



East Bergholt

CEVC Primary School

'I have come that they might have life, and have it to the full' John 10:10

Medical Policy

Policy for the administration and safe keeping of medication 2026-27

Prepared by:	Clare Sampson Headteacher
Approved by:	Resources Committee
Signature of Chair of Governors:	Ian Thoroughgood
Status & review cycle	Statutory guidance applies Yearly Review
Date approved:	October 2026
Review date:	October 2027

“This School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share that commitment.”

At East Bergholt CE VC Primary School we take the well-being and welfare of the children seriously and we work hard to ensure children stay safe and well. Parents and Carers are asked to support the school with this policy, which aims to protect all our children. Please do not send children to school if they are unwell.

This policy defines the role of School staff and Parents when dealing with the administration of medicines on a temporary or long term basis.

Administration of non-prescription medication

Non-prescription medication will only be administered in school where it would be detrimental to a child's health or school attendance not to do so and where written parental/carers consent has been provided.

Medication must be provided in its original packaging with clear instructions for administration and dosage. Before administration, staff must check the child's identity, the medication, the appropriate dose, the time of administration and, where relevant, when the previous dose was taken. A child under 16 will never be given medicine containing aspirin unless it has been prescribed by a doctor.

Two members of staff must independently complete the required checks before medication is administered and both must initial/sign the administration record.

Administration of prescription medication

Prescription medication will only be administered in school where it would be detrimental to a child's health or school attendance not to do so.

The school will only accept prescribed medication that is in date, appropriately labelled and provided in the original container as dispensed by a pharmacist, with clear instructions for administration, dosage and storage. The exception to this is insulin, which may be provided in an insulin pen or pump. Written parental/carers consent must be in place before medication is administered.

Where a pupil has an Individual Healthcare Plan (IHP), staff must also check and follow the arrangements and instructions contained within the plan.

Checks before administration

Before any prescribed medication is administered, the following must be checked against the parental administration form, the dispensing label and, where applicable, the pupil's Individual Healthcare Plan:

- the identity of the pupil;
- the name of the medication;
- the prescribed dose;
- the concentration/strength of the medication;
- the quantity to be administered;
- the method and time of administration;
- any specific administration or storage instructions; and
- where relevant, when the previous dose was administered.

Two members of staff must independently complete these checks before the medication is administered. Both members of staff must be satisfied that the medication and dose are correct for the pupil. This two-person check is mandatory and must not be omitted because of staffing arrangements or operational pressures.

If there is any discrepancy, uncertainty or concern, the medication must not be administered until this has been resolved. Advice must be sought from the Headteacher or another appropriate senior member of staff and, where necessary, the parent/carers, pharmacist or relevant healthcare professional.

Medication must always be administered in accordance with the prescriber's instructions and any applicable Individual Healthcare Plan.

Recording administration

Immediately following administration, a written record must be completed. This will be recorded in the table on the reverse of the 'Request to Administer Medication Form', for which parental/carer consent has been provided. The record will include:

- the date and time of administration; and
- the initials/signatures of both members of staff who completed the checking procedure.
- The details recorded on the reverse of the 'Request to Administer Medication Form' must then be entered onto Medical Tracker. This will provide the parent/carer with a record of the medication administered, including the medication given, the date and time of administration, the member of staff who administered it and the member of staff who witnessed/completed the checking procedure.

Any refusal to take medication, error, discrepancy, adverse reaction or other concern must be reported immediately to the Headteacher or designated senior member of staff and managed in accordance with the school's safeguarding, first aid and incident-reporting procedures, as appropriate.

All staff responsible for administering or checking medication must be familiar with this policy and the arrangements for the individual pupil concerned.

Where clinically possible, medicines should be prescribed in dose frequencies that enable them to be taken outside school hours. If medication is required during the school day, the school will work with parents/carers to make safe and appropriate arrangements.

Asthma inhalers and adrenaline auto-injectors

It is the responsibility of parents to ensure that their child has the necessary inhaler/spacer in school when needed and that it is in date. School Office Staff and classroom based staff will support children with asthma inhalers as necessary. Medication will be kept in the classroom in labelled boxes for each year group. These boxes will go outside at playtimes and lunchtimes (amendment to policy made on 7th September 2023).

Pupils with allergies will be supported in accordance with the school's separate Allergy Safety Policy, Individual Healthcare Plan where applicable, and current statutory guidance on allergy safety in schools.

