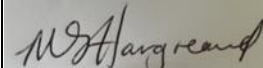


ST PHILIP'S CE PRIMARY ACADEMY

MEDICINES IN SCHOOL POLICY

Date of policy:	December 2025	Headteacher:  Michelle Hargreaves Chair of Governors: Denise Poole
Review date:	December 2026	Headteacher: Chair of Governors

Contents:

Appendices and reference documents

Safeguarding Statement

Vision Statement

Our Values

Purpose

Aims

Legal Framework

Further information

Policy and Procedures

Prescription Medicines

Asthma Medication

EPI-PEN Medication

Supply (All medication excluding inhalers)

Storage (All medication excluding inhalers)

Administration (All medication excluding inhalers)

Disposal (All medication including inhalers)

Parental Responsibilities (All medication excluding inhalers)

Staff Responsibilities (All medication including inhalers)

Record Keeping (All medication including inhalers)

Training

Long Term or Complex Medical Needs

Emergency Procedures

Residential Trip / Holidays

Adult Medication

Review

Appendices and reference documents

(Appendix A- reference) – ‘Giving medication to children in registered childcare’, Ofsted
<https://www.york.gov.uk/downloads/Childcare%20Strategy/OSC/Giving%20medication%20in%20childcare.pdf>

(Appendix B) – Parental Agreement for setting to administer medicine

(Appendix C-reference) – Guidance to the use of Emergency Salbutamol inhalers in school
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

(Appendix D) – Emergency inhaler permission form

(Appendix E) - Record of medicine administered to an individual child (included this document)

(Appendix F) - Contacting Emergency Services (included this document)

(Appendix G) -Training list for administering medicine (included this document)

(Appendix H-reference) – Adrenaline auto injectors in schools (EPI Pens)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Safeguarding Statement

At St Philip’s Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Philip’s Primary Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Vision Statement

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

Our Values

At St Philip’s CE Primary Academy we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always **‘Working together with hope in our hearts’**

This ethos is based on the following values that, as stakeholders, we all aim to uphold:

Value 1: NURTURING

We demonstrate kindness and caring towards each other so that we can find happiness and fulfilment. We promote and support children’s wellbeing to support their growth and development.

Value 2: OPTIMISTIC

We believe that having a positive attitude towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

Value 3: ASPIRATIONAL

We have high aspirations for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and surpass their potential.

Value 4: HOPEFUL

The value of hope is interwoven into our teaching and is and is an expression of our faith. Hope supports our spirituality, and through that, virtues such as forgiveness, empathy and compassion come to the fore.

Value 5: SINCERE

We are united as a whole to ensure integrity, honesty and trust are maintained. This quality within our academy means that we follow our values to ensure that we always do our best for pupils, staff and community.

Value 6: ASSURED

Our goal is to see our pupils confident, armed with independence and conviction, echoing 'Let your light shine' - Matthew 5:16

Value 7: RESPECTFUL

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold politeness in high regard and we are accepting of each individual's uniqueness.

Value 8: KNOWLEDGEABLE

By fostering resilience, collaboration and risk-taking, we craft an environment where pupils are ready to be lifelong learners.

Purpose:

In order to ensure that all children enjoy the fullest access to the life of the school community. This Policy outlines the operational management and safety implications of medications brought into St Philip's C.E. Primary Academy.

Aims

The Medicines in School Policy is designed to:

- 1) Ensure the safety of children in the school.
- 2) To support children with medical needs.
- 3) Provide a framework that staff **MUST** follow to allow medicines to be brought into school.
- 4) Set guidelines for staff medications.

Legal Framework

- **Equality Act 2010** makes it a requirement for schools not to unjustifiably discriminate against children with disabilities, including those with medical needs. Reasonable adjustments must be made to allow them to lead a full life.
- **Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999:** School managers have a responsibility to

ensure that safety measures are in place to cover the needs of all staff, visitors and children in the school. This may mean conducting risk assessments and making special provision for children with particular health needs.

