



St. Leonard's Primary School Administering Medication Policy

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Approved by	Governing Board
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Statement of intent

This policy aims to ensure that:

- Pupils, staff and parents understand how to support pupils with medical conditions.
- Pupils with medical conditions

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

1. Legal framework

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

Children and Families Act 2014

DfE 'Supporting pupils at school with medical conditions' 2015

2. Definitions

St Leonard's Primary School defines "medication" as any prescribed or over the counter medicine.

St Leonard's Primary School defines "prescription medication" as any drug or device prescribed by a doctor.

St Leonard's Primary 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.

3. Key roles and responsibilities

The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will act ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The headteacher

- The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of St Leonard's Primary 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.
- The headteacher is the designated member of staff who is responsible for delegating the overseeing insulin injections for diabetic pupils.

The Staff

- 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 two members of staff will accompany the pupil until their parent/carers has arrived.

Parents

- 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 Deputy Headteacher/Health and Safety Lead 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.

4. Training of staff

- Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction. Charlotte Cooke has completed 'Administering Medication' training. Training will be booked where a need is identified.
- 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 Leonard's 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.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements within Individual Healthcare Plans
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

5. Medication

- Prescription medicines will only be administered at school:
 - When it would be detrimental to the pupil's health or school attendance not to do so and
 - Where we have parents' written consent

- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Anyone giving a pupil medication (for example, pain relief) will first check maximum dosages and then previous dosage was taken. Parents will always be informed.
- The school will only accept prescribed medicines that are:
 - In-date
 - Labelled
 - Provided in the original container, as dispensed by the pharmacist and include instructions for administration, dosage and storage
- The school will accept insulin that is inside a pen or pump rather than its original container but it must be in date
- All medicines will be stored safely. Pupils will be informed about their medicines are at all times and be able to access them immediately
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
- Only exception to prescribed medication would be for children attending residential trips and needing routine medication such as paracetamol or travel sickness tablets. Headteacher or EVC would have to approve this.

Medication Moving Between Home and School

- Medication should only be handed to a parent/carer or nominated contact. Cannot be transported by the child.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.
- Medicines are audited termly to check dates. All medication is sent home (via adult) at the end of the school year.

Procedures for Managing Prescription Medicines on Trips and Outings

- Schools must consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include a risk assessment.
- Sometimes, additional safety measures may need to be taken for outside visits e.g. an additional volunteer/accompanying parent. Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of appropriate healthcare plans (if appropriate) should be taken on visits.
- Staff must check medical records of pupils before going on trips and provide additional medical forms to complete by parents if necessary.
- If children are taking medication on a school trip, this must be communicated to staff by a parent and the medication must be carried by the trip leader or appropriate leader of a group that the child is in.
- Parents must complete a medication form (Appendix A) for any trips outside of school hours, including residential trips. Medication records must be updated in school.
- Any medication administered should be recorded using Appendix A form.

Safe Storage of Medicines

- Medicines should be stored in accordance with the product instructions (paying particular attention to the temperature) and in the original dispensed container.

- Children should know where medicines are safely stored. Emergency medicines such as inhalers and adrenaline pens should be readily available for use.
- All medicines are stored in the office with children's names clearly labelled. There is a fridge in the main office where medications that need to be refrigerated, are to be kept.
- Inhalers are stored in labelled boxes in the child's classroom.
- Spare EpiPens are stored in the main office. The school has two – one to remain in school at all times and one which can be taken when school visits take place.
- EpiPens that belong to specific pupils are stored within their classroom and taken with them at all times.

Circumstances in Which Children May Take Non-Prescription Medicines

- Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from parents and full agreement of the headteacher. Where the headteacher agrees to administer a non-prescribed medicine, it MUST be recorded on an Appendix A form (Authorisation for Administering Medication).
- If a child suffers regularly from frequent or acute pain, the parents should be encouraged to refer the matter to the child's GP/
- If a medical concern arises, a member of staff must inform parents and if necessary, emergency services. We must never administer medication that is not prescribed or does not have parental consent.

School does hold emergency inhalers. These are renewed annually and will be administered if:

1. Advised to do so by parent/carer
2. Advised to do so by medical services
3. Child is having a medical emergency

Pupils Managing their Own Needs

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Discussion with parents will take place and this will be reflected in their IHPs
- Pupils will be allowed to carry their own medicines and relevant devices wherever possible
- Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed on their IHP and inform parents so that an alternative option can be considered.

Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to pupil's IHP but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication and administering their own medication where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore the medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying in school for normal activities, including lunch, unless this is specified in their IHPs

- If the pupil becomes ill, send them to the school office unaccompanied or with someone unsuitable
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Prevent pupils from participating or create unnecessary barriers to pupils participating in an aspect of school life, including school trips.
- Administer, or ask pupils to administer, medicine in the toilets

6. Individual healthcare plans

- The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This responsibility has been delegated to the office staff to oversee the annual review and update of all plans.
- Plans will be reviewed at least annually or earlier if there is evidence that the pupil's needs have changed.
- Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate.
- 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.
- When deciding what information should be recorded on an 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 arrangement
 - 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. IHPs will be routinely monitored throughout the year by Catherine Phillips and Charlotte Cooke.

7. Record Keeping

- The governing board will ensure that written records are kept of all medicine administered to pupils.
- Parents will be informed if their pupil has been unwell at school via a phone call from the office. This include head injuries of any kind.
- Documentation from appendices, will be used to record medicine administered in school, including the use of inhalers (Daily or Regular Medicine in School)
- IHPs will be kept in pupil records as well as by class teachers so they can be referred to
- IHPs will also be shared with staff in Leo's Den if necessary
- Records will be overseen by the headteacher

8. Monitor and review

- This policy is reviewed 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.
- St Leonard's Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix A – Administering Medication Form

Authorisation for Administering Medicine in School

Name of Child:

Class:

In consideration of you allowing me to bring my child's medicine to school so that it can be administered to him/her, I hereby indemnify all members of staff and their employers against all claims arising through the administration of such medicine.

I understand that:

- Only medicine prescribed by a doctor will be administered in school
- A spoon must be provided where necessary
- All medicines must be clearly labelled with the child's name and required dosage.
- It is the responsibility of the child to remember to go to the appropriate place for the medicine to be administered.

Name of medication:

Dosage to be administered:

Time of last dose given by Parents:

Time of dose required to be given:

Any other information:

I, the Parent of the above-named child can state that the information I have given is correct.

Parental Signature:

Date:

Office Use Only

I have had the medication dosage explained to me and I understand the information.

Staff Signature:

Date:

Date	Time Given	Dosage	Given By	Witnessed by

Appendix B – Individual Health Care Plan

St. Leonard's Primary School Individual Health Care Plan

Name of Child	
Class	
Date of Birth	
Address	
Medical Diagnosis or Condition	
Date	
Review Date	
Name of Parent/Carer 1	
Contact Numbers	Work: Mobile: Home:
Relationship to Child	
Name of Parent/Carer 2	
Contact Numbers	Work: Mobile: Home:
Relationship to Child	
Clinic/Hospital Name	
Contact Number	
GP Name	
Contact Number	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc...	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision	
Daily Care Requirements	

Specific support for the pupil's education, social and emotional needs	
Arrangements for school visits/trips etc..	
Any other information	
Describe what constitutes an emergency and the action to take if this occurs	
Who is responsible in an emergency, state if different for off-site activities	
Signed and agreed by all persons with parental responsibility	
Form copied to	
Parents, Register, School Office, Medical Room	

Appendix C – Daily or Regular Medicine in School

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