

Elworth C of E Primary School



'Love God, Love Learning, Love One Another.' Matt 22:36-39

Medical Conditions and Administration of Medicines

Date:	October 2025
Review Cycle:	2 Yearly
Reviewed By:	Mr N Garratt
Approved By:	Mr N Garratt - Head Teacher
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Nominated Governor:	Mr B Pitt

'Love God, Love Learning, Love One Another.' Matt 22:36-39

At Elworth we embrace The Church of England's vision for education which is 'Deeply Christian, Serving the Common Good.' When Jesus was asked which was the greatest commandment, he responded with '*Love the Lord your God with all your heart, all your soul and all your mind*' and '*Love your neighbour as yourself*' (Matt 22:36-39). These timeless words are at the heart of our vision, nurturing our community and shaping the ethos of our flourishing school.

School's theologically rooted Christian mission

At Elworth we create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community can flourish. We therefore aim to provide an education that provides pupils with opportunities to explore and develop their own values and beliefs, spiritual awareness, high standards of personal behaviour, a positive caring attitude towards other people, an understanding of their social and cultural traditions and an appreciation of diversity within modern Britain. We maintain that learning should be a rewarding experience for everyone; it should be enjoyable. Through our teaching we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. Our six Christian values underpin all that we teach : Courage, Community, Perseverance, Generosity, Compassion, Friendship. Our school rules are: To be Ready, To be Responsible and To be Respectful. These are embedded in each child's mind so that they are fully prepared for living each day successfully. We aspire that all our children are a blessing beyond the school walls, beyond their families, beyond their local community, as global citizens. To achieve this the children and adults at Elworth embark on an exciting and adventurous journey together joining in with God's redemptive work in our lives and throughout the world and learn to be advocates for change.

Roles and responsibilities

Governing Board

The governing board is legally responsible and accountable for fulfilling its statutory duty to support pupils at school with medical conditions and to ensure that all children are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

More specifically the governing board will:

- Ensure the school develops, implements and reviews a policy for supporting pupils with medical conditions that is readily accessible to parents and staff.
- Ensure the arrangements are clear and effectively implemented, including named leads and contingency cover.
- Ensure the policy includes clear procedures for when the school is notified that a pupil has a medical condition, including transitional arrangements.
- Ensure that individual healthcare plans (IHPs) are in place where needed, are reviewed at least annually or sooner if the child's needs change, and that sufficient staff are trained and competent to implement them.
- Ensure arrangements give parents and pupils confidence in the school's ability to provide effective support.
- Ensure appropriate insurance and indemnity are in place for staff supporting pupils with medical conditions.
- Ensure the policy clarifies unacceptable practices and complaint procedures.

Headteacher

The headteacher will:

- Ensure this policy is developed and implemented effectively with partners.

- Ensure all staff are made aware of the policy and their roles.
- Ensure sufficient trained staff are available to implement IHPs and provide cover in contingency and emergency situations.
- Ensure staff are appropriately insured and that training and competency records are maintained.
- Take responsibility for ensuring IHPs are developed and implemented in partnership with parents and healthcare professionals.

School Staff

- Any member of school staff may volunteer to support pupils with medical conditions, including administering medicines, but cannot be required to do so.
- Staff who agree to administer or support with medical procedures will receive training and assessment of competence from a suitable healthcare professional before taking on responsibility.
- Staff must follow pupils' IHPs and this policy and complete administration records each time they give or supervise medication.

Parents

- Parents must provide full, up-to-date information about their child's medical needs and complete the school medicines consent form before any medicine is administered by school staff.
- Parents must supply medicines in original packaging, labelled for the child, and ensure expiry dates are checked.
- Parents must collect unused or expired medicines promptly when requested.

Pupils

- Pupils will be involved in discussions about their medical support according to their age and understanding.
- Pupils competent to self-manage will have this recorded in their IHP with appropriate monitoring arrangements.
- If a pupil refuses medication staff will not force them; parents will be informed immediately.
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School Nursing Service, Other Healthcare Professionals, Local Authority and Providers of Health Services

- The school will work with the school nursing team, GPs, paediatricians and other clinicians to develop IHPs, arrange training and clarify clinical matters.
- The local authority and health commissioners will be engaged where long-term absence or specialist support is required.

Ofsted

- The school recognises Ofsted expectations to meet the needs of disabled pupils and those with long-term medical conditions and will ensure implementation can be demonstrated during inspection.

Individual Healthcare Plans

Individual healthcare plans (IHPs) help ensure the school effectively supports pupils with medical conditions. IHPs will:

- Be produced when a child has a long-term, fluctuating or potentially serious medical condition or where staff require clarity about roles and emergency actions.

- Be developed in partnership between the school, parents and a relevant healthcare professional. Pupils will be involved when appropriate.
- Specify the medical condition, triggers, signs, symptoms and treatments; the level of support required; who will provide support; emergency actions; and arrangements for school trips, reintegration and confidentiality.
- Record whether the pupil self-administers and the monitoring arrangements for self-administration.
- Include training needs for staff and confirmation of competence from an appropriate healthcare professional.
- Be reviewed at least annually or sooner if condition or treatment changes.

Managing Medicines on School Premises

General principles

- Medicines should normally be administered at home and only brought into school where it would be detrimental to the child's health not to do so during the school day.
- The school will only accept medicines that are: prescribed for the child by a prescriber (GP, dentist or hospital clinician); in the original container as dispensed; labelled with the child's name and dosage instructions; and in date. Insulin may be stored in a pen or pump as supplied by the parent. The school will only administer antibiotics that are required 4 times per day.
- The school will not accept medicines without a completed parental consent form. Consent must specify the medicine, dose, timing, start and end dates and any special storage needs. Consent remains valid for the period stated or until revoked in writing.
- Medicines will only be administered by a member of staff who has completed First Aid training.