- **Control of Substances Hazardous to Health Regulations 2002:** COSHH covers the use and storage of hazardous substances. Some medicines fall into this category.
- **Medicines Act 1968:** This covers all aspects of the supply and administration of medicines. It allows any adult to administer a medicine to a third party as long as they have consent and administration is in accordance with the prescriber's instruction. This includes the administration of some forms of injection (with appropriate training).
- **Misuse of Drugs Act 1971:** This act and its associated regulations cover the supply, administration and storage of controlled drugs. At times schools may have a child who has been prescribed a controlled drug.
- **Children and Families Act 2014:** Section 100 places the duty on governing bodies of maintained schools, proprietors of academies to make arrangements for supporting pupils at their school with medical conditions

Further information

- *'Supporting pupils at school with medical conditions', Department for Education's, April 2014*
- *'Managing Medicines in Schools and Early Years Settings.'* The DFES and Department of Health's March 2005

Whilst all staff have a duty to take reasonable care for the health and safety of pupils in school **there is no legal duty that** requires school staff to administer medicines but we, at St Philip's CE Primary Academy, are willing to undertake this task to enable regular attendance, under the following conditions set out in this policy.

Policy and Procedures

This policy covers the following areas:

- Procedures for managing prescription medicines that need to be taken during the school day.
- Procedures for managing prescription medicines on trips and outings.
- Roles and responsibilities of staff managing and supervising the administration of medication.
- Responsibilities of parents in respect of their child's medical needs.
- The need for prior written agreement from parents before medicines can be administered.
- The circumstances in which non-prescription medicines can be administered.
- Policy on assisting children with long term and complex medical needs.
- Policy on children carrying and administering their own medication.
- Staff training.
- Record keeping.
- Safe storage.
- Access to emergency procedures.
- Risk assessment and management procedures.

For the organisation of this policy – Asthma medication will be conversed within a separate section. The following sections will relate to all other medication, sometimes including Asthma inhalers as highlighted in the section title. The Ofsted document on 'giving medication to children in registered childcare', states that

asthma inhalers are not regarded as medication that needs specialist knowledge to administer. Asthma medication is less of a risk to other children and more widely understood by the school community.

Parents should keep children at home when they are acutely unwell. Medicines should only be taken to school where it would be detrimental to a child's health if it is not administered during the school day.

Prescription Medicines

Prescription medicines only will be given in line with this Policy. Aspirin, ibuprofen and paracetamol will NOT be administered unless prescribed by a doctor. Parents are welcome to come in and give their child medicine if they wish.

Asthma Medication

As with all medications we need written permission from parents in order to have inhalers in school and to administer them. (Appendix B) We will also need instructions on what to do and how much to give. As children progress through school they will be able to manage their inhalers more independently. It is advisable for all children with asthma inhalers to have a spacer to help administer the medication more effectively.

We should **only have Blue Inhalers in school**, these are Relievers (Relieves the symptoms of asthma symptoms.) Preventers are usually brown or purple and should be given at home. As with all other medication the inhalers must have been prescribed by a doctor or nurse and have the child's name and dosage on the box. We need to check whether inhalers are in date regularly. Children's own Inhalers will be stored in the child's classroom, in a box labelled inhalers and, in a cupboard, labelled inhalers.

Children will always need to have their inhalers in school and must go with them on visits outside school. We also by advice of 'Guidance on the use of emergency salbutamol inhalers in schools' from the Department of health have emergency inhalers in school.

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf) These are stored in all main first aid kits. We need separate permission to administer the emergency inhalers to children. (Appendix D) Legally we must use their own inhalers first and only if theirs is not in school or not working can we use the emergency inhaler. Instructions on using these are with the inhalers.

Epi Pen Medication

As of October 2017, schools can buy and store a spare Epi Pen for children with the risk of an allergic reaction/anaphylaxis. The '*Guidance on the use of adrenaline auto-injectors in schools*', Department of health, 15 September 2017, (APPENDIX H https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf) explains in detail the supply, storage, care and disposal of Epi-Pens. If there is a child in school needing the use of an Epi-pens in emergencies, then the staff designated to administer must have training.

Supply (All medication excluding inhalers)

Before giving medication to any child you must have written agreement from the parents. (Appendix B) This agreement includes the child's name, the name of the medication, the required dose and agreed time of administration. It should also be clear whether the medication is on-going or to be taken up until a date. Any possible side effects should be

listed and/or the information leaflet that is normally supplied by the manufacturer made available.

Parents should bring the medicine into school and hand it into the office. It is essential that you only accept medication that is in its original labelled container. It is good practice for the person receiving the medicine to check that the label indicates the name of the child, that the dose parents have stipulated coincides with that detailed on the label and that the medicine is 'in date'. Where the medicine is in tablet or capsule form, they should if possible, check the number provided.

Storage (All medication excluding inhalers and Epi Pens)

All medicine brought into St Philips CE Primary Academy will always be kept in locked cupboard, unless a member of staff is working in the room – if you leave the room you must lock it. (School Office Staff) has responsibility for receiving / logging /storing / administering / checking parental consent for medicines.

