

Newington Community Primary School



Managing Medicine Policy 2025-2026

Amended:	Term 1 2025
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Approved by the Governing Body:	
Signed:	(Chair of Governors)
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Managing Medicines 2025 – 2026

Newington Community School promotes, supports and understand pupils have the right to education with their peers regardless of any short or long-term health need, illness or injury recovery for medicines needed whilst at school, we seek to ensure that the impact of a child's health need does not negatively impact on their school life as far as possible and that all staff are aware of how best to help them.

The purpose of this policy is to inform parents/carers and staff of expectations in relation to the management of medications in school including responsibilities and procedures. This applies to all children and all medication held on the school site.

Legal Requirements and Guidance for this Policy.

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

- The Department for Education statutory requirements and legal duties under: - **'[Section 100 of the Children and Families Act 2014](#)'**, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.
- The Department for Education (DfE)'s statutory guidance: - **'[Supporting pupils with medical conditions at school.](#)'**
- Duty of care under the **'[Equality Act 2010](#)'**.
- The Statutory Framework for the Early Years Foundation Stage
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>
- The Misuse of Drugs Act - **<https://www.legislation.gov.uk/ukpga/1971/38/contents>**
- Department for Education Guidance - First aid in schools, early years and further education.
<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Our Aim

This policy aims to ensure that:

- Pupils, staff, parents and visitors understand how our school will support pupils needing medications in school and how it is managed.
- Pupils with medical conditions that require regular medications are properly supported to allow them to access the same education and experiences as other pupils, including out of school activities, school trips and sporting activities.

The Governing board

The governing board has ultimate responsibility to make arrangements to ensure staff can support pupils with medical conditions by administering medication. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for administering medicines which support children with medical conditions in school.

The Headteacher

The Headteacher will:

- Ensure a named and fully trained competent member of staff oversees the management, storage and recording of medicines either temporarily or as part of an ongoing medical condition.
- Take overall responsibility for the administration of medications in school those that are prescribed and those bought over the counter for children.
- Make sure all staff are aware of this policy and understand their responsibilities in its implementation, and to administer medicine if the need arises.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver medicines as outlined in individual medical healthcare plans (MHCP), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition and why medications are needed either temporarily or long term.

Ambition, Achievement, Aspiration

- Contact the school nursing service or educational services in the case of any pupil who has a severe or complex medical condition that may require specific medicines to support their needs in school, but who has not yet been brought to the attention of the school nurse or specialist teaching service.
- Ensure that school systems are in place for obtaining permission for staff to administer medicines in school and that the administration of medications is checked, recorded and signed appropriately.

Staff and Care

- The medical officer is trained and responsible for the managing of medicines in school, she will ensure that staff are aware of appropriate paperwork relating to condition or illness, either temporary or long term. She will ensure that the timings, storing, administering by designating a named member of staff and recording of all medicines and medications held at Newington Community Primary School are in line with this policy.
- Supporting a child with a medical condition or illness during school hours is not the sole responsibility of one person. Collaborative working arrangements and working in partnership will ensure that the needs of pupils with medical conditions are met effectively any competent member of staff may be directed to administer medicines.
- The school recognises that different levels of training are required for different members of staff in order to meet the school's duty of care to support pupils with medical conditions or illness. Some children with medical conditions require more specific training for named members such Diabetes or Epilepsy. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual medical healthcare plan. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- Named staff employed as a 1-1 to support individual children with complex medical needs or additional SEN need that require medicine will have completed appropriate training and competency to fulfil the role, they will be supported by the Medical Officer/Assistant Headteacher/SENCO who manage the individual pupils' medical healthcare plans and risk assessments associated with their condition/s
- Teachers, TAs and support staff will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help, assistance or becomes unwell.
- Teachers, TAs and support staff are fully aware of the needs of children in their care who develop signs and symptoms of illness, the medical officer or members of the welfare team are available for next step advice if the need arises.

