



Lowercroft Primary School

Administering Medication in School

Approved by:	Headteacher
Last Reviewed:	October 2025
Next Review Date:	October 2026

Contents

1. Introduction and Purpose.....	2
2. Legislative Framework and Guidance.....	2
3. Scope.....	2
4. Roles and Responsibilities.....	2
5. Procedures for Administering Medication.....	3
5.1. Requesting Medication Administration.....	3
5.2. Individual Healthcare Plans.....	3
5.3. Storage of Medication.....	3
5.4. Administration of Medication.....	3
5.5. Emergency Procedures.....	4
5.6. Uncollected Medication.....	4
6. Training.....	4
7. Communication.....	4
8. Monitoring and Review.....	4
9. Related Policies.....	5
Appendix A: Request for Administration of Medication Form (MED3).....	6
Parental Consent Form	6
Medication can only be given by the nominated staff member on completion of this form by a parent/carer. Please read the Administration of Medicines Procedure overleaf and sign below that you have read and understand the procedure.	6
Appendix B.....	7
Framework Note:.....	8

1. Introduction and Purpose

This policy outlines the procedures for administering medication to pupils at Lowercroft Primary School, ensuring their health and well-being while adhering to legal and ethical guidelines. It aims to provide a safe and supportive environment for pupils with medical needs, enabling them to fully participate in school life. This policy reflects our school values of Empathy, Respect, Independence, Courage, and Curiosity by ensuring pupils' medical needs are met with understanding and care, promoting their independence and encouraging them to take responsibility for their health where appropriate.

2. Legislative Framework and Guidance

This policy is compliant with the following legislation and guidance:

- Children and Families Act 2014
- Education Act 1996
- Equality Act 2010
- Human Rights Act 1998
- Supporting Pupils at School with Medical Conditions (DfE, 2014)
- Statutory guidance on supporting pupils at school with medical conditions (September 2014)

3. Scope

This policy applies to all pupils, staff (teaching and non-teaching), parents/carers and visitors at Lowercroft Primary School. It covers all types of medication, including prescription and non-prescription drugs.

4. Roles and Responsibilities

- **Governing Body:** Responsible for ensuring the school has a comprehensive medication policy and that it is implemented effectively.
- **Headteacher:** Overall responsibility for the implementation and monitoring of this policy.
- **Designated Safeguarding Lead (DSL):** Responsible for ensuring safeguarding aspects related to medication are addressed, including training and communication.
- **School Nurse (if applicable):** Provides advice and support on medical matters, including medication administration.
- **SENDCo:** Works with parents/carers and staff to develop individual healthcare plans for pupils with medical needs, especially those with EHCPs.
- **Staff:** Responsible for administering medication in accordance with this policy and any individual healthcare plans.
- **Parents/Carers:** Responsible for providing the school with accurate and up-to-date information about their child's medical needs, including medication requirements.

Pupils: Encouraged to take responsibility for their own medication where appropriate, with support from staff.

5. Procedures for Administering Medication

5.1. Requesting Medication Administration

- Parents/carers must complete a "Request for Administration of Medication" form (Appendix A) and provide it to the school office, along with the medication in its original packaging, clearly labelled with the pupil's name, dosage and administration instructions.
- For prescription medication, the label must be provided by the pharmacy.
- The school will only administer medication that has been prescribed by a doctor or other qualified healthcare professional, except in exceptional circumstances (e.g., emergency medication like an EpiPen or asthma inhaler).

5.2. Individual Healthcare Plans

- For pupils with complex medical needs or long-term conditions, an individual healthcare plan (IHP) will be developed in consultation with the parents/carers, pupil (where appropriate), school nurse (if applicable), SENDCo, and other relevant professionals.
- The IHP will outline the pupil's medical condition, medication requirements, potential side effects, emergency procedures and any other relevant information.
- The IHP will be reviewed regularly and updated as needed.

5.3. Storage of Medication

- Medication will be stored in a secure location, inaccessible to pupils, but easily accessible to authorised staff.
- Controlled drugs will be stored in a locked cupboard, in accordance with legal requirements.
- Some medications, such as asthma inhalers and EpiPens, may be kept with the pupil or in a readily accessible location, as specified in the IHP.
- The school will maintain a record of all medication stored on the premises.

5.4. Administration of Medication

- Medication will only be administered by trained staff members.
- Staff will follow the instructions on the medication label or in the IHP.
- A record of each medication administration will be kept, including the date, time, dosage and staff member who administered the medication.
- Pupils will be encouraged to self-administer medication where appropriate, with supervision from staff.

