



GRAYSWOOD PRIMARY SCHOOL
Church of England (Aided)

Administering Medicines in School Policy

Policy schedule	
Written	July 2020
Last reviewed	Autumn 2025
To be reviewed	Autumn 2026

Introduction

The Governors and Staff at Grayswood CE Primary School believe that inclusion and equal opportunities for pupils with medical needs are an entitlement and we believe that as a school we have the responsibility to create conditions for each one of our pupils to access their education.

As a school staff and governing body we will give due regard to the required curriculum adjustments, the necessary environmental aspects and the desirable social support needed to minimise barriers for these most vulnerable in our school community. The school will assist parents and health professionals to administer medicines when necessary and reasonably practical.

Where there is concern about where the school can meet the pupil's needs, or the expectation of parents is unreasonable, further advice will be sought from medical professionals. We intend to foster a school community, which accepts others as they are and values the diversity of life.

Parents will be made aware of this policy and the school procedures.

Medicines in School

The Headteacher is the designated person responsible for children with medical needs. A member of the Senior Leadership Team will take responsibility in the absence of the Headteacher.

Teachers and support staff conditions of service do not include giving or supervising a pupil taking medicines. Any member of staff who gives medicines does so, on a voluntary basis.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to children will receive appropriate training and guidance.

Medicines should only be accepted in school when essential; that is where it is detrimental to a child's health if the medicine were not administered during the school 'day'. The school will only accept and administer medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. The school will only accept medicines that are in the original container as dispensed and include the prescriber's instructions.

Parents should be told that medicines, which need to be taken three times a day, should be taken before school, after school hours and at bedtime. Staff should NEVER give non-prescribed medicine to a child unless there is specific prior written permission from the parents and the Headteacher has agreed to this.

Staff giving medicine to a child should check the following:

- Child's name
- Prescribed dose
- Expiry date
- Timing and frequency details
- Record of last dosage
- Written instructions provided by the prescriber on label or container
- Record has been made of dosage given, time, date and signature

If in doubt about the administration of medicine staff should check with the Headteacher, parents or health professional.

Each time a medicine/inhaler is given a written record should be made in the medicine dispensing form for that child and kept in the medical folder in the office. A note should also be put in to the child's book bag recording that the medicine was administered or refused.

If a child refuses to take medicine staff should note this in the records. At no time should a child be forced to take medicine. Parents and the Headteacher should be informed of the refusal on the same day.

Storage of Medicines

Medicines should be stored in accordance with product instructions. Medicines should be clearly labelled with the name of the child, the name and dose of medicine and frequency of administration. The Headteacher is responsible for ensuring medicines are stored safely. Medicines should be stored safely in a place not accessible to children. Medicines which need to be refrigerated can be kept in a fridge containing food but should be clearly labelled and in a container, if possible.

A limited supply of paracetamol and piriton will be kept in school (locked in the first aid cupboard) for general use. This medicine will only be used in an emergency situation and with the prior written consent of the parents on each occasion.

First Aid bags are stored outside the Headteacher's office, or for Upper Key Stage 2, in classrooms. They are clearly labelled and checked regularly. Inhalers are stored in individual class boxes outside the Headteacher's office or for Upper Key Stage 2, in classrooms. All inhalers must be named.

Disposal of Medicines

Staff must not dispose of medicines or containers. Parents are responsible for the safe disposal of medicines.

School Medical Management Plans

Where a pupil or pupils have known medical needs the school will prepare an action plan before a medical emergency arises. The plan will be tailored to the particular needs of the pupil and will include:

- Conform to the action agreed with relevant professionals
- A communication system for alerting trained school staff
- A system for calling an ambulance where necessary
- Contacting parents
- Evacuating other children from the room
- First aid provisions

Common Medical Conditions

The following are medical conditions commonly found amongst school age children:

- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy

Guidance for supporting such children is found in the SCC green folder 'Pupil's Health and Administration of Medicines Folder'.

A list of children with allergies or medical conditions can be found in the 'Allergy & Medical' folder, kept in the School Office, and on the Noticeboard in the staffroom, and each class teacher has a list.

Epi-pens are kept with the child at all times. Children who have epi-pens take these with them to break and lunch, PE and any other occasions when they are outside of the classroom.

Training in using an epi-pen and asthma inhaler will be undertaken on a regular basis.

Exposure to the Sun

Children will be encouraged to practice sun safe behaviour in PSHE and science lessons.

- Parents will be encouraged to provide sun hats and sunscreen

- Pupils will be expected to apply their own sunscreen supported by staff if necessary
- Children will have regular access to water from water bottles
- Children will be encouraged to wear protective clothing – long sleeves and headwear
- Children will be encouraged to play in the shaded parts of the playground/trim trail area
- PE and games will be adapted to suit the weather conditions
- Encourage children to not get over heated

Emergency Assistance

In the event of an accident during outside activities of playtimes a card is brought into the school to be given to a member of staff who will go to give immediate assistance. Any serious accidents must be reported to a first aider who will advise and/or administer any first aid.

Grayswood C of E Primary School currently has 14 members of staff in school who are first aid trained, with 4 members of staff who are additionally Paediatric First Aid trained, and one who is additionally Emergency & Forest School First Aid trained, which includes Paediatric First Aid training.

Two adults, one of whom should be a first aider, will accompany a child to hospital if parents cannot be summoned in time and the first aider should remain with the child until parents arrive. The first aider should sit with the child the other adult should drive the car.

- Parents will be contacted in the case of an emergency.
- In more serious cases an ambulance will be summoned.

Staff cannot give any consent for medical treatment, but should make medical staff aware of religious or cultural considerations and any medical conditions the child may have (asthma etc.)

Parental Notification

An Accident/Incident/Illness Report Slip will be sent to parent if a child has experienced a minor injury during the school day. In the case of a bumped head, a note will also be given with additional information to parents, see First Aid Policy.