

Balfour Infant School



Managing Medicines Policy

Date

July 2026

Review Date

July 2028

Aims

The school is committed to supporting pupils with medical conditions so that they have full access to education, including school trips, physical education and extracurricular activities. The aims of this policy are to:

- Ensure that each child with medical needs receives appropriate care and support.
- Enable all children to have equal access to a broad and balanced curriculum.
- Ensure that medicines are managed safely and responsibly.
- Support pupils to attend school regularly whilst recognising that children who are acutely unwell should remain at home.
- Ensure staff are appropriately trained and supported to meet pupils' medical needs.

Legal Framework

This policy has regard to:

- Children and Families Act 2014 (Section 100).
- Equality Act 2010.
- SEND Code of Practice.
- Department for Education Statutory Guidance: *Supporting Pupils at School with Medical Conditions* (2014, updated 2017)

Procedures for Managing Prescription Medicines During the School Day

Sometimes children will need to take medicines during the school day at some point. This is often to complete a course of antibiotics or other short-term treatment. Medicines should only be brought into school when it would be detrimental to a child's health if they were not administered during the school day. No child will be given medication without written parental consent.

Where possible, parents are encouraged to come into school to administer medication themselves. Where this is not possible:

- Parents must bring prescribed medication to school in its original container.
- Staff will check:
 - Child's name.
 - Prescribed dose.
 - Expiry date.
 - Prescriber's instructions on the label.
- Parents must complete the school's medication consent form.
- Medication will be administered strictly in accordance with the prescribed instructions
- Parents must transfer a measured dose of medicine into a clearly labelled syringe with child's name and time that the medicine needs to be administered in front of a member of staff.

If staff have any concerns regarding medication, it will not be administered until advice has been sought from the parent or a healthcare professional.

If a child refuses medication:

- Staff will not force the child to take it.
- The refusal will be recorded.
- Parents will be informed immediately.
- Two members of staff should sign the medication record.

If a refusal results in a medical emergency, an ambulance will be called and parents informed immediately.

Emergency Medication

Emergency medication, including asthma inhalers, epilepsy medication and diabetes medication, must be readily accessible at all times and accompany pupils during educational visits and sporting activities where required. Relevant staff will receive appropriate training in the administration of emergency medication in accordance with a pupil's Individual Healthcare Plan

Educational Visits and Outings

All pupils will be encouraged to participate fully in educational visits.

Risk assessments will consider:

- The individual medical needs of pupils.
- Arrangements required for medication.
- Emergency procedures.
- Staffing requirements.

Individual Healthcare Plans and required medication must accompany the pupil on all visits. Where staff have concerns regarding safety arrangements, advice will be sought from parents and appropriate healthcare professionals before the visit takes place.

Sporting Activities

The activities planned should be sufficiently flexible for all children to be able to participate according to their ability. Any restrictions on a child's ability to participate in PE should be recorded in their healthcare plan.

Roles and Responsibilities of Staff

The Headteacher is responsible for ensuring that:

- This policy is implemented effectively.
- Staff receive appropriate training.
- Suitable arrangements are in place for supporting pupils with medical conditions.

While no member of staff is obliged to administer medicines unless this forms part of their role, sufficient numbers of trained staff will be available to support pupils with medical needs.

Staff who administer or supervise medication must:

- Follow procedures outlined within this policy.
- Receive appropriate training where required.
- Maintain accurate records of medicines administered.
- Follow Individual Healthcare Plans.

Staff must be trained before administering specialist medication

Parental Responsibilities

Parents/carers are responsible for:

- Providing accurate, complete and up-to-date information about their child's medical condition, healthcare needs and any prescribed medication.
- Informing the school immediately of any changes to their child's medical condition, treatment, medication, dosage, or support requirements.
- Ensuring that all medication provided to school is in its original container, clearly labelled with the child's name, dosage instructions and expiry date.
- Completing all required parental consent forms before any medication can be administered or supervised by school staff.
- Informing the school of any side effects or potential adverse reactions associated with their child's medication.
- Providing details of any medicines their child needs to take, including any changes to prescriptions or medical advice received from healthcare professionals.
- Working in partnership with the school and relevant healthcare professionals to develop, review and update the child's Individual Healthcare Plan where required.
- Ensuring that any existing Individual Healthcare Plan is reviewed and amended promptly when there are changes to the child's medical needs or treatment.
- Providing sufficient medication and replacing any medication that has expired or is no longer suitable for use.
- Giving written permission for their child to be supervised in taking medication or to receive medication administered by appropriately trained staff where agreed by the school.
- Completing a medication request form detailing the medication required, dosage, administration instructions and any known side effects.
- Collecting any unused or out-of-date medication from the school for safe disposal.
- Co-operating with the school during transition arrangements to ensure relevant medical information is shared appropriately when a child moves between educational settings.

