



Administration of Medicine Policy

Date written / reviewed	January 2026
Date of next review	January 2027
Headteacher	<i>R Swaby</i>
Chair of Governors	<i>M Hopkins</i>

Rationale

The Headteacher and Governing Board of Delph Primary School have a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential. We believe it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence. Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases. In addition, some pupils with medical conditions may also have special educational needs and disabilities (SEND) and have an Education, Health and Care (EHC) plan. For these pupils, compliance with the DfE's "Special Educational Needs and Disability Code of Practice: 0 to 25 Years" and the school's SEND Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers. This policy should be read in conjunction with:

- Allergies Policy
- Asthma Policy
- Children with a Medical Condition
- Health and Safety Policy
- First Aid Policy
- SEND Policy
- Accessibility Plan

This policy applies to all year groups from Pre-School to Year 6.

Legislative Framework

This policy has due regard to legislation including, but not limited to:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989

- The NHS Act 2006
- The Equality Act 2010
- The Health and Safety at Work Act 1974
- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014

This policy also has due regard to the following guidance:

- DfE (2015) "Special Educational Needs and Disability Code of Practice: 0-25 Years"
- DfE "Supporting Pupils at School with Medical Conditions"
- DfEE (2000) "First Aid in Schools"
- Ofsted (2015) "The Common Inspection Framework: Education, Skills and Early Years"

The Role of the Governing Board

The Governing Board:

- Is legally responsible for fulfilling its statutory duties under legislation.
- Ensures that arrangements are in place to support pupils with medical conditions.
- Ensures that pupils with medical conditions can access and enjoy the same opportunities as any other child at the school.
- Works with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensures that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensures that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instils confidence in parents/carers and pupils in the school's ability to provide effective support.
- Ensures that all members of staff are properly trained to provide the necessary support and can access information and other teaching support materials as needed.
- Ensures that no prospective pupil is denied admission to the school because arrangements for their medical condition have not been made.
- Ensure that pupil's health is not put at unnecessary risk. As a result, it holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

The Role of the Headteacher

The Headteacher:

- Ensures that this policy is effectively implemented with partners.
- Ensures that all staff are aware of this policy and understand their role in its implementation.
- Ensures that enough staff are trained and available to implement this policy and deliver all Individual Healthcare Plans (IHCPs), including in emergency situations.
- Considers recruitment needs for the specific purpose of ensuring that pupils with medical conditions are properly supported.
- Ensures that all staff are appropriately insured and aware of the insurance arrangements.

- Contacts the school nursing service when a pupil with a medical condition requires support that has not yet been identified.

The Role of Parents/Carers

Parents/Carers:

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's IHC plan.
- Carry out any agreed actions contained in the IHC plan.
- Ensure that they, or another nominated adult, are always contactable.

The Role of School Staff

- May be asked to provide support to pupils with medical conditions, including the administering of medicines and/or help with personal/intimate care.
- Consider the needs of pupils with medical conditions in their lessons.
- Receive training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The Role of the School Nurse

The school nurse:

- At the earliest opportunity, notifies the school when a pupil has been identified as having a medical condition which requires support in school.
- Supports staff to implement IHC plans and provides advice and training.
- Liaises with lead clinicians locally on appropriate support for pupils with medical conditions.

The Role of Other Healthcare Professionals

Providers of health services co-operate with the school, including ensuring communication, liaising with the school nurse and other healthcare professionals, and participating in local outreach training. Other healthcare professionals, including GPs and paediatricians:

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHC plans.
- May provide support in the school for children with conditions, e.g. asthma, diabetes, haemophilia and epilepsy.

The Role of the LA

The LA:

- Commissions school nurses for local schools.
- Promotes co-operation between relevant partners.
- Makes joint commissioning arrangements for education, health and care provision for pupils with SEND.
- Provides support, advice and guidance, and suitable training for school staff, ensuring that IHC plans can be effectively delivered.

- Works with the school to ensure that pupils with medical conditions can attend school full-time.

The Role of OFSTED

Ofsted inspectors will consider how well the school meets the needs of the full range of pupils, including those with medical conditions.

Key judgements are informed by the progress and achievement of pupils with medical conditions, alongside pupils with SEND, and by pupils' spiritual, moral, social and cultural development.

Admissions

A child cannot be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made.

A child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

Notification Procedure

When the school is notified that a pupil has a medical condition that requires support in school, the school will arrange a meeting with parents/carers, healthcare professionals and the pupil, with a view to discussing the necessity of an IHC plan.

The school does not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the Headteacher/SENDCO based on all available evidence (including medical evidence and consultation with parents/carers).

For a pupil starting at the school in a September intake, arrangements should be in place prior to their introduction and informed by their previous setting.

When a pupil joins the school mid-term, or a new diagnosis is received, arrangements should be put in place as soon as possible and reviewed accordingly to ensure provision is right for the need and the child.

