



WATTON WESTFIELD
INFANT & NURSERY

WATTON JUNIOR

'A Community of Ambition, Creativity and Kindness'

Administration of medicines policy

This policy will be reviewed in full by the Governing Body on an annual basis.

Reviewed By	Local Governing Body
Meeting at which policy was reviewed and approved	January 2026
Next Review Date	January 2027

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1.0 Introduction

Schools are expected to develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs. At Watton Westfield & Watton Junior Schools we believe that positive responses to a child's medical needs will not only benefit the child directly but can also positively influence the attitude of their peers.

All members of staff have a duty to maintain professional standards of care and to ensure that our pupils are safe. In response to the Equality Act 2010, we make reasonable adjustments for disabled school users, including those with medical needs, and we plan strategically to improve access over time. In response to the requirement to support pupils at school with medical conditions we also produce individual healthcare plans and make reasonable adjustments to enable pupils with medical needs to participate fully in all areas of school life including educational visits and sporting activities.

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. In an emergency, swift action must be taken by any member of staff to assist any child. Teachers and school staff have a common law of duty of care to act like any reasonably prudent parent. This duty also extends to staff leading activities taking place off site, such as visits, outings, or field trips.

Administration of medicines is not considered to be first aid and a separate policy on first aid exists.

2.0 Objectives and targets

The purpose of this policy is to put into place effective management systems and arrangements to support those children with medical needs in our schools and to provide clear guidance for staff and parents/carers on the administration of medicines so that all children with a medical requirement can be cared for well while in school.

3.0 Implementation

At Watton Westfield & Watton Junior Schools, non-prescribed medicines, e.g. pain relief, are never administered without first checking maximum dosages and when the previous dose was taken. The prior consent of parents is required, and parents/carers will always be informed when administration has taken place. Aspirin is never given unless prescribed by a doctor.

Similarly, no child will be given prescription medicines without their parent's written consent, except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such very rare cases, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality. We do not however expect this to happen with primary age children.

For any child who will need to have medicine administered at school on a regular basis, an individual healthcare plan will be drawn up in consultation with the school, parents/carers and health professionals. The health care plan will outline the child's needs and the level of support required in school. It will be reviewed at least annually. (See also **Supporting children with medical needs policy**).

Under the Management of Health and Safety at Work Regulations 1999 covering the administration of medicines no child under 16 will be given medicines without their parent's written consent so any parent wishing their child to have medication administered must complete the form 'Parent agreement for school to administer medication' (**Appendix 1**).

Children may carry, and administer, their own medicines if they are considered able to do so and if the parent has indicated this on the 'Parent agreement for school to administer medication'. If this is the case, then staff need only to supervise the action. If a child refuses to take medication, staff must not force them to do so but should note this in the records along with the reasons for refusal and any action then taken by the staff member. Parents will be informed of the refusal as soon as possible on the same day. If a refusal to take medicines results in an emergency, the schools' emergency procedures should be followed.

Watton Westfield & Watton Junior Schools hold salbutamol inhalers for use only in emergencies. The inhalers may only be used by children whose parents have agreed to the use of the emergency inhaler, and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler will be used if the pupil's prescribed inhaler is not available (e.g. because it is broken, or empty).

Children with medical needs have the same rights of admission to school as other children and cannot generally be excluded from school for medical reasons. Occasionally, a pupil's presence on the school site represents a serious risk to the health and safety of other pupils, or school staff, and the executive headteacher / head of school may send the pupil home that day after consultation with the parents. This is not an exclusion and may only be decided for medical reasons.

4.0 Roles and responsibilities:

The executive headteacher, in consultation with the governing board, staff, parents/carers and relevant health professionals will determine how our schools can assist a child with medical needs.

4.1 Executive headteacher

The executive headteacher is responsible for:

- Implementing the policy on a daily basis.
- Ensuring that the procedures are understood and implemented.

- Ensuring appropriate training is provided.
- Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs.
- Determining if medication is to be administered in school, and by whom, following consultation with staff.
- Ensuring that all members of staff are aware of the school's planned emergency procedures in the event of medical needs.

4.2 School staff

Staff, including supply staff, will be informed of any pupil's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care for a specific child.

For pupils requiring routine administration of medicines, cover will be planned for the possible absence of a designated person.

4.3 Parents/carers

At Watton Westfield & Watton Junior Schools we expect parents/carers to administer medication to their children at home if at all possible. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines will only be administered at school when it is detrimental to a child's health or school attendance not to do so.

No medication will be administered without prior written permission from the parents/carers, including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). A '*parent agreement for school to administer medication*' form must be completed (**see appendix 1**).

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs.
- Provide any medication in the original packaging, clearly labelled with the following:
 - The child's name.
 - Name of medicine.
 - Dose and frequency of medication.
 - Any special storage arrangements.
 - Collect and dispose of any medications held in school at the end of each term.
 - Ensure that medicines have NOT passed the expiry date.

