



1. Introduction

The school recognises that some pupils require medication during the school day in order to manage a medical condition, maintain their health and wellbeing, or access education safely.

The school will support pupils with medical conditions in accordance with the Department for Education statutory guidance *Supporting pupils with medical conditions at school* and other relevant legislation and guidance. The school will also comply with the statutory requirements relating to allergy safety in schools.

The school will make reasonable adjustments and appropriate arrangements to ensure that pupils with medical conditions are supported to participate fully in school life, including educational visits and residential activities.

This policy should be read alongside the school's:

- First Aid Policy;
- Allergy Safety Policy;
- Health and Safety Policy;
- SEND Policy;
- Safeguarding and Child Protection Policy;
- Individual Healthcare Plans (IHPs), where applicable;
- Educational visit and residential visit procedures.

2. Key Information

- Medicines should only be administered during the school day where this is necessary to support the pupil's health, wellbeing or ability to access education, or where not administering the medication would be detrimental to the pupil's health or attendance.
- Wherever clinically possible, parents/carers should ask healthcare professionals to prescribe medicines at times that enable them to be administered outside school hours.
- The school will only administer medication where there is appropriate parental/carer consent and, where relevant, clear instructions from a medical professional.
- Where a pupil has a long-term or complex medical condition, an Individual Healthcare Plan (IHP) will be considered and developed where appropriate. Parents/carers, the pupil, relevant healthcare professionals and school staff should contribute to the IHP.
- Medication must be administered in accordance with the prescriber's instructions, the pupil's IHP where applicable, and the school's medication procedures.
- Prescription medication must be:
 - in date;
 - clearly labelled;
 - provided in the original container supplied by the pharmacist;
 - accompanied by clear instructions for administration, dosage and storage.

- The school will not normally administer medication that has been decanted into an unlabelled container.
- The exception to the original-container requirement may include medication such as insulin, which may be supplied within an insulin pen or pump, provided that it is in date and clearly identifiable.
- A child under 16 should not be given aspirin unless it has been prescribed by a doctor.
- Before administering medication, staff must check the pupil's identity, medication, dosage, timing and any relevant instructions.
- The maximum dosage and timing of previous doses must be checked before administering medication, particularly where medication is being given for pain relief.
- Medication must never be administered where staff are unsure of the dosage, instructions, identity of the medication or pupil.

3. Non-Prescription Medication

The school may administer non-prescription medication in limited circumstances where there is a clear reason for doing so, appropriate parental/carers consent has been obtained and the school's procedures have been followed.

Examples may include medication such as paracetamol where the school has agreed that administration is appropriate.

Non-prescription medication will only be administered:

- with written parental/carers consent;
- in accordance with the manufacturer's instructions;
- at the stated dosage;
- where the required interval since the previous dose has been observed;
- where the medication is in its original packaging and is in date;
- where the medication has been supplied to school appropriately;
- where administration is considered necessary and appropriate.

The school does not have a duty to administer non-prescription medication simply because a parent/carers has requested this.

Where non-prescription medication is administered, this will be recorded in the school's medication record and parents/carers will be informed in accordance with school procedures.

4. Individual Healthcare Plans

Where a pupil has a medical condition that requires support during the school day, the school will consider whether an Individual Healthcare Plan (IHP) is required.

An IHP should provide clear information about:

- the pupil's medical condition;
- the impact of the condition on the pupil;
- medication and treatment required;
- symptoms and warning signs;
- emergency procedures;
- arrangements for administering medication;
- staff training requirements;

- the level of support required;
- arrangements for educational visits;
- arrangements for managing changes to the pupil's condition;
- who is responsible for reviewing the plan.
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IHPs will be reviewed as appropriate and whenever there is a significant change in the pupil's medical condition, treatment or support requirements.

5. Storage of Medication

All medication must be stored safely and securely while remaining accessible when required.

Emergency Medication

Emergency medication and medical devices, such as:

- asthma inhalers;
- adrenaline auto-injectors (AAs);
- blood glucose monitoring equipment;
- emergency epilepsy medication; and
- other emergency medication identified within an IHP must be readily accessible and must not be locked away in a way that would prevent timely access.
- Emergency medication will be stored in clearly labelled locations known to relevant staff and pupils where appropriate.

All staff working with the pupil must know:

- where emergency medication is located;
- how to access it;
- what to do in an emergency; and
- who has responsibility for administering it.

Emergency medication must accompany pupils when they leave the usual classroom environment for activities such as PE, outdoor learning, playtimes and educational visits, where required by their IHP or risk assessment.

During an emergency evacuation, identified staff must ensure that required emergency medication accompanies the pupil.

Non-Emergency Medication

Non-emergency medication, such as prescribed antibiotics, will normally be stored securely in an appropriate locked storage facility.