Role and Responsibility of the Parent/Carer

- Parents must inform school of any new short or long-term illness, medical condition or medication needs their child has. Parents must also inform the school of any changes to their child's medical condition or medication needs.
- All parents must complete a medication form available from the main office if their child requires the administration of medicines in school. All medication must then be handed by the parent to a member of the office staff along with the completed form. The medical officer then manages the storage, timing and naming of appropriate adult to administer in school.
- Parents must ensure that their child never brings prescribed or non-prescribed medication of any type, eye drops, lozenges, cough medicine, pain relief, asthma pumps or creams into school.
- Medication will only be given where vital and necessary. Parents may request for medications to be administered in school where it has been prescribed by a medical professional and would be detrimental the child's health or well-being.
- The medication must be in its original container with a satisfactory, printed prescription label showing for the child.
- Parents must not ask staff to deviate from the written instructions for timing and dose.
- Parents should collect any out of date medications that are longer required from the main school office. ALL medications are to be collected at the end of each school term. If medication is not collected when advised by the school, it will be taken to a pharmacy by the medical officer for secure disposal.

Prescription Medication

- NO medicines will be accepted by the class teacher or support staff. All medicines must be brought to the school office by an adult and a medicine form completed. Medicines must NEVER be brought to school in a child's possession.
- Antibiotic medicines should be administered at home wherever possible as set in the guidance for schools, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bed time, however due to parents/carers working or other commitments the medical officer will administer medicines at a set time to continue their routine this also includes those medicines prescribed 4 times daily.
- Medicines can still be administered if your child attends, breakfast, wraparound or after school clubs.
- Asthma medicines have an 'Asthma plan' form to complete these must be completed by the parent, carer, asthma nurse or doctor. Brown steroid inhalers will not be administered in school unless outlined in a Medical Asthma Plan.
- All asthma pumps must be labelled appropriately with a pharmacist sticker and brought to the office where they will be 'Bagged & Tagged' they are then taken to class for a pupils use.
- KS2 Pupils can carry their own inhalers following a consultation between the medical officer, parent/carers, pupil and staff, the Head of year and SLT KS lead will be informed.
- Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done. No medication will be given without the completion of a medicine form and appropriate labelling with a child's name and dose clearly seen.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container. The storage of Insulin will be kept in the fridge located in the medical room for named children only.
- All medicine labels must include.
 - The child's name*
 - The name and strength of the medication*
 - The dosage and when / how often the medication should be given*
 - Any written instructions provided*
 - The expiry date.*
- Newington Community Primary school will never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.
- Prescribed medication, other than emergency medication, will be kept in a named wallet for each pupil this is in the locked cupboard in medical room or the medical fridge in the office.
- All emergency medicines should be quickly available and clearly labelled, and is kept in class appropriately with the pupil as a delay may be detrimental to their health. Epi pens and Severe Epilepsy medications are kept in red medical bags, named and trained staff only will administer these medications with risk assessments and medical health care plans in place.

Controlled Medicines

- Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act.
- Therefore, it is imperative that controlled drugs are strictly managed between the school and parents.
- The amount of medication handed over to the school should always be recorded, controlled drug card completed for each child in the medical room. And a medicine form completed.
- Controlled drugs will be stored in a portable locked box and then locked in the medicine cupboard in the medical room, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, 2 staff check, and including if the child refused to take it.
- Snacks and drinks can be offered to alleviate symptoms related to taking these medicines.
- If pupils refuse to take medication, school staff will not force them to do so. The school will inform the child's parents immediately.
- All unused medicines should be returned to the parent at the end of each term.

Over the Counter Medications

Newington Community Primary school understands the need that children at times need over the counter medications to be administered in school such as pain relief medicine, antihistamine, or creams.

As a school we have a duty of care to our pupils in case of sudden illness, allergic reaction, stings, bites or high temperature, as well as asthma Inhaler breakdown or depletion. As a school we have agreed to provide children's paracetamol, children's antihistamines and emergency Ventolin inhalers on site. The medical officer is responsible for the purchase, storing and monitoring of these medicines.

The medical officer or appointed persons are responsible for the agreement, need or administration of these medicines with the agreement of a member of SLT.