At the start of each school year, parents/carers should give the following information about their child's long-term medical needs. The information must be updated as and when required and at least annually.

- Details of pupil's medical needs.

- Medication including any side effects.
- Allergies.
- Name of GP/consultants.
- Special requirements, e.g. dietary needs, pre-activity precautions.
- What to do and who to contact in an emergency.
- Cultural and religious views regarding medical care.

Written permission from parents/carers will be required for pupils to self-administer medicine(s) **(see appendix 1)**.

5.0 Administration procedures

Medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine must be administered at other times during the day, arrangements will be made to accommodate this. Pupils will be told where their medication is kept and who will administer it.

In the case of emergency medicine, storage within quick and easy reach of the pupil will be assessed and implemented, with the safety of the pupil and the security of the medication carefully considered.

Any member of staff giving medicine to a pupil should check on each occasion:

- Name of pupil.
- Written instruction provided by parents/carers or doctor.
- That the medication is labelled and provided in the original container as dispensed by a pharmacist and includes the instructions for administration, dosage, and storage. (The exception to this is insulin which must still be in date but will generally be available to schools inside an insulin pen or pump, rather than in its original container).
- Expiry date of the medication and of the request to administer it.
- That permission has been granted by a school representative (delegated by the executive headteacher) to administer medication to the child.
- That any needles and other sharps are placed in the sharps box for disposal.

If the circumstances require an intimate or invasive treatment then this will only take place at the discretion of the executive headteacher, with written permission from the parents/carers and only under exceptional circumstances. Two adults, one the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed as required and on an annual basis thereafter. All such treatments will be recorded.

If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be

discussed with the parent, if appropriate, or with a health professional allocated to the schools' local authority zone, or the child.

Staff must complete and sign the form 'Record of Medicine administered to an individual child' (**appendix 2**) each time they give medicine to a child. School staff involved in the administration of medicines will receive training and advice from health professionals as necessary.

Training for all staff will be offered on a range of medical needs, as and when appropriate and in response to need. Details of all training will be recorded in the schools' staff training records.

School staff will undertake a risk assessment to ensure the safety of all participants in educational visits and to enable, as far as possible, all pupils to have access to all activities and areas of school life. No decision about a child with medical needs attending/not attending a school visit will be taken without prior consultation with parents/carers. The same will apply for residential visits and sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for specific activities, e.g. swimming, we may request the assistance of the parent/carer in exceptional circumstances.

Watton Westfield & Watton Junior Schools are committed to full inclusion of pupils with medical needs in all school activities wherever possible.

5.2 Carrying and storage of medicines

For safety reasons, pupils are not allowed to carry medication unless agreed on an individual basis. All other medicines must be handed into the school office on entry to the schools' premises where arrangements made to store it securely in the most appropriate location. Pupils must be made aware of where their medication will be stored. Pupils' inhalers, which must be labelled with the pupil's name, are stored within their classrooms and made accessible for other curriculum activities and at play times. Where children have been prescribed controlled drugs, staff must be made aware that these should be kept in safe custody. However, children could access them for self-medication if it is agreed that it is appropriate.

Children should know where their medicines are at all times and be able to access them quickly and easily. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on school trips.

6.0 Monitoring and evaluation

The schools will monitor and review the individual needs of pupils and administer medicines in order to meet the all-round needs of each child on an on-going basis. An annual report to governors on the administration of medicines throughout the schools will

be prepared and analysed by the executive headteacher (or a delegated staff member) to monitor the efficacy of this policy and it will be evaluated in the light of its findings.

The policy will be reviewed alongside the schools' records of administration of medicines and amended accordingly where necessary. The policy will be reviewed and approved by the local governing body annually.

7.0 Links with other policies

This policy should be read in conjunction with the following school policies:

- Supporting children with medical needs
- Health and Safety
- First Aid
- Safeguarding
- Educational Visits

Appendix 1: Parent Agreement form

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date of review to be initiated by	
Name of School	Watton Westfield / Watton Junior School
Name of child	
Date of birth	
Class	
Medical condition or illness	

MEDICINE

Name or Type of Medicine	
Expiry Date	
Dosage and Method	
Timing	
Special precautions/other instructions	
Are there any side effects that the School needs to know about?	
Self Administration – Y/N	
Procedures to take in an Emergency	

N.B. MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY AND FULLY LABELLED INSIDE AND OUTSIDE PACKAGING

CONTACT DETAILS

Name	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to (agreed member of staff)	

Parent's Signature: _____

Print Name: _____

Date: _____

School representative Signature: _____

Print Name: _____

Date: _____

Appendix 2: Record of Medicine administered to an individual child

Child's Name_____

Class_____

Year_____

Medication_____

Date	Time	Dosage	Signed by staff	Signed by witness	Notes/Reactions