Self Management

Where a pupil is authorised to self-manage or self-administer medication, the arrangements for this, including the level of staff supervision and recording required, will be agreed with parents/carers and, where appropriate, healthcare professionals and clearly recorded on the relevant consent form and/or Individual Healthcare Plan.

Refusing Medicine

If a pupil refuses to take medication or undertake a necessary procedure, staff will not force them to do so. The refusal will be recorded and the parent/carer will be informed as soon as possible. Where the refusal may place the pupil at immediate risk, staff will follow the pupil's Individual Healthcare Plan or emergency procedures and seek appropriate medical assistance.

Record Keeping

A written record will be kept of all medication administered to pupils in school. The administration record will be completed in the table on the reverse of the 'Request to Administer Medication Form'. Taken together, the form and administration record will record the name of the medication, the prescribed dose and quantity to be administered, parental/carer consent, the date and time of administration and the initials/signatures of both members of staff who completed the checking procedure.

In accordance with the school's medication administration procedure, two members of staff must independently complete the required checks before medication is administered. Immediately following administration, the date and time of administration must be recorded and both members of staff must initial/sign the administration record.

Following completion of the written administration record, the information must also be entered onto Medical Tracker so that the parent/carer receives a record of the medication given, the date and time it was administered, and the staff members who administered and witnessed/checked the medication. Records will be completed immediately following administration and retained securely in accordance with the school's record-retention arrangements.

Storage of medicines

Medicines will be stored safely and in accordance with the manufacturer's instructions and any applicable Individual Healthcare Plan. Emergency medication and devices will be readily accessible to pupils who require them and will not be locked away.

Emergency treatment and administration of medication

The Governing Body will support any member of staff who assists with medication in a reasonable, good-faith attempt to prevent or manage an emergency situation, regardless of outcome.

In a medical emergency, staff will follow the school's RED CARD procedure and summon appropriate assistance immediately. Where a pupil has an Individual Healthcare Plan or emergency healthcare plan, this must be followed. Emergency services will be contacted where required and the pupil's parent/carer or named emergency contact will be notified.

Communication of medical needs to all staff and supply staff

The school office staff will produce a report for each class teacher and the kitchen staff detailing all children with medical and dietary needs. This information will be kept with the register and be drawn to the attention of supply staff as necessary. This will be based on information provided by the parent when completing the admission form or data sheet where children are already on roll at our school. It is the parents' responsibility to ensure that the school is informed of any changes to the information provided as soon as possible.

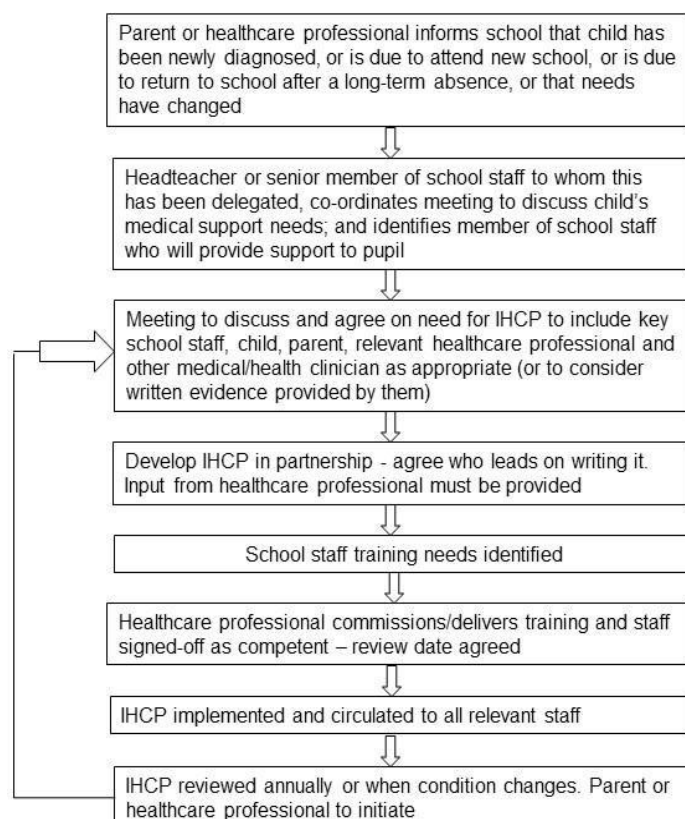
The school will issue to parents annually a copy of the information held for their child (data sheet) and will ask parents to update as necessary.

Longer term and more complex needs

Where the school receives notification that a pupil has a medical condition then the Headteacher shall implement the following procedure.

