

Medications

Policy

SS Peter and Paul's Catholic Primary School



Approved by:	Governing Body	Date: September 2026
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Last reviewed on:	September 2026
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Ss Peter and Paul's Catholic Primary School, Mawdesley

Medication Policy

Introduction

At SS Peter and Paul Catholic Primary School, we are committed to ensuring the health and well-being of all our pupils. This policy sets out the procedures and responsibilities for the administration of medication in school, ensuring compliance with the statutory guidance outlined in the *Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England* (DfE, 2014). This policy ensures that pupils with medical conditions are supported, their safety is safeguarded, and the administration of medication is carried out in accordance with best practice.

Scope of the Policy

This policy applies to all pupils who require medication during school hours, including long-term medication (e.g. for asthma, diabetes) or short-term medication (e.g. antibiotics).

Responsibilities

1. Headteacher and Governing Body:

- Ensure that the school has appropriate policies and procedures in place to support pupils with medical conditions.
- Ensure staff are appropriately trained and aware of their responsibilities.
- Make reasonable adjustments to support pupils with medical conditions, ensuring a fully inclusive school environment.

2. Parents/Carers:

- Notify the school about their child's medical condition and provide written consent for the administration of medication.
- Ensure that medication is provided in the correct form and with clear instructions on how it should be administered.
- Keep the school updated on any changes to their child's medical condition or medication.

3. School Staff:

- Ensure that medication is administered safely and in accordance with this policy.

- Maintain confidentiality about pupils' medical conditions.
- Follow the procedures for record-keeping and storage of medication.

Procedures for the Administration of Medication

1. Written Consent:

- A *Parental Consent for the Administration of Medication* form must be completed by parents/carers for any medication to be administered in school. This form must outline the child's medical condition, the name of the medication, dosage instructions, the times it should be administered, and the duration for which it should be given.

2. Record Keeping:

- A medication administration record will be kept for every pupil who requires medication during school hours. This record will include the following:
 - Pupil's name
 - Medication name and dosage
 - Times and dates of administration
 - Staff member(s) administering the medication
 - Any reactions or side effects observed
- The record will be signed by both the staff member administering the medication and a second adult who oversees the process, in line with safeguarding best practices.

3. Two Adult Oversight:

- All medication administration must be observed by at least two adults. One staff member will administer the medication, while the second will observe the process to ensure compliance and safeguard the pupil's health and safety.

4. Safe Storage of Medication:

- Medication will be stored safely and securely, out of the reach of pupils. Medication that requires refrigeration will be stored in a designated fridge.
- The school will ensure that medication is clearly labelled with the pupil's name, dosage instructions, and any special storage requirements.

- Emergency medication (e.g. inhalers, epipens) will be kept easily accessible to staff but in a secure location, with the pupil's consent and parent approval.

Home to School Communication

1. Clear Communication:

- Parents/carers are responsible for ensuring the school is informed of any changes to their child's health or medication, including dosage, administration times, or medical condition.
- The school will communicate with parents if any medication is missed or if there are any concerns regarding the pupil's health. Parents will also be informed if the child is unable to attend school due to their medical condition.

2. Annual Review:

- Every year, the school will review the medication administration procedures with parents and staff to ensure that the policy remains effective and that parents' needs are being met.

Emergency Procedures

1. Emergency Plan:

- An individual healthcare plan (IHP) will be created for pupils with medical conditions that require an emergency response (e.g., severe allergies, epilepsy, asthma). The plan will outline specific steps to take in the event of an emergency.
- Staff will be trained on how to respond in emergencies, and this training will be updated regularly.

2. Emergency Medication:

- Emergency medication (e.g. epinephrine for anaphylaxis) must be kept in a readily accessible location and will be part of the pupil's individual healthcare plan.
- In the case of an emergency, the school will immediately call emergency services and inform the pupil's parents/carers.

Policy Review

This policy will be reviewed annually or whenever there is a change in legislation or guidance. It will be updated in collaboration with parents, school staff, and healthcare professionals.

Conclusion

This policy aims to ensure that all pupils receive the necessary support to manage their medical conditions effectively while maintaining a safe and supportive learning environment. By following these procedures, we ensure the well-being of every pupil and comply with statutory guidelines.