



SHERSTON C OF E



PRIMARY SCHOOL



Administering Medication Policy

Date Approved	Review Date	Signed
March 2026	March 2029	

Year	Amendments (in Yellow)
2026	Updated in line with our school vision Changes to location of medicine Additional information added around administering pain relief Implantation of Medical Tracker



At our school, we are committed to creating a safe, inclusive and nurturing environment where every child can thrive. In keeping with our vision of *Learning, Caring & Achieving Together*, we recognise that some pupils may require medication during the school day to support their health, wellbeing and ability to fully access learning. This policy outlines our clear procedures for the safe administration, storage and management of medicines, ensuring that all staff, parents and carers work collaboratively to safeguard pupils. Our aim is to provide consistent, responsible care that enables every child to participate confidently in school life and achieve their full potential.

1. Legal framework

1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

1.1.1. Children and Families Act 2014

1.1.2. DfE 'Supporting pupils at school with medical conditions' 2015

2. Definitions

2.1. Sherston CE Primary School defines "medication" as any prescribed or over the counter medicine.

2.2. Sherston CE Primary School defines "prescription medication" as any drug or device prescribed by a doctor.

2.3. Sherston CE Primary School defines a "staff member" as any member of staff employed at the school, including teachers.

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

3. Key roles and responsibilities



3.1. The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Sherston CE Primary School.



3.2. 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.

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

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

3.5. 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.

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- 3.6. 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.
- 3.7. The governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.
- 3.8. The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Sherston CE Primary School.
- 3.9. The headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.
- 3.10. 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.
- 3.11. There will be a designated member of staff who is responsible for overseeing insulin injections for diabetic pupils when appropriate.
- 3.12. Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.
- 3.13. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- 3.14. If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.
- 3.15. Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- 3.16. Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school.
- 3.17. Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- 3.18. The headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- 3.19. In the case of staff absence, the headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.





3.20. 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 a first aider or other members of staff.



4. Training of staff

- 4.1. The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- 4.2. All relevant staff will be made aware of a pupil's medical condition.
- 4.3. The headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- 4.4. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- 4.5. Sherston CE Primary 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.

5. Medication

- 5.1. Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).
- 5.2. No pupil under the age of 16 will be given medicines without written parental consent.
- 5.3. The school will only administer prescription medication to a pupil when there is clear evidence that the medication has been prescribed by a doctor or other authorised healthcare professional.
- 5.4. In the interests of inclusion, the school recognises that some pupils may require pain relief during the school day in order to access learning—for example, a child recovering from an injury, such as a broken leg, who would be unable to attend school without appropriate pain management. With written parental consent, and when the medication is supplied in its original packaging with clear dosage instructions, staff may administer age-appropriate, non-prescribed pain relief.
- 5.5. 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.
- 5.6. Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- 5.7. A maximum of four weeks' supply of medication may be provided to the school.

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- 5.8. When medicines are no longer required, they will be returned to the parents/carers of the pupil.
- 5.9. Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- 5.10. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 5.11. Medications will be in a locked box in the administrator's office OR in a locked box in the fridge in the first aid room
- 5.12. 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.
- 5.13. 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.
- 5.14. Any medications left over at the end of the course will be returned to the pupil's parent/carer.
- 5.15. Written records will be kept for any medication administered to pupils. This will be recorded on Medical Tracker in the first instance. If, for any reason, Medical Tracker is unavailable, then it will be recorded on the Medication Administration Form
- 5.16. Pupils will never be prevented from accessing their medication.
- 5.17. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- 5.17.1. Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
- 5.17.2. These arrangements will be reflected in their individual healthcare plan (IHCP).
- 5.18. 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.
- 5.19. Sherston CE Primary School cannot be held responsible for side effects which occur when medication is taken correctly.



5.20. 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.

6. Individual healthcare plans

6.1. 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) and medical professionals.

6.2. When deciding what information should be recorded on a IHCP (see appendix B), the following will be considered:

6.2.1. The medical condition, as well as its triggers, signs, symptoms and treatments

6.2.2. The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements

6.2.3. The specific support needed for the pupil's educational, social and emotional needs

6.2.4. The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs

6.2.5. 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

6.2.6. Which staff members need to be aware of the pupil's condition

6.2.7. Arrangements for receiving parental consent to administer medication

6.2.8. Separate arrangements which may be required for school trips and external activities

6.2.9. Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised

6.2.10. What to do in an emergency, including whom to contact and contingency arrangements

6.2.11. What is defined as an emergency, including the signs and symptoms that staff members should look out for

6.3. The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by the INCO

7. Monitor and review

7.1. This policy is reviewed every 3 years by the governing body and the headteacher.

7.2. Sherston CE Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

8. Appendix A - Parental Agreement Form

Sherston CE Primary School Medication Administration Form			
Sherston CE Primary School will not give your child medicine unless you complete and sign this form			
Name of child			
Address			
Date of birth		Telephone	
Class		Name of G.P.	
Medical condition/illness:			
I hereby request that members of the staff administer the following medicines prescribed for my child by his/her GP as directed below:			
Signed:..... Date:.....			
Name/type of medicine (as described on the container):			
Are there any side effects or special precautions that the school needs to know about?			
Date dispensed:		Expiry date:	
Dosage, method and frequency:			
Self-administration: Yes/No (delete as appropriate)			
Record of administration of medication – Only to be used if Medical Tracker is not available			
Date and time	Dose given (amount)	Initials	
Agreed review date:			
Review to be initiated by:			

Appendix B – Individual Healthcare Plan

Child's name:	
Group/class/form:	
Date of birth:	
Child's address:	
Medical diagnosis or condition:	
Date:	
Review date:	
Family contact information	
Name:	
Phone number (work):	
(home):	
(mobile):	
Name:	
Relationship to child:	
Phone number (work):	
(home):	
(mobile):	
Clinic/hospital contact	
Name:	
Phone number:	
Child's GP	
Name:	
Phone number:	
Who is responsible for providing support in school?	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.	
<div style="border: 1px solid black; height: 150px;"></div>	

Name of medication, dose, method of administration, when it should be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

Daily care requirements:

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school visits/trips:

Other information:

Describe what constitutes an emergency, and the action to take if this occurs:

Responsible person in an emergency (state if different for off-site activities):

Plan developed with:

Staff training needed/undertaken – who, what, when:

Form copied to: