



GRAYSWOOD PRIMARY SCHOOL
Church of England (Aided)

Administering Medicines in School Policy

Policy schedule	
Written	July 2020
Last reviewed to ensure compliance	Autumn 2026
To be reviewed	Autumn 2027

Version history- version 2- the following was adapted/added/changed on 21.9.26

Section	Changes made	By whom
Statutory Framework and Aims	Replaced old introduction with statutory wording under Section 100 of the Children and Families Act 2014.	Hannah Cole
Rules for Administering Medication	Consolidated medication rules; added strict ban on unprescribed aspirin for under-16s.	Hannah Cole
Storage & Management of Controlled Drugs	Inserted new legally required section for secure storage and double-sign-off administration protocols.	Hannah Cole
Individual Healthcare Plans (IHPs)	Replaced "Medical Management Plans" to formalize the standard DfE multidisciplinary IHP workflow.	Hannah Cole
Common Medical Conditions	Removed public staffroom noticeboard listings; added GDPR-compliant secure photo sheet process Updated info on EpiPen storage	Hannah Cole
Staff Training, Insurance, and Indemnity	Inserted new liability clause confirming full school insurance indemnity for staff volunteers.	Hannah Cole
Removals & Streamlining	Extracted sun safe behaviour to PSHE curriculum; shifted first aid counts to the separate First Aid Policy.	Hannah Cole

Statutory framework and aims

This policy is written in explicit compliance with Section 100 of the Children and Families Act 2014, which places a statutory duty on governing bodies to make arrangements for supporting pupils at school with medical conditions. It also follows the Department for Education's (DfE) statutory guidance, Supporting Pupils at School with Medical Conditions.

At Grayswood Primary School, we aim to ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy, and achieve their academic potential.

Rules for Administering Medication

- **Prescribed Only:** The school will only accept and administer medicines prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber.
- **Original Packaging:** Medicines must be provided in their original container as dispensed, complete with the prescriber's intact instructions, dosage details, and expiry date.
- **Daytime Necessity:** Medication will only be administered if it is detrimental to a child's health for it to be omitted during the school day. Medicines requiring doses three times a day must be administered at home (before school, after school, and at bedtime) unless specified otherwise by a prescriber.
- **Unprescribed Limits:** Staff will never administer non-prescribed over-the-counter medication unless there is explicit, prior written parental consent for specific, short-term circumstances. **Aspirin will never be given to a child under 16 unless prescribed by a doctor.**

Storage and Management of Controlled Drugs

Controlled drugs (such as methylphenidate/Ritalin) are subject to strict legal management under the Misuse of Drugs Regulations:

- **Secure Storage:** All controlled drugs must be stored securely in a non-portable, locked container inside the medical room/office, accessible only to designated staff.
- **Administration Records:** A staff member may administer a controlled drug to the child for whom it has been prescribed, provided they have received appropriate training.
- **Double-Sign-Off:** Each time a controlled drug is administered, it must be recorded on a dedicated sheet. The entry must be double-signed by the individual administering the medication and a staff witness.
- **Disposal:** Staff must never dispose of controlled drugs. Unused supplies must be returned personally to the parent/carer for safe disposal at a pharmacy when no longer required.

Individual Healthcare Plans (IHPs)

The Headteacher has overall responsibility for the development of Individual Healthcare Plans (IHPs) for pupils with long-term or complex medical conditions.

IHPs ensure that the school effectively identifies, manages, and minimizes risks to vulnerable pupils. Plans will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. IHPs will be developed in collaboration with:

- The school (Headteacher/Designated Medical Lead)
- Parents/carers
- Relevant healthcare professionals (e.g., specialist nurses, consultants, or GPs)

Every IHP will explicitly detail:

- The medical condition, its triggers, signs, symptoms, and coping strategies.
- The pupil's resulting needs, including medication (dose, side effects, storage instructions) and dietary requirements.
- Specific support for the pupil's educational, social, and emotional needs.
- The level of support needed, including whether the child can self-manage their medication.
- Who will provide this support, their training needs, and cover arrangements for staff absence.
- What constitutes an emergency, clear action steps, and emergency contact details.

Common Medical Conditions

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

- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy

A list of children with allergies or medical conditions can be found in the 'Allergy & Medical' folder, kept in the School Office, and a secure photo sheet with discreet medical indicators is kept in the staffroom for internal staff reference only, ensuring strict adherence to UK GDPR data privacy guidelines.

We work with parents/carers to agree the most appropriate and safe storage arrangement for each child's EpiPen. Decisions take into account:

- The child's age and level of maturity
- The child's understanding of their condition
- The child's ability to recognise symptoms and self-administer
- Parental preferences

Arrangements may include the child carrying their EpiPen, storing it in an accessible classroom location, or a combination approach. Regardless of the agreed arrangement, a spare EpiPen for each child is kept in the school office to ensure emergency medication is always available. The agreed arrangement is recorded in the child's individual healthcare plan and ensures an EpiPen is readily available in all situations, including during break times, PE, school trips and other activities.

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

Staff Training, Insurance, and Indemnity

The school ensures that all staff who volunteer to administer medication receive regular, high-quality training and clinical competency assessments from qualified healthcare professionals.

The governing body ensures that appropriate insurance cover is in place to protect staff supporting pupils with medical conditions. The school's liability insurance provides full indemnity coverage for all staff members who administer medication or support medical procedures, provided they act in good faith and follow the guidelines outlined in this policy and the pupil's IHP.

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.

Linked policies

First aid

Appendix 1: Parental Agreement for School to Administer Medicine



Grayswood CE Primary School Parent/Carer Request for Dispensing Medicine at School

Please note that we are unable to give the first dose of a new medication in case of allergic reaction.

Medicines requiring three doses a day should be taken at home unless explicitly instructed otherwise by a healthcare professional.

All medicines prescribed or over the counter must be labelled with the pupil's name and dated.

Both prescription and non prescription medicines must be given from the parent to a member of office staff. They are not to be left with the child at any point.

Name of child: _____

DOB: _____

Class/Year Group: _____

Medical Condition or Illness: _____

Name/Type of Medicine (as described on the container): _____

Expiry Date: _____

Dosage to be given (e.g., 5ml, 1 tablet): _____

Timing / Frequency of Administration: _____

Special Instructions / Storage Requirements: _____

Are there any side effects the school needs to look out for?

Dates to be given: _____

Name of Parent/Carer: _____

Daytime Telephone Number: _____

Relationship to Child: _____

Parental Declaration

The above information is, to the best of my knowledge, accurate at the time of writing. I give my explicit consent to school staff to administer the medication in accordance with the school policy and the prescriber's instructions listed on the bottle/box. I will inform the school immediately, in writing, if there are any changes to the child's medication regime or dosage.

Signature of Parent/Carer: _____

Date: _____