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| Policy- Document Status |                    |  |               |
|-------------------------|--------------------|--|---------------|
| Policy Inception        | 4th September 2025 | Named Responsibility   | Sarah Roberts |
| Date of Policy Adoption |                    | 5 <sup>th</sup> September 2025<br><br>Governors – Resources committee: 14 <sup>th</sup> October 2025 |               |
| Next review date        |                    | 1 <sup>st</sup> September 2026<br>Annual review or sooner if required                                |               |

Please read in conjunction with: Medical Conditions Policy 25-26 and DFE / LA guidelines.

## **Administering Medication in High Ercall Primary School**

The Board of Governors and staff of High Ercall Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

**Please note that parents should keep their children at home if acutely unwell or infectious, this includes with respiratory illness.**

### **Key principles:**

- Named staff will be given appropriate training for the administration of medication.
- Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

### **Storage of medicine in school**

Each item of medication must be delivered to the Office Administrators in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication
- . Dosage
- . Frequency of administration
- . Date of dispensing
- . Storage requirements (if important)
- . Expiry date

**The school will not accept items of medication in unlabelled containers.**

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be stored safely in the office medication cabinet or in the fridge in a separate container.

## **Administering medicine in school**

Staff administering medicines will undertake relevant training.

Current trained staff are:

- Laura Young
- Wendy Gater
- Vikki Jones
- Jenny Aston
- Alison Clinton
- Sanny Patel

Training for administering of more specific medicines such as epipens or insulin will be given by relevant health professionals and will be given to relevant staff.

Staff will follow written instructions as completed by parents when bringing medicine into school.

In exceptional circumstances the duty of care could extend to administering medicines and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits and outings. Changes to school organisation to take into account health and safety requirements would also be deemed an exceptional circumstance.

The school will keep records of administration, which they will have available for parents.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, including Diabetes, the Head, will ensure that a Health Care Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.

All staff will be made aware of the procedures to be followed in the event of an emergency.

This policy should be read in conjunction with LA guidelines 'Medication in Schools', the Medical Conditions Policy and the Department for Education 'Supporting pupils at school with medical conditions'.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>