Staff Training and Support

Any staff member providing support to a pupil with medical conditions receives suitable training. Staff do not undertake healthcare procedures or administer medication without appropriate training.

Training needs are assessed by the Headteacher / SENDCO/ school nurse through the development and review of IHC plans, on a regular basis for all school staff, and when a new member arrives. Through training, staff have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHC plans. Staff understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken. The Headteacher / SENDCO / school nurse confirms the proficiency of staff in performing medical procedures or providing medication.

A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions.

The Headteacher / SENCO / school nurse identifies suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.

Parents/carers of pupils with medical conditions are consulted for specific advice and their views are sought where necessary and used alongside the views of healthcare professionals.

Self-Management

Following discussion with parents/carers, pupils who are competent to manage their own health needs and medicines are encouraged to take responsibility for self-managing their medicines and procedures. This will be reflected in their IHC plan.

Where possible, pupils are allowed to carry their own medicines and relevant devices. Where it is not possible for pupils to carry their own medicines or devices, they are held in suitable locations that can be accessed quickly and easily.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHC plan is followed. An exception would occur in an emergency e.g. the administering of adrenaline via an Epi-pen. Following such an event, parents/carers are informed so that alternative options can be considered.

Supply Teachers and Staff Absence

Supply teachers are:

- Provided access to this policy.
- Informed of all relevant medical conditions of pupils in the class they are providing cover for.
- Covered under the school's insurance arrangements.

Individual Healthcare Plans (IHCPs)

The school, healthcare professionals and parents/carers agree, based on evidence, whether an IHCP is required for a pupil, or whether it would be inappropriate or disproportionate. If no consensus can be reached, the Headteacher makes the final decision.

The school, parents/carers and a relevant healthcare professional work in partnership to create and review IHCPs. Where appropriate, the pupil is also involved in the process.

IHC plans will include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments.
- The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues.
- The support needed for the pupil's educational, social and emotional needs.
- The level of support needed, including in emergencies.
- Whether a pupil can self-manage their medication.
- Who will provide the necessary support.

- The training needs, expectations of the role and who will confirm the supporting staff member's proficiency to carry out the role effectively.
- Who needs to be made aware of the pupil's condition and the support required.
- Arrangements for obtaining written permission from parents/carers and the Headteacher for medicine to be administered by school staff or self-administered by the pupil.
- Separate arrangements or procedures required during school trips and activities.
- Where confidentiality issues are raised by the parents/carers or pupil, the designated individual to be entrusted with information about the pupil's medical condition.
- What to do in an emergency, including contact details and contingency arrangements.

Where a pupil has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHCP.

IHCPs are easily accessible to those who need to refer to them, but confidentiality is preserved. IHCPs are reviewed on an annual basis, or when pupil's medical circumstances change, whichever is sooner.

Where a pupil also has an Education Health Care Plan (EHCP), the IHCP will be linked to it.

Where a child has SEND but does not have an EHCP, their SEND should be mentioned in their IHCP.

Where a pupil is returning from a period of hospital education, alternative provision or home tuition, we work with the LA and education provider to ensure that their IHCP identifies the support the pupil needs to reintegrate.

Managing Medicines

Medicines are only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.

Pupils are not given prescription or non-prescription medicines without the parent's/carer's written consent.

Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the pupil's health not to do so.
- When instructed by a medical professional.

No medication is administered without the written permission and instruction of a parent/carer. Verbal consent may be given in an emergency.

School will not administer paracetamol or short-term prescribed medicines when it can be given outside of the school day (e.g. 3 x daily antibiotics can be delivered before school, after school and at bedtime). Parents / carers may be asked to attend school to administer the dose if they feel it is required during the school day.

Exceptions to this may be agreed by the school and family and will be recorded on the appropriate form (e.g. short term / long term administration of medicine. Examples include but are not limited to: administering anti-allergy medicine for a child who may require this regularly; administering

paracetamol post-surgery when a child is well enough to attend school but may require occasional pain relief).

No pupil is given aspirin unless prescribed by a doctor.

Medicines are never administered without first checking when the previous dose was taken and the maximum dosage allowed.

The school only accepts medicines that are in-date, labelled and that contain instructions for administration, dosage and storage. The only exception to this would be insulin, which must still be in-date, but is available in an insulin pump or pen, rather than its original container.

All medicines are stored safely. Pupils know where their medicines are at all times and are able to access them immediately, whether in school or attending a school trip/residential visit.

When medicines are no longer required, they are returned to parents/carers for safe disposal.

The school holds asthma inhalers (and spacers where needed) for all children with an asthma diagnosis. Inhalers are used according to a child's care plan (e.g. administer as/when needed and/or before a PE lesson). The inhalers are stored in a labelled box in each classroom and their use is recorded. Inhalers are always used in line with the school's Asthma Policy. A school emergency inhaler is kept in the school office and can be administered to any pupil who the school is aware has a diagnosis of asthma or in an emergency, to any other child following the advice of medical professionals.