5.5. Emergency Procedures

- In the event of a medical emergency, staff will follow the procedures outlined in the IHP or call emergency services (999).
- Parents/carers will be notified as soon as possible.
- Staff will be trained in basic first aid and emergency procedures.

5.6. Uncollected Medication

- Parents/carers are responsible for collecting any unused medication at the end of each term or when their child leaves the school.
- Uncollected medication will be disposed of safely in accordance with local regulations.

6. Training

- All staff who administer medication will receive appropriate training, including:
 - Basic first aid
 - Medication administration techniques
 - Recognition of potential side effects
 - Emergency procedures
 - Record-keeping
- Training will be provided by a qualified healthcare professional or a certified training provider.
- Refresher training will be provided regularly.

7. Communication

- This policy will be made available to all parents/carers, staff and pupils.
- Information about pupils' medical needs will be shared with relevant staff members on a need-to-know basis, in accordance with data protection regulations.
- The school will maintain open communication with parents/carers regarding their child's medical needs and medication administration.

8. Monitoring and Review

- This policy will be reviewed annually by the Headteacher, DSL, and SENDCo, in consultation with other relevant stakeholders.
- The review will consider any changes in legislation, guidance, or best practice.
- The policy will be updated as needed.

9. Related Policies

- Safeguarding Policy
- SEND Policy
- First Aid Policy
- Data Protection Policy
- Behaviour Policy

Appendix A: Request for Administration of Medication Form (MED3)

Parental Consent Form

Medication can only be given by the nominated staff member on completion of this form by a parent/carer. Please read the Administration of Medicines Procedure overleaf and sign below that you have read and understand the procedure.

Pupil Details

Pupil's name			
Date of Birth		Condition/Illness being treated	

Medication

Name of Medication (as stated on the container)	
Date Dispensed	
Dosage & Method	
Timing <i>Lunchtime doses will be given at 12 noon unless otherwise stated</i>	
Procedure to take in an emergency	

Emergency Contact Details

Name		Name	
Phone		Phone	
Relationship to Pupil		Relationship to Pupil	

Signature of parent / carer

* **I have read and understand Lowercroft Primary School's Administration of Medication Procedures overleaf**

* I understand that I must deliver the medicine personally to a member of school staff via the school office and accept that this is a service which the school is not obliged to undertake.

* I will arrange to collect the medication at the end of each school day / end of the course (if leaving the medication in school overnight).

Signed Relationship to pupil.....

Date

For office use:

Medication received by Date

Medication during school hours: **GENERAL** **REGULAR** **SPECIALIST** **GENERAL**

to be administered by nominated person Signed Date

REGULAR to be administered by Signed Date

SPECIALIST to be administered by Signed Date

Appendix B

Parental Consent Form Parents / carers must complete and sign this form if their child will need to take their inhaler during school hours. Please read the Administration of Medicines Procedure overleaf and sign below that you have read and understand the procedure.

Pupil Details

Pupil's Name		Class	
Condition being treated		Is this condition permanent or temporary?	

Inhaler Medication Details

Name of Inhaler <i>As stated on the container</i>	
Date Dispensed	
Dosage / Timing / Method Please state when required	
Procedure to take in an emergency	

In an extreme emergency school will call 999 and then parents

Emergency Contact Details

Name		Name	
Phone		Phone	
Relationship to Pupil		Relationship to Pupil	

Signature of parent / carer	
<p>*I have read and understand Lowercroft Primary School's Administration of Medication Procedures overleaf</p> <p>*I would like my son/daughter to keep his/her medication in their classroom for use as necessary.</p> <p>*I confirm that my son/daughter is competent in self-administering their inhaler.</p> <p>*I accept full responsibility for this action.</p> <p>*I understand that I must deliver the inhaler personally to a member of school staff via the school office.</p> <p>*I will arrange to collect the medication at the end of the school year (permanent inhalers) / end of the course (temporary inhalers).</p>	
Signed	Relationship to pupil.....
Date	

For official use:	
Medication received by	Date
Medication received by class teacher	Date.....

Framework Note:

This policy aligns with the OFSTED framework by ensuring the safeguarding and well-being of all pupils, particularly those with medical needs. It contributes to a positive and inclusive school environment where all pupils can thrive. The policy also supports the curriculum by enabling pupils with medical conditions to fully participate in learning activities.