Medicines must be classed as substances hazardous to health and as such must be stored securely. It is also important to note that some need to be stored at temperatures or away from light. This information will be on the medicine label and in the manufacturer's information leaflet. Most medicines should be kept in a locked cupboard. The key should be kept safely, but children should know where their medication is and who can access it. If medicine needs to be kept cool, then it should be placed in a fridge where children cannot freely access it. Store medicines in a labelled airtight container to keep them separate from food products.

Emergency medication such as adrenaline pens (for children who suffer from allergies) and asthma inhalers should not be locked away as children need quick access to these. Staff will need to make arrangements to ensure that only those for whom they are prescribed have access to them. (New guidelines are coming out for epi pens similar to the emergency inhalers.)

Administration (All medication excluding inhalers)

As a general guideline before administering medication to a child the staff member should:

- Wash their hands
- Ensure that a drink is available if appropriate with tablets. Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date.
- If there is any doubt about any procedure staff should not administer but seek advice from parents or health professionals.
- If a child refuses the medication, they must not be forced. Staff can try to encourage them or perhaps get someone else to try. Under no circumstances should you attempt to hide the medicine in food or drink, unless you have written permission from parents to do so. It is normally considered poor practice to give medicines covertly, although in rare cases where the health professionals judge that it is in the child's interests to do so, this is acceptable. Even in these circumstances' parents must give written instructions.

If a mistake happens. In most cases, whether it is a missed dose, or a medicine given in error there will be no harm done. Parents should be contacted, and the mistake explained to them. In the case of a missed dose, you may be able to give it later. Where a dose has been given in error, it is important that the child is monitored for any reactions and medical advice sought if you are in any way concerned.

Disposal (All medication including inhalers)

Tablets and capsules are occasionally dropped on the floor or spat out. In these cases, place the tablet in a labelled envelope and return it to the parents. In no circumstances should it be flushed down the toilet or thrown in the bin. When a child leaves the school, ceases to need medication or if a medicine has passed its expiry date, return any that is unused to the parents. If this is not possible, take it to a pharmacist for disposal.

Parental Responsibilities (All medication excluding inhalers)

Children must not keep medicines anywhere in school. They must be taken to the Office at the start of the school day. Medicines must not be administered by the child. For medicines to be administered in school, they must be properly labelled with the name of the child, the required dose and the appropriate time at which they should be administered. Medicines are not accepted out of the container in which they were originally dispensed and must include the prescriber's instructions. A parent/carer or guardian must complete the appropriate form, (Appendix B), before medicines can be accepted into school.

Staff Responsibilities (All medication including inhalers)

- Medicines required in school times will be given by an adult from the child's class as described in the Parental agreement for the school to administer medicine. (Appendix B)
- Medicines required to be taken when a child is on a school trip will be administered by the child's class teacher or other designated person in accordance with the written instructions given by the parent on the appropriate form. (Appendix B)
- Medicines needing refrigeration will be kept in the refrigerator in the medical room in an airtight container clearly labelled.
- When a child is given medicine, he/she will first be asked his/her name and this name checked against the name on the medicine – even if the member of staff knows the child well. The appropriate form, signed by the parent, must be checked for the time the medicine is required and the dosage. (Appendix B)
- **The record sheets must be checked to ensure that another member of staff has not already administered the dose.**
- If the administration of prescription medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional.

Record Keeping (All medication including inhalers)

Each child and each medication will have an individual form. (Appendix B followed by Appendix E) are the form we use to record the administering of medications. It details the time of administration of the medicine, will be recorded in the child's individual Record sheet together with the initials of the member of staff giving the medication. Staff should take a photocopy of the sheet when out of school (trips and visits) and fill in details when required. The information should be carried over the information on to the main sheet when back in school.

Training

Appropriate training for any members of staff undertaking the administration of medications (for certain conditions like diabetes) is essential and advice and information from health colleagues will be sought. A training Log of all staff trained to do certain medications and procedures will be placed in the Office folder. (Appendix G)

Long Term or Complex Medical Needs

Consultation with the parent/guardian will need to take place prior to the administration of long-term medication or complex medical needs e.g. if medication involved is beyond a tablet or spoonful. Specialist Nurses will be consulted if necessary. Written description of the medical condition and needs will be produced by the school, having been provided by the parent, checked by the latter and issued to the Class Teacher and the TA at the start of the school year. A copy will be circulated to all staff and put on the medical board. This will be updated annually in September. An up to date list of all children with on-going medical conditions is kept in the staff room on the medical board, in all class SEND folders and, in a folder, labelled (Medicines in school) in the office.