Medication requiring refrigeration will be stored in the designated medication fridge, in accordance with the manufacturer's instructions.

Medication must not be stored in a first-aid container.

Controlled drugs will be stored securely in accordance with the school's procedures and relevant legal requirements.

6. Who Can Administer Medication?

Staff may be asked to support pupils with the administration of medication. However, staff cannot be required to administer medication. Any member of staff who agrees to administer medication must receive appropriate information, instruction and training where required.

Where medication is complex or emergency medication is required, appropriately trained and identified staff will administer the medication in accordance with the pupil's IHP and medical instructions.

For emergency medication, the priority is always to ensure that the pupil receives appropriate treatment without delay. Staff should follow the pupil's IHP and emergency procedures.

A first aider should be contacted where appropriate; however, being a first aider does not automatically mean that a member of staff is trained or competent to administer a particular medication.

The administration of certain prescription-only medicines may require specific training. Staff must not administer medication where they have not received the training required for the medication concerned.

7. Staff Training

The school will identify staff who require training to administer medication or support pupils with particular medical conditions.

Training will be:

- appropriate to the medication and medical condition;
- provided by an appropriately qualified person or organisation where required;
- recorded by the school;
- refreshed as appropriate.

Staff supporting pupils with emergency medical conditions must understand the relevant emergency procedures and know where medication is stored.

Training will also be provided in relation to allergy awareness and the management of pupils at risk of anaphylaxis, in accordance with the statutory Allergy Safety in Schools guidance.

8. Giving Medication

Procedure

1. Medication should be brought to the Office Manager, who will check the medication and accompanying instructions and record receipt where required.
2. The medication and relevant medication form will be passed securely to the member of staff responsible for administering it.
3. The receiving member of staff will check the medication and confirm that they understand the dosage and administration instructions.

4. Medication will be stored securely in the appropriate designated storage area.
5. At the required time, the trained/authorised member of staff will administer the medication in accordance with the instructions.
6. Before administration, staff must check:
 - the pupil's identity;
 - the medication;
 - the dosage;
 - the time it is due;
 - the route/method of administration;
 - the expiry date;
 - when the previous dose was administered, where relevant.
7. The administration of medication should normally be witnessed by another member of staff where this is part of the school's agreed procedure or where appropriate for safeguarding and accountability.
8. The administration must be recorded immediately in the school's medication record, including the date, time, medication, dosage and name/signature of the person administering it.
9. Any refusal, missed dose, error, adverse reaction or other concern must be recorded and reported immediately to the appropriate member of staff and parent/carer and, where necessary, healthcare professionals or emergency services.
10. Medication must be returned to its designated secure storage location immediately after use.
11. Medication that needs to go home must be returned directly to a parent/carer or authorised adult.
12. Medication must never be sent home with a child unless this has been specifically agreed as part of the child's arrangements and it is safe and appropriate to do so.
13. Where medication is required on subsequent days, parents/carers should follow the school's agreed process for supplying and collecting medication.

9. Refusal to Take Medication

A pupil should never be forced to take medication.

If a pupil refuses medication:

- staff should remain calm and supportive;
- staff should not use physical force to administer medication unless this forms part of a specific legally and clinically appropriate arrangement;
- the refusal should be recorded;
- parents/carers should be informed;
- the pupil's IHP/emergency plan should be followed;
- medical advice should be sought where the missed medication could place the pupil at risk.

Where refusal is a recurring issue, the school should work with parents/carers and relevant healthcare professionals to review the pupil's arrangements.

10. Recording Medication

Every administration of medication must be recorded.

Records should include:

- **pupil's name;**
- **date;**
- **time;**
- **medication administered;**
- **dosage;**
- **method/route (where relevant);**
- **name/signature of staff member administering;**
- **any relevant observations; (if applicable)**
- **any refusal, missed dose or adverse reaction (if applicable)**

Medication records should be retained in accordance with the school's record-retention arrangements.

Medication errors or significant incidents must be reported to the Headteacher/appropriate senior member of staff and parents/carers. Where necessary, medical advice or emergency assistance must be sought.

The school will learn from significant medication incidents and near misses and will review procedures where necessary.

11. Allergies and Adrenaline Auto-Injectors

The school will comply with the statutory Allergy Safety in Schools guidance and maintain a separate Allergy Safety Policy. This guidance was published by the Department for Education in July 2026 and places statutory requirements on schools relating to allergy management.