When agreeing to administer non-prescription medicines we will:

- Ensure we obtain written parental consent prior to the administer of medication unless the need for school medicines is necessary then a telephone call will be made to seek verbal permission and the reason why.
- Administer top up pain relief or antihistamine following a message from a parent stating their child has had some before starting the school day. A call will always be made to check timing of last dose.
- Check the medicine is suitable for the age of the child or young person
- In the instance of administering any medication for pain relief, we will always check with parents when the last dose was taken, to ensure the maximum dosage is not exceeded.
- Check the medicine has been administered without adverse effect in the past
- Record the administration of medicines and follow 2 staff check protocols.

Newington Community Primary School will ensure that:

- NO medicines will be accepted by the breakfast club, class teacher or support staff. All medicines must be brought to the school office by an adult with a medicine form completed. Medicines must NEVER be brought to school in a child's possession.
- We will not administer a 'Top up' of Calpol (paracetamol) at a given time sent via a seesaw message or verbally at the class door without a call for the reasons why, and the timing of the last dose, we have a duty of care to all the children in our care so will need to monitor any potential illness to protect our more vulnerable ones.
- We will not administer Ibuprofen, so it must NOT be brought into school unless prescribed or part of a medical health care plan, we feel this can be administered at home as it has a 6/8 hour, threshold.
- We understand that paracetamol pain relief is often needed or prescribed for the recovery of illness, such as ear/throat infections, some viral infections or headaches. And injuries such as sprains, fractures, or breaks following a discussion with the medical officer the school will agree to store and administer, after form completion for 5 school days with a review taking place if the need for this medicine is to continue, medical evidence and a discussion with the Assistant Headteacher/Senco may be necessary in case of medical health care plan need.
- Any over the counter medications that a parent wishes an older (Key Stage 2) child to self-administer such as throat lozenges, sprays, or creams, need to be discussed with and approved by a member of SLT. We have vulnerable and young children in school who mix together at breaktimes and lunch and so the need to monitor, check and oversee the use of such medications is required to keep all children in our care safe.
- If school paracetamol or anti histamine is requested by a staff member or needed for a pupil 3 days in row, then this should be safeguarded via the school system key in order for the welfare team to monitor and follow up in case of further additional support.

Medicine Refusal

NCPS respects the rights of the child so at no time will a child be forced to take their medicine or forced to have medications applied by any member of staff a child has the right to refuse. Children especially in KS1 maybe more reluctant to take medicines if they spit out any medicines or refuse to swallow allowing it to

dribble do not re-administer and notify the Assistant Headteacher/Senco or medical officer immediately the parent will need to be notified.

Children who refuse their medicine should be gently coaxed to try if they still refuse then another familiar adult can try and persuade them if they still refuse then the medical officer will call parent for them to come and administer or wait till they are home.

Recording and Administering

Newington Community Primary School follows strict procedures in the storing, administering, recording and meeting the needs of children requiring medicines while in school all staff understand we have a duty of care while safeguarding vulnerable children.

- The medical officer will ensure that every pupil who requires medicines in school will have a 'Bag & Tag' their form and medicine. The exception to this is emergency medicines which are in red bags appropriately stored in class.
- Experienced and competent staff with the agreement of the Headteacher can administer temporary medicines and apply creams if asked to do so in order meet the needs of an individual pupil- they do not have to be first aid trained. Those medicines that are needed as part of a medical health care plan will have appropriate trained and named staff as outlined in the supporting pupils with medical conditions policy.
- All administration of medicines will be checked by another member of staff to ensure correct, child, dose and timing. (2 staff check protocol)
- Class and office staff are informed of a pupil with medicine in their class the medical officer or other appropriately trained persons are then responsible for the timing, administration and recording of medicines and a call to class for child to be escorted to the medical room, a note of medicines for the day is kept in the medical room.
- All medicines are kept in the medical room and stored appropriately by the medical officer. Record file of medicines is kept in the office for regular checking.
- Those medicines needing refrigeration are kept in the medical fridge located in the medical room
- All staff will follow the 5 R's of medicine administration.
Right pupil
Right medicine
Right time
Right dose
Right recording
- Any missed medicines particularly antibiotics or insulin staff should inform the medical officer, or Assistant Headteacher/SENCo immediately and the reason why it was missed the parent will need to be informed for timing adjustment. If directed by parent, then medicine can be given immediately or at a later set time.