Prescription and non-prescription medicines

- Prescription medicines will be administered in accordance with the prescriber's instructions and parent consent.
- The school will not routinely administer non-prescription medicines such as paracetamol, ibuprofen or throat lozenges. Non-prescription medicines will only be given where there is a prior written parental request, the medicine is supplied by the parent in its original packaging, and a member of staff agrees to administer it. Every dose will be recorded and parents informed the same day.

Controlled drugs

- Controlled drugs will only be accepted where essential and must be accompanied by a prescription and parental consent.
- Controlled drugs will be stored in a locked, non-portable container within the secure medicines storage area with access limited to two named members of staff.
- A separate controlled drugs register will be maintained and must record: date and time, child's name, name and strength of drug, dose administered, signature of administering staff and balance remaining.
- Controlled drugs must be returned to the parent or collected by a pharmacist; they must never be disposed of in general waste or down drains.

Emergency medicines and spares

- Emergency devices such as reliever inhalers and adrenaline autoinjectors must be available and accessible at all times. Individual devices will normally be kept with the child or in a labelled, easy-to-access location known to staff.

- Where lawful and appropriate the school will hold a spare salbutamol inhaler and a spare adrenaline autoinjector for emergency use. Use of the spare device will be recorded and parents informed immediately.
- Staff will be trained to recognise emergency symptoms and to use emergency devices.

Storage, access and temperature-sensitive medicines

- All medicines will be stored securely with access restricted to named staff, except emergency medicines which must be readily available to the pupil.
- Refrigerated medicines will be stored in a clearly labelled container inside a staff-only refrigerator. Temperature checks will be recorded daily for refrigerated medicines where required.
- Each retrieval or administration of medicine must be recorded in the medicines log.

Receiving and returning medicines

- Parents must deliver medicines to the school office. School staff will count and log medicines received and the parent will sign to confirm handover where practical.
- Parents are responsible for collecting unused or expired medicines. If medicines are not collected the school will arrange for safe disposal via a pharmacy and record the disposal.

Process for administering medicines during residential visits

For residential visits a named, trained member of staff will be responsible for administering medicines and carrying the pupil's IHP and emergency contact details. Medicines will be transported securely in a labelled container and copies of consents and medical information will travel with the designated staff member.

- Where a pupil is permitted and competent to self-administer, this will be recorded in the IHP and accompanied by a staff monitoring arrangement. The school will not force a child to take medication; refusals will be recorded and parents informed.
- assessment will set out reasonable adjustments and emergency arrangements.

Record Keeping, Confidentiality and Data Protection

Record keeping

- A written record will be kept of all medicines administered to pupils, including: date, time, child's name, name and strength of medicine, dose, route, reason for administration (if PRN), name and signature of administering staff, outcome or any adverse reaction and whether parents were notified. A copy of each administration record will be kept with the pupil's IHP and a central medicines log will be retained in the office.
- For controlled drugs a separate controlled drugs register must be completed for each administration.

Confidentiality and data protection

- Medical information will be treated as confidential and stored securely. Access will be limited to those staff who need to know to support the pupil. Information will be shared with external healthcare professionals only with parental consent or where required to protect the child in an emergency. Medical records will be retained in line with school retention schedules and data protection law.

Staff Training, Competence and Insurance

- Staff named to administer medicines or perform medical procedures will receive training from an appropriate healthcare professional, the school nurse or other competent clinician before providing care. Training will include practical instruction and assessment of competence and will be refreshed at least annually or sooner if the pupil's condition changes. Training records will be kept centrally and include the content, trainer, date and assessment of competence.
- The school confirms staff who volunteer to administer medicines are covered by the employer's liability insurance while acting in accordance with this policy. Evidence of cover is held by the headteacher.

Defibrillator

- The school has two defibrillators located externally at the Headteacher's office door and in the Key Stage 2 bootroom. Designated staff are trained in its use and the device is checked according to the manufacturer's guidance and recorded.

Complaints and Review

- Complaints about the support provided to pupils with medical conditions should be raised in line with the school's complaints procedure.
- This policy will be reviewed every two years or sooner if statutory guidance changes or if the school's practice requires amendment.

Appendices

Appendix 1

ELWORTH CE PRIMARY SCHOOL

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth Group/class/form

Medical condition or illness

Name/type of Medicine
(as described on container)

Expiry date..... Duration of course.....

Dosage and method Time(s) to be given.....

Other instructions

..... Self

administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (**Health Professional note received as appropriate**). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to (**the main office**) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed Print Name

Date..... (Parent/Guardian)

Daytime telephone number

Address

.....

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

2. Medicines must be in the original container as dispensed by the Pharmacy.
 3. The agreement will be reviewed on a termly basis.
 4. The Governors and Headteacher reserve the right to withdraw this service

Appendix 2

RECORD OF MEDICINES ADMINISTERED TO ALL CHILDREN

The Process of Administering Medicines

- Office staff receive medicine from parent
 - Parent fills out medicine form (App 1)
 - Form is p/copied three times (1. Office folder 2. Staffroom folder 3. Attach to medicine box)
 - Office places medicine in a collection box and attach form.
 - Box is taken to the staffroom where medicines are placed in a secure medicine fridge.
 - 1 Copy of form placed in red medicine folder on staffroom shelf
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- Medicine to be given by a named first aider normally a member of SLT.
 - Paperwork filled in and signed off.
 - Office staff collect medicines in a collection box and return to the office ready for parent pick up at 3 p.m.