



**St. Ethelbert's Catholic Primary School  
and Nursery**

**Administration  
of Medication  
Policy**

Date of Policy Issue: September 2025

Name of Responsible Person ..Mr S Marshall

Role of Responsible Person .....Headteacher

Signature of Responsible Person: S Marshall

Signature of Headteacher : S Marshall

Signature of Chair of Governors .....

Date agreed.....

Date to be reviewed: August 2026

## **Sections**

- 1. Managing medicines during the school day**
- 2. Managing medicines on trips and outings**
- 3. Roles and responsibilities of staff supervising the administration of medicines**
- 4. Children's medical needs - Parental responsibilities**
- 5. Parents' written agreement**
- 6. School policy - Supporting children with complex or long-term health needs**
- 7. Record keeping**
- 8. Storing medicines**
- 9. Emergency procedures**
- 10. Risk assessment and arrangement procedures (care plans)**
- 11. Care Plans**

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

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'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'

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## 1. Managing medicines during the school day

Prescription medicines should only be taken during the school day when essential. **They must be in the original container including prescriber's instructions.**

Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

*Prescription medicines:*

- Named member of staff may administer such a drug for whom it has been prescribed, according to the instructions
- If agreed with the parents the school may look after the drug on behalf of the child
- The school will keep the drug safely locked up with access only by named staff and record keeping for audit and safety
- Prescription drugs should be returned to the parents when no longer required
- Ritalin, a prescription drug known as a "controlled drug" needs to be kept in a more secure environment than suggested above e.g. in a cupboard attached to a structural wall.

## **2. Managing medicines on trips and outings**

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. This will allow reasonable adjustments to be made.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of care plans (where they exist) will be taken by the responsible person.

### School transport - trips

If a pupil's care plan describes emergency procedures, which might occur, on the journey to and from school, then the escorts will be trained to carry out the duties and the care plan will be carried on the vehicle. Further advice is available through the Health Needs Education Service and school nurses.

### PE / Sports

Any restriction to PE / sports activities must be noted in the care plan. Flexibility will be planned to allow pupils to benefit in ways appropriate to them (this constitutes differentiation of the curriculum).

## **3. Roles and responsibilities of staff managing or supervising the administration of medicines**

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Advice and guidance will be provided by the Schools Nursing Service, when needed, to carry out the actions in a care plan. Where a condition is potentially life-threatening all staff will need to be aware what action to take.

Specific advice and support from the Schools Nursing Service will be given to staff who agree to accept responsibility, as delegated by the Headteacher, for administering medicines and carrying out procedures. (A full list of trained First Aiders is set out in Appendix 1)

When all planning to manage a condition has taken place, schools can consult their insurer directly to check that their employees are covered.

In the event of legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible. It is the employer's responsibility to ensure that the correct procedures are followed; keeping an accurate record in school is helpful in such cases. Teachers and other staff are expected to use their best endeavour at all times particularly in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The Headteacher is responsible for day-to-day decisions, such as:

- Ensuring staff receive advice, support and awareness raising training
- Ensuring all relevant information about pupil needs is shared
- Liaising with parents about agreement of care plans
- Ensuring that emergency plans are in place when conditions may be life-threatening
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

Teaching staff and other staff should:

- Be aware of emergency plans where children have life-threatening conditions and
- Receive appropriate documented training and support from health professionals, where they are willing to administer medicines.

#### **4. Children's medical needs – parental responsibilities**

The school will liaise closely with parents, carers or those who hold this responsibility (such as in the case of Looked after Children) so that information is shared and the care plan reflects all information.

The care plan will be agreed jointly by the school and parents.

The school will seek parents' written agreement about sharing information on their children's needs where information needs to be shared outside of school. However, in cases of emergency the health and safety needs of the child and the people affected must take precedence.

Parents should provide the school with information about their child's condition and be part of the health care plan arrangements, in all cases Parents know their child best. They should sign the appropriate agreement forms for the administration of medicines. The Headteacher should seek their agreement before passing information to other school staff.

#### **5. Parents' written agreement**

A Request to Administer Medication form must be completed and signed by the parent and passed with the prescribed medication to the School Office before administration of any medicines. Headteacher and/or Deputy headteacher will receive notification via the Medical Tracker system of any medication held in school.

It is the responsibility of parents to ensure that medicines sent to school are 'in date'. All medicines should be collected by parents at the end of each term. If new supplies are needed it is the responsibility of the parents to supply medication as needed.

## **6. Supporting children with complex or long-term health needs**

The school will aim to minimise any disruption to the child's education as far as possible, calling on the Health Needs Education Service for support and advice as needed, on the impact on learning and supportive strategies.

The school will complete a care plan, with the agreement of parents, and advice from health professionals.

The school will call on the Community Nursing Service to deliver advice and support and receive appropriate documented training on procedures such as tube feeding or managing tracheotomies.

*Where school staff carry out glucose monitoring, records will be kept with parents and the school.*

## **7. Advice and Guidance to Staff**

The school will arrange and facilitate staff training for children with complex health needs, calling on:

- The School Nursing Service
- Community Children's Nurses
- Paediatric Diabetes Nurse Specialists
- Paediatric Epilepsy Nurse Specialists
- The Health Needs Education Service
- The Specialist Teaching Service (about potential impact of medical / physical conditions and the implications on teaching and learning)

## **8. Record keeping**

The following forms are available and can be amended to fit individual circumstances with the advice of relevant nursing staff and therapy colleagues.

1. Care Plan
2. Request to Administer Medication
3. Record of medicine administered
4. Asthma Pumps Guidelines

NB: All care plans must be updated at least annually or when needed by a change in a pupil's condition.

## **9. Storing medicines**

The school will keep medicines in a secure place, (not asthma pumps or EpiPens) with access only by named staff.

Asthma medication is to be kept in classrooms for children to use when needed. Asthma pumps, EpiPens and medication must be taken on all school visits.

## **10. Emergency procedures**

The school will agree any procedures with parents and health care partners and the plan will be signed by all parties.

All staff will be made aware of the plans in order to discharge their common law 'duty of care' should the need arise.

## **11. Care Plans**

Where a pupil has a complex health need or requires long term medication, care plans will be drawn up and signed by parents, class teachers and the Headteacher.

Appendix 1

**Trained First Aiders:**

Mrs D Bradford

Mrs K Brien

Mrs S Calver

Mrs S Cayley

Mr D Clinch

Miss K Gill

Mr D Kain

Mrs C Milgate

Mrs S Parveen

Miss D Redford

Miss V Rees

Mrs J Rydz

Mrs E Silsbury

Mrs H Taylor

Mrs J Thorne

Mrs M Kelly

Miss J Hare

Mrs J Hitch

Miss C Webster

**Medical Tracker:**

Pupil Medicine Log

Medicine Form