (as described on the container)	
Expiry Date	
Dosage, Strength and Method	
Time of Last Dose Given (out of school hours)	
Timing	
How many days is the medicine to given for/length of course?	
Does this medicine need to be kept in the fridge?	
Are there any side effects that the school needs to know about?	
Self-administration Yes/No	
Procedure to take in an emergency	
Is this medicine to remain in school?	
NB: Medicines must be in the original container as dispensed by the pharmacy and must have the name of the child clearly labelled on the medication.	
Contact Details	
Name	
Daytime telephone number	
Relationship to child	
I understand that I must deliver and pick up the medicine from the school office.	
The above information 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.	
Signature	Date
Record of Medicine Administered to an Individual Child	

GRIMOLDBY PRIMARY SCHOOL

PARENTAL AGREEMENT FOR SETTING TO ADMINISTER INHALERS

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. The school cannot administer the first dose due to possible allergic reactions.

Name of Child

Date of Birth

Class

Medical Condition or Illness

Inhaler

Name/Type of Inhaler (as described on the container)

Expiry Date

Dosage, Strength and Method

Frequency of Dose

Does this inhaler need to be kept in the fridge?

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

Self-administration Yes/No

Procedure to take in an emergency

Is this inhaler to remain in school?

NB: Inhalers must be in the original container as dispensed by the pharmacy and must have the name of the child clearly labelled on the medication.

Contact Details

Name

Daytime telephone number

Relationship to child

The above information 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.

Signature

Date

Appendix B
Individual Healthcare Plan Template

Grimoldby Primary School Individual Healthcare Plan	
Pupil's name:	
Address:	
Date of birth:	
Class teacher:	
Details of medical condition:	
Date plan drawn up: __/__/____	Review Date: __/__/____
Contact information	
Family Contact 1:	Name: Relationship to pupil: Address: Phone number: (work): (home): (mobile):
Family Contact 2:	Name: Relationship to pupil: Address: Phone number: (work): (home): (mobile):
GP:	Name: Address: Phone number:
Clinic/hospital contact:	Name:

Follow up care:

Who is responsible in an emergency (state if different for off-site activities):

Signed	Date
Parent:	
Pupil (where appropriate):	
Headteacher:	
SENDCO:	