Record Keeping

Written records are kept of all medicines administered to pupils. Proper record keeping protects both staff and pupils and provides evidence that agreed procedures have been followed.

Appropriate logs for record keeping can be found in the appendices. Some pupils may have their own individual records (e.g. asthma log).

Emergency Procedures

Medical emergencies are dealt with under the school's emergency procedures.

Where an IHCP is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Pupils are informed in general terms of what to do in an emergency, such as telling a teacher. If a pupil needs to be taken to hospital, a member of staff remains with the pupil until their parents/carers arrive.

Consent for emergency transport via a member of staff is sought on admission to Delph School and the potential for a lack of suitable car seat is highlighted.

Day Trips, Residential Visits and Sporting Activities

Pupils with medical conditions are supported to participate in school trips, sporting activities and residential visits.

Prior to an activity taking place, the school conducts a risk assessment to identify what reasonable adjustments need to be made to enable pupils with medical conditions to participate. In addition to a risk assessment, advice is sought from pupils, parents/carers and medical professionals.

The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

Unacceptable Practice

The school will never:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore the views of the pupil and/or their parents/carers.
- Ignore medical evidence or opinion.
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHCP.
- Send an unwell pupil to the school office alone or with an unsuitable escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to the condition.
- Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent/carer is made to feel that they must give up working because the school is failing to support their child's needs. The school will always seek to work in partnership and arrive at a mutually agreeable arrangement with the family.
- Create barriers to children participating in school life, including school trips.
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Defibrillators

The school has its own Automated External Defibrillator (AED). This is situated on the corridor wall next to the main entrance foyer and is available at all times when the school is open. There are therefore times when it is not available to the general public.

The next nearest AED to school is situated on the outside wall of the White Lion Pub (Delph Lane side of building). This is available at all times.

No training is required to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, most staff members are trained in Cardiopulmonary Resuscitation (CPR) as part of a First aid at Work, Paediatric First Aid or Emergency First Aid qualification, as this is an essential part of first-aid and AED use. Some staff have also attended specific defib training.

Additional Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.

The school must notify the Local Authority of any serious accident, illness or injury to, or death of, any child whilst in their care. Contact details of SLT/Key staff can be found within each First Aid bag.

Liability and Indemnity

The Governing Board ensures that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.

The school holds an insurance policy with the Local Authority.

In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

Parents/carers and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit for the Management and Administration of Medicines Policy

What?	Probable Content	Why?	Who?	Where?	When?
Pupil medical details	Name D.O.B. Medical condition / treatment	Support child's health / medical needs Well-Being of Your Child	All Staff (as necessary)	Electronic records Health Care Plan Admin medicine records Data is deleted / shredded as per data retention policy	Held on File throughout a child's time at school Key data is passed onto a new School when moving on Some data is archived until the child is 25 (e.g. SEND pupil)

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	

This policy will be reviewed annually to ensure legislation / school practice is current.

Appendix 1 SAMPLE



INDIVIDUAL HEALTH & CARE PLAN (IHCP)

Name of child:	Year group:	D.O.B
Medical diagnosis / condition:	Date of IHCP:	Date due to review:
GP details:		Clinic / Hospital / Specialist details:
Named support person(s) at school:		

Describe the medical needs / details of the condition (child's symptoms, triggers, signs, environmental issues etc.)

--

Medication required (dose, method of administration, frequency, side effects, administered by/self-administered, with/without supervision, use of any equipment)

If the child has a flow chart / specific process / typical day summary, reference here and attach

Daily care requirements

Adaptations for a school trip

Any specific support for pupil's educational, social and emotional needs

Emergency actions (describe what constitutes an emergency for this condition / need)	
Emergency Contact(s)	
Staff training requirements (include dates / renewal etc.)	

Appendix 2 SAMPLE



Delph Primary School

Administration of Medicine

Name of Pupil:		DOB:
Illness / Condition:		Class:
Name of Medication:	Reason for Mediation:	
Date dispensed:	How long is the medication required for:	
Dosage required:	Method:	
Timings:	Adult / Self-administration:	
Storage requirements:		

Parent / Carer's confirmation:

I understand that I must supply the school with the medication and ensure that it is clearly labelled with the child's name, dosage and that it must be in date. I must also ensure the safe disposal of any unused medication.

Signed:	Print name:
Relationship to child:	Date:

School confirmation:

We agree that the school will administer medication as supplied by the parent / carer of the child named above, in accordance with the details on this form.

Signed (School Staff):	Print name:
Role:	Date:

A signed copy of this form should be sent to the Parent / Carer once completed.

NB: This form will be destroyed 7 days after the last date of administration.



Appendix 3

Administration Record SAMPLE

Child's name:

Date	Time	Name of medicine	Dosage	Administered/ Supervised by