Information to be considered for inclusion on IHP

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel



time between lessons;

- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, eg risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Roles and Responsibilities

Governing Body

The Governing Body will make arrangements to ensure that all children with medical conditions in school are supported and that a policy for supporting these pupils is developed and implemented. The Governing body will ensure through the Governors responsible for Health and Safety that the policy is reviewed annually and that procedures set out therein are monitored.

Headteacher

In conjunction with the Governing body the Headteacher will ensure that this policy is developed and implemented effectively with partners. They should ensure that all staff are informed as appropriate and that the required training is given. They should also ensure that staff involved are insured and know that they are insured to support the pupil's needs.

School Staff

Any member of staff may be asked to administer medication or support a child's medical needs but they cannot be required to do so. Teaching staff should take into account the needs of pupils with medical conditions that they teach. All school staff should receive training and achieve the necessary level of competence before taking on responsibility for a child with medical needs and all staff should know what to do and how to respond when they become aware that a pupil with a medical condition needs help.

School Nursing Teams

The school will liaise with Suffolk County Council's services for children with medical and health needs and the Specialist Learning Support Service where appropriate, to ensure pupils receive consistent support. The school nurse will notify the school when a pupil has been identified with a medical need and provide advice on those needs. They are also able to provide a valuable liaison between health professionals.

Other Healthcare professionals including GPs etc.

Will notify school nursing team when a pupil is identified with a medical condition. May provide support and advice on developing Healthcare plans and specialist teams may be able to provide support for children with particular conditions e.g. asthma, diabetes or epilepsy.

Pupils

The pupil should be fully involved with discussions about their medical condition.

Parents

Parents should provide the school with sufficient and up to date information about their child's needs. Parents should be fully involved in the development of Healthcare plans and the support their child receives at school. They should ensure that they or another nominated adult are contactable by the school at any time.

Staff training and support

Staff involved in administering or checking medication must receive appropriate information, instruction and/or training to enable them to carry out their responsibilities safely and in accordance with this policy.

Where a pupil requires a specialist healthcare procedure, staff must receive appropriate training and be assessed as competent where required before undertaking that procedure.

The level and type of training required will be determined by the pupil's individual needs and, where applicable, their Individual Healthcare Plan. Healthcare professionals will provide or advise on specialist training where necessary.

Whole-staff training will be provided as necessary, and all staff will be informed by the Headteacher of the contents of this policy and their role in implementing it.

Managing medicines on school premises

Medicines will be managed and stored in accordance with the arrangements set out elsewhere in this policy. Emergency medicines and devices, including asthma inhalers, blood glucose testing equipment and adrenaline auto-injectors, will be readily accessible to pupils who require them and will not be locked away. This is particularly important when pupils are taking part in activities away from the school premises.

Controlled drugs

Where a pupil has been prescribed a controlled drug, the school will make appropriate arrangements for its safe storage, access and administration.

A pupil who has been prescribed a controlled drug may legally have it in their possession where they are competent to do so and this has been agreed as part of their individual arrangements. Appropriate monitoring arrangements will be put in place. Passing a controlled drug to another pupil for use is an offence.

Where controlled drugs are held by the school, they will be securely stored in a non-portable container and access will be restricted to named staff. They will remain readily accessible when required.

A record will be kept of doses administered and the amount of the controlled drug held in school. Controlled drugs will only be administered to the pupil for whom they have been prescribed and in accordance with the prescriber's instructions and the medication administration procedures set out in this policy.

Disposal of medicines

When medication is no longer required, it will be returned to the parent/carer for safe disposal. Sharps boxes will always be used for the safe disposal of needles and other sharps.

Day trips, Residential visits and sporting activities

Every effort will be made in consultation with parents and healthcare professionals to allow any pupil with medical needs to participate fully in school trips and sporting activities. A risk assessment will be carried out to take account of any reasonable adjustments that may be needed.

Complaints

Where a pupil's medical condition prevents regular attendance, the school will work with Suffolk County Council to ensure suitable education is provided in line with the LA's policy on education for children with health needs. Reintegration plans will be developed to support pupils returning to school after extended absence.

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

This policy will be reviewed annually by the Headteacher and Governing Body, or sooner if statutory guidance or Suffolk LA procedures change. It will be published on the school website and available to all parents, staff, and visitors.

The school holds emergency asthma inhalers in accordance with the DfE guidance 'Guidance on the use of emergency salbutamol inhalers in schools' (2014).