Emergency Procedures

An ambulance will be called in all emergency situations. A child should not be taken to hospital in a staff car except in very exceptional circumstances. In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. They will pass on any relevant information to the parents. Health professionals are responsible for any decisions on medical treatment when parents are not available. Form 1 from 'Managing medicines in schools and early years settings' (Appendix F) will assist with the liaising with 112 (999). There is ambulance procedure poster in each class, the office and the staffroom.

Residential Trip / Holidays

Where children are staying away from home on a residential trip / holiday organised by the school, parents will be asked to sign a form giving permission for mild medication such as aspirin etc. antiseptic cream or lip salve, to be administered by staff if deemed necessary.

Follow the same procedure for prescription medication in school

Parents should bring the medicine into school on the day of the trip departing and hand it to the trip leader, who should then record that it has been received. It is essential that medication is in its original labelled container.

It is good practice for the person receiving the medicine to check that the label indicates the name of the child, that the dose parents have stipulated coincides with that detailed on the label and that the medicine is 'in date'. Where the medicine is in tablet or capsule form, they should check the number provided.

The trip leader is responsible for checking with the parents that the correct quantity of medication has been provided.

Whilst the school will do everything in its power to ensure it is promoting Inclusion and equality for all, the final decision on whether a child with more complex medication needs goes on a residential trip rests with the Head of School, they will discuss this with the trip leader and the parents/guardians of the child at the stage of initial approval for the trip.

Adult Medication

It is necessary from time to time for members of staff, governors, volunteers and other visitors to bring medication, either prescription or over the counter onto the school premises.

The person be they staff, governor, volunteer or other visitor must ensure the medication is kept beyond the reach of children. Either in lockers, in rooms not accessible to the children, or in the secured cupboard with the children's medication. It is not acceptable to leave medication in a location where a child could gain access to it, for example in a handbag or briefcase or in a desk draw. Except in the case of inhalers and EPI-Pens. Children will need to be aware of these and the importance of the member of staff having them at hand.

Review

This policy should be reviewed and ratified by the Governing Body of St Philip's Primary Academy every three years.

APPENDIX B: Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

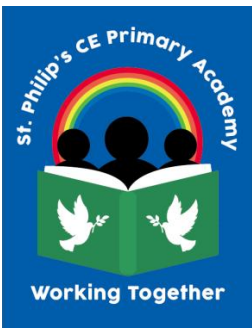
I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date



APPENDIX D

St Philip's Primary Academy

Whitby Terrace, Girlington, Bradford BD8 9JL

Head of school: Mrs Anne Proctor

email:office@stphilips.bradford.sch.uk

Tel: (01274) 546496

Fax: (01274) 481205

To the parents/carers of:

We are following the guidance from the Department of Health in September 2014. Schools are now legally allowed to hold a spare SALBUTAMOL inhaler for use in emergencies.

This form is for your consent for a trained First Aider to give your child the inhaler in emergencies.

Please read carefully and return as soon as possible.

CONSENT FORM FOR THE USE OF EMERGENCY SALBUTAMOL INHALER for St Philips C of E Primary Academy

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they have in school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: Date:

Your Name

(print).....

Child's name:

.....

Class:

.....

Parent's address and contact details:

.....

.....

Telephone:

.....

E-mail:

.....

APPENDIX E

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL The Administration of Medicines in School

For staff to fill in when administrating medications

Pupil's name: Date of Birth:

Date Information Supplied	Name of Medication	Type	Dose	When Given	Method of Administration	Start Date	End Date	Special Precautions	Side Effects	Emergency Procedures

Please add any other relevant information below (continue overleaf if necessary):

APPENDIX F

FORM 1 from DCFS publication '*Managing Medicines in Schools and Early Years Settings*': DCFS/Department of Health 2005 Ref 1448-2005 DCL-EN

Contacting Emergency Services Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

Your telephone number **01274 546496**

Give your location as follows

St Philip's CE Primary Academy

Whitby Terrace

Girlington

Bradford

State that the postcode is **BD8 9JL**

Give exact location in the school say

'Halfway down Fairbank Road '

Give your name

Give name of child and a brief description of child's symptoms

Give details of any medicines given or prescribed

Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the location

APPENDIX G

STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINE

Training provided for administration of :			
Staff Name	Date of training	Retrain Date	Child needing this medication

Staff do not require training to oversee children self administering asthma inhalers.