Where a pupil has an allergy requiring medication or emergency treatment:

- **an Individual Healthcare Plan will be considered;**
- **parents/carers and relevant healthcare professionals will contribute to arrangements;**
- **identified staff will understand the pupil's allergy and emergency response;**
- **prescribed adrenaline auto-injectors will be readily accessible;**
- **staff will know where the pupil's medication is located;**
- **appropriate allergy awareness and emergency training will be provided;**
- **emergency medication will accompany the pupil during relevant off-site activities.**

The school will also follow the Department for Education's statutory guidance relating to allergy safety and any subsequent regulations or updated guidance. The school's Allergy Safety Policy will be reviewed at least annually and published in accordance with statutory requirements.

12. Educational Visits and Residential Visits

A First Aider will accompany children on school trips wherever required by the school's risk assessment and educational visit procedures.

The teacher in charge is responsible for ensuring that appropriate first aid and medical arrangements are in place.

Where a pupil requires medication:

- the medication must accompany the pupil;
- the member(s) of staff responsible for the medication must be identified;
- staff must know when and how medication should be administered;
- emergency medication must remain readily accessible;
- the pupil's IHP and relevant risk assessment must be considered;
- medication arrangements must be included in the educational visit planning process.

Where medication requires refrigeration, an appropriate secure cool bag or other suitable storage arrangement will be provided.

For residential visits, additional arrangements will be made in advance to ensure that medication can be stored securely and administered appropriately throughout the visit.

13. Self-Management of Medication

The school recognises that some pupils may be able to manage their own medication, either independently or with support.

Where appropriate, pupils will be encouraged to develop independence in managing their medical condition.

Any decision regarding self-administration will consider:

- the pupil's age and maturity;
- their understanding of their condition and medication;
- the risks associated with the medication;
- advice from healthcare professionals;
- parental/carers views;
- the pupil's IHP;
- the school's risk assessment.

Where a pupil carries their own emergency medication, appropriate arrangements must ensure that it remains accessible and that relevant staff know the pupil's arrangements.

14. Medication Errors and Emergencies

If medication is administered incorrectly, administered to the wrong pupil, administered at the wrong time or in the wrong dosage, or if a significant dose is missed:

1. The pupil's safety must be prioritised.
2. Medical advice should be sought immediately where required.
3. Emergency services should be contacted where appropriate.
4. Parents/carers must be informed.
5. The Headteacher or designated senior member of staff must be informed.
6. The incident must be recorded.

7. The school's procedures must be reviewed where appropriate to prevent recurrence.

Staff should never delay emergency treatment while attempting to complete paperwork.

15. Disposal of Medication

Out-of-date or unwanted medication must be returned to parents/carers for safe disposal or disposed of through an appropriate pharmacy route where necessary. Medication must never be disposed of via general waste or disposed of down sinks or toilets unless this is specifically permitted by the relevant disposal guidance.

16. Roles and Responsibilities

Governing Body/Trust

The governing body/trust will ensure that appropriate arrangements are in place to support pupils with medical conditions and that relevant policies are reviewed.

Headteacher

The Headteacher has overall responsibility for ensuring that the school's procedures are implemented and that appropriate staff, training and resources are available.

Designated Staff

Designated staff will:

- coordinate medication arrangements;
- maintain appropriate records;
- ensure medication is stored appropriately;
- monitor expiry dates where required;
- coordinate staff training;
- liaise with parents/carers and healthcare professionals;
- ensure relevant IHPs are available to staff who need them.

All Staff

All staff are responsible for:

- being aware of pupils' medical needs where relevant to their role;
- following agreed procedures;
- knowing where emergency medication is located;
- maintaining confidentiality;
- reporting concerns, incidents and changes in a pupil's condition.

Staff must not administer medication unless they have agreed to do so and have the appropriate information, training and competence required.

Parents/Carers

Parents/carers are responsible for:

- providing accurate and up-to-date medical information;
- providing medication in accordance with school requirements;
- ensuring medication is in date;
- informing school of changes to medication or treatment;

- contributing to IHPs where appropriate;
- collecting medication when requested.

17. Review of the Policy

This policy will be reviewed annually or sooner where there are:

- changes to legislation or statutory guidance;
- changes to a pupil's medical needs;
- significant medication incidents or near misses;
- changes to school procedures;
- relevant updates from healthcare professionals.

The school will ensure that this policy remains aligned with current Department for Education statutory guidance and the school's statutory Allergy Safety Policy.

Policy review date: September 2027



Tudhoe Colliery Primary School Record of Medication Form

Name of child

Year group

Date medicine provided by parent

Name and strength of medicine

Required Dose?

When given?

Expiry date

Signature of parent _____

Staff signature (taken in medicine) _____

Staff signature (handover of medicine) _____

Date				
Time given				
Dose given				
Sign (give medicine)				
Sign (witness)				

Date				
Time given				
Dose given				
Sign (give medicine)				
Sign (witness)				

Date				
Time given				
Dose given				
Sign (give medicine)				
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