Unacceptable practise

- Ignore the views of the pupil or their parents.
- Ignore medical evidence, advice, direction or opinion (although this may be challenged)
- Deviate, change or amend medication, timing, dose, or frequency.
- Send children who are in recovery home frequently for reasons associated with their condition or prevent them from staying for normal school activities, including lunch and PE unless this has been agreed by the parent, medical officer or Assistant Headteacher/SENCO
- If the pupil becomes ill, send them to the school office or medical room unaccompanied.
- Penalise pupils for their attendance record if their absences are related to their medical condition, illness or recovery e.g. hospital appointments, communicable disease, or break, strain or fracture recovery.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their recovery or illness effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues following stomach medications. No parent should have to give up working because the school is failing to support their child's medical needs.

- Prevent pupils from participating in clubs, disco's or other activities or create unnecessary barriers to pupils participating in any aspect of school life. These include educational visits, e.g. by preventing a child from attending unless detrimental to their health or recovery because medicines cannot be administered.
- Not following the 5R's of administering medicine.
- Staff delegating the administration of medicines once assigned to do so unless the medical officer has been made aware and supports this.
- Staff refusing to administer or apply medications when asked unless a valid reason for refusal.

Staff and Medicines

Staff are responsible for their own medicines in school. They need to ensure that it is stored safely, out of view and away from the children in their care.

No staff will take medications in front of children.

The office has adult medicines for staff, parent and visitors use in case of need.

Medical Emergencies

Newington Community Primary school has procedures in place for the event of a medical emergency involving a pupil with complex medical needs. These are outlined on health and medical care plans, with risk assessments in place for medical conditions needing medicines ranging from anaphylaxis, severe epilepsy, haemophilia, and diabetes.

- No child with a recovering illness or condition will be sent home more than necessary, unless they are unwell and have been checked and SLT are notified.
- Follow emergency protocols agreed to and set out in the individual's health or medical care plan or as directed to by a paediatric nurse caring for a child with a severe complex medical need in school.
- If a pupil needs to be taken to hospital, an appropriate member of staff will stay with the pupil until the parent arrives, or if the need arises or directed by SLT accompany the pupil to hospital by ambulance and arrange handover to parent on arrival at the hospital.
- Ensure that there are sufficient numbers of staff trained to support pupils with specific medical conditions or need, considering staff absences, staff turnover and other contingencies, in order for the pupil to attend school as usual.
- Where a child is returning to school following a period of hospital admission or alternative provision (including home tuition), due to illness, side effects of treatment or recovery, the school will work with the local authority, educational provider and specialist teachers to ensure that the child receives the support, medicines or additional care they may need to reintegrate effectively.

Complaints

Any issues or concerns regarding the administering of medicines, management, treatment or care of a pupil at Newington Community Primary School, is taken seriously and should be reported to the Headteacher in the first instance.

As a school

- We will deal with your concern or complaint in a professional manner.
- It will be looked into thoroughly, fairly and as quickly as possible.
- We will keep you up-to-date with what we are doing.
- We will apologise if the school has made a mistake.
- We will tell you what we are going to do to put things right.

Liability and Indemnity

The Headteacher and governing board will ensure that the appropriate level of insurance including enhanced insurance in consultation with CAT is in place. And which covers staff completing medical procedures and support, as well as covering named and trained staff in administering medications, it will appropriately reflect the school's level of risk in line with the school's duty of care needs.

Monitoring and Review

This policy will be reviewed annually or changed if legislation or school guidelines change by Suzanne Legge and Sharon Robb in conjunction with the Headteacher and school Governors with any changes made to this policy communicated to all members of staff.

This Managing Medicines policy is linked to:

- Health and Safety policy
- First Aid policy
- Supporting Pupils with Medical Conditions policy
- SEND Policy and Information Report
- PEEP Policy

For full details of the Newington Community Primary School's privacy notice and compliance with GDPR regulations, please navigate to: www.newington-ramsgate.org.uk