Written Consent

No medication will be administered or supervised by school staff without prior written consent from parents / carers.

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents and this has been agreed to and authorised by the headteacher.

Supporting Pupils with Long-Term Medical Conditions

It is essential that the school receives comprehensive information about a child's medical condition and associated needs prior to admission to ensure that appropriate support and reasonable adjustments can be put in place from the outset. Medical advice should be sought, where necessary, from relevant healthcare professionals in partnership with parents or carers to ensure that the child's needs are fully understood and effectively supported. Where required, an Individual Healthcare Plan (IHP) will be developed and agreed collaboratively between parents, healthcare professionals and relevant school staff, clearly outlining the support, procedures and responsibilities needed to meet the child's medical needs. If there is a difference of opinion regarding the level of support required, or if parental expectations are considered unreasonable, the Headteacher may seek further advice from the school nurse, the child's GP, other appropriate medical professionals, and/or the Local Authority, with parental consent where required. The Headteacher will also agree with parents how relevant medical information will be shared with staff, including temporary and supply staff, on a need-to-know basis to ensure the child's safety whilst maintaining confidentiality.

Where necessary, an Individual Healthcare Plan will be developed jointly by:

- Relevant healthcare professionals.
- Parents.
- The Inclusion Lead.

The school will not produce an Individual Healthcare Plan without receiving appropriate advice from a healthcare professional.

Individual Healthcare Plans

Individual Healthcare Plans may include:

- details of a child's condition
- specialist requirements e.g. dietary needs, pre-activity precautions and signs
- any side effects of the medicines
- what constitutes an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role staff can play

The school will determine, in consultation with parents and healthcare professionals, whether an Individual Healthcare Plan is required.

Pupils Carrying Their Own Medicines

Where appropriate and agreed through the Individual Healthcare Plan, pupils may carry and self-administer medication such as asthma inhalers. Children will be appropriately supervised where necessary. Children must not bring medicines into school in bags or personal belongings without prior agreement.

Staff Training

There will be at least two fully trained First-Aiders in school for the safety of all. The list of all trained first aiders is in the school medical room.

Any member of staff employed to specifically support a child with medical needs will receive specific medical training.

Regular medical training will be provided by the most relevant health professional (most likely the school nurse) to reflect the specific needs of any child within our school. This training will be undertaken by all staff.

Record Keeping

The school will maintain records of:

- Medication administered.
- Refusals to take medication.
- Staff training.
- Individual Healthcare Plans.

Two members of staff should sign medication records where medication has been administered.

Records will be stored securely to maintain confidentiality.

Records will be kept of all medicines taken whilst a child is in the care of school. These records will be kept in a clearly marked folder and stored in the Medical Room to safeguard confidentiality.

Safe Storage of Medicines

Medicines will be stored safely and securely at all times.

Some medicines need to be stored in a fridge. The bottom tray of the fridge in the medical room should be used for this purpose. All containers must be clearly labelled.

Controlled substances must be stored in the clearly labelled wall cupboard in the Medical Room. A record is kept for audit and safety purposes.

Any unused medicine must be returned to the parent when no longer required. Misuse of a controlled drug, such as passing it on to someone other than the prescribed person is a serious offence and will be dealt with accordingly.

Asthma pumps are stored securely in the child's classroom.

Unused medicines must be returned to parents for safe disposal.

Misuse of medication will be treated seriously.

Confidentiality and Data Protection

Medical information will be managed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Information will only be shared with staff who need it to ensure pupils' health, safety and wellbeing. All staff are expected to maintain confidentiality regarding pupils' medical information.

Emergency Procedures

Access to the school's emergency procedures

These are part of the suite of health and safety policies kept on the school intranet. Specific medical emergency procedures will be detailed within Individual Healthcare Plans.

Copies of Individual Healthcare Plans will be held:

- In the classroom.
- In the Medical Room.
- By relevant staff members.
- By Midday Supervisors where appropriate.

In a medical emergency:

- Emergency services will be contacted immediately where necessary.
- Parents will be informed as soon as possible.
- Staff will follow the procedures outlined in the Individual Healthcare Plan.

Unacceptable Practice

The school will not:

- Prevent pupils from accessing prescribed medication.
- Assume that every pupil with the same medical condition requires identical support.

- Exclude pupils from activities, visits or sporting events because of a medical condition unless supported by an appropriate risk assessment.
- Send pupils home frequently or prevent attendance solely because of their medical condition.
- Ignore medical evidence or parental concerns regarding a pupil's health needs.

Monitoring and Review

The effectiveness of this policy will be monitored regularly by the Head Teacher. Any necessary amendments may be made immediately. The School will review this policy annually. Any changes made to this policy will be communicated to staff, pupils, parents and other relevant stakeholders.

Other related policies

First aid Policy

SEND Policy

Asthma Policy

Health and Safety Policy