

ST MARGARET MARY'S CATHOLIC INFANT SCHOOL

Loving, Learning, Growing together with Jesus.



Supporting Pupils with Medical Needs & Administration of Medicines 2025-2026

Approved by: Full Governing Body

Date Ratified: 22nd October 2025

Review Date: October 2026

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Statement of intent

The governing board of [St Margaret Mary's Catholic Infant School](#) has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in school life, remain healthy, have full access to education (including school trips and PE), and achieve their academic potential.

The school believes it is important that parents of pupils with medical conditions feel confident that the school provides effective support for their children's medical conditions, and that pupils feel safe in the school environment.

Some pupils with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision. For these pupils, the school's compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents.

St Margaret Mary's Catholic Infant School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The school is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

Overview

Children who are taking prescription medicines such as antibiotics should have these administered by a parent/ guardian unless permission has been agreed by the Headteacher/ Health & Safety Officer. Parents should administer doses of medicine in frequencies which enable them to be taken outside schools hours where ever possible. If the medication is to be given four times a day, school will only agree to administer **ONE** dose of medication. School may agree to give **ONE** dose **ONLY** of medication to a pupil whose prescribed dosage of medication is 3 times per day **ONLY** if they are accessing after school club wraparound provision on the day's treatment is required.

Children with long term medical needs may have these medicines administered by a member of staff as identified on their written Medical Protocol.

Qualified First Aiders in school may administer medicines in their absence, if they have clear guidance and have had training in the administration. These members of staff are:

FIRST AIDERS

<u>Name</u>	<u>Additional Training</u>
J. Harris	Paediatric
J. Hart	Paediatric
A Jackson	Paediatric
J Murphy	Paediatric
K. Robinson	Paediatric
S. Fallon	First Aid at Work
K. Nash	Paediatric
J. Dooley	Paediatric
L. Kerr	Paediatric
S. Riley	Paediatric
H. Harris	Paediatric
N. Fox	Paediatric
L. Mahony	Paediatric
L. Horne	Paediatric
G. Smith	Paediatric

All medicines, apart from epi-pens and inhalers, should be kept in the main office. When children with long term medical needs such as diabetes attend a school trip one of the named First Aiders must attend, or the child's parent.

Framework

1. Definitions

St Margaret Mary's Catholic Infant School defines "medication" as any prescribed or over the counter medicine.

St Margaret Mary's Catholic Infant School defines "prescription medication" as any drug or device prescribed by a doctor.

St Margaret Mary's Catholic Infant School defines a "staff member" as any member of staff employed at the school, including teachers.

For the purpose of this policy, "medication" will be used to describe all types of medicine.

Key roles and responsibilities

The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of St Margaret Mary's Catholic Infant School.

The governing body has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The governing body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.

The governing body is responsible for ensuring the correct level of insurance is in place for the administration of medication.

The governing body is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.

The governing body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.

The governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.

The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of St Margaret Mary's Catholic Infant School.

The headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.

The headteacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.

Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.

Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.

Parents/carers are expected to keep the school informed about any changes to their child/children's health.

Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school.

Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

The headteacher and SVC (School Visit Co-ordinator) are responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

In the case of staff absence, the headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.

It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the school nurse or other members of staff.

Training of staff

Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.

All relevant staff will be made aware of a pupil's medical condition.

The headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.

A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

The governing body will provide staff members with opportunities and details of CPD.

St Margaret Mary's Catholic Infant School will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

Medication

Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).

No pupil under the age of 16 will be given medicines without written parental consent.

Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.

Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.

Before administering medicine, maximum dosages and when the previous dose was taken will be checked.

A maximum of four weeks' supply of medication may be provided to the school.

When medicines are no longer required, they will be returned to the parents/carers of the pupil. Parents will need to complete a form confirming collection of medicines.

Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.

Medications will only be administered at school if it would be detrimental to the child not to do so.

Medications will be stored securely in the school office.

School holds a supply of asthma inhalers and EpiPens for emergency use only.

In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and pupils.

No child will be excluded from a school visit due to medical issues.

Only suitably qualified staff will administer a controlled drug.

Staff members have the right to refuse to administer medication. If a class teacher does refuse, the headteacher will delegate the responsibility to another staff member.

Any medications left over at the end of the course will be returned to the pupil's parent/carer.

Written records will be kept for any medication administered to pupils.

Pupils will never be prevented from accessing their medication.

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
- These arrangements will be reflected in their individual healthcare plan (IHCP).

If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.

St Margaret Mary's Catholic Infant School cannot be held responsible for side effects which occur when medication is taken correctly.

Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

Individual healthcare plans

For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher, special educational needs coordinator (SENCO), Learning Mentor and medical professionals.

When deciding what information should be recorded on a IHCP (see appendix B), the governing body will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by Jackie Harris (Learning Mentor)

Monitor and review

This policy is reviewed every at least every two years by the governing body and the headteacher.

Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.

Staff members who are trained to administer medication will routinely recommend any improvements to the procedure. Staff members are Jackie Harris, further training will be undertaken throughout the year with new members of staff.

St Margaret Mary's Catholic Infant School will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix A- Parental Agreement Form (Example)

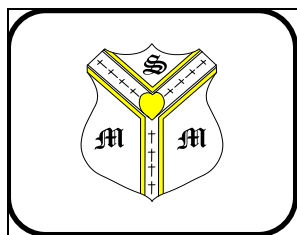


St Margaret Mary's Catholic Infant School Medication Administration Form

St Margaret Mary's Catholic Infant School will not give your child medicine unless you complete and sign this form.

*The data provided in this consent form will be securely stored and disposed of in line with the school's **Records Management Policy**, once your child has left the school.*

Name of child:	
Date of birth:	
Group/class/form:	
Medical condition/illness:	
Medicine/s:	
Please note: I understand that it is my responsibility to collect my child's medication from the school office at the end of the school day.	
Dosage, method and timing:	
Please note: To ensure the recommended four hours between doses of Paracetamol/products this medication will NOT be given before 1pm (only if the child complains of pain).	
Special precautions:	
Are there any side effects that the school needs to know about?	
Date dispensed by Doctor/Pharmacy:	Expiry date:
Parents signature:	Date:
Class teacher signature:	Date:
Headteacher signature:	Date:
Agreed review date:	



St Margaret Mary's Catholic Infant School

Individual Healthcare Plan

*The data provided in this consent form will be securely stored and disposed of in line with the school's **Records Management Policy**, once your child has left the school.*

Pupil's name:

Address:

Date of birth:

Class teacher:

Medical condition:

Date plan drawn up: __/__/__

Review date: __/__/__

CONTACT INFORMATION

Family contact 1

Name:

Phone number:

(work):

(home):

(mobile):

Relationship:

Family contact 2

Name:

Phone number:

(work):

(home):

(mobile):

Relationship:

GP

Name:

Address:

Phone No:

Clinic/hospital contact

Name:

Phone number:

Describe medical condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the pupil, and the action to be taken if an emergency occurs:

Follow up care:

Who is responsible in an emergency (State if different on off-site activities):

Signed	Date
Parent/carer	
Pupil (where appropriate)	
Headteacher	
SENCO	
GP	