



Chilvers Coton Community School and Nursery

# **Medication Administration Policy**

Agreed by the Full Governing Body on 25/3/25

Date for review: March 2026

## Medication Administration Policy

### Introduction

At Chilvers Coton Community School and Nursery, we recognise that children with medical needs have the same rights of admission as all other children. While most children may experience short-term medical needs, some may require ongoing medication due to long-term conditions such as severe allergies. As part of our commitment to improving attendance, we aim to ensure that medication can be administered to pupils as needed, allowing them to attend school and manage their medical conditions.

### Aims of this Policy

1. To outline the procedures for managing prescribed medicines that may need to be administered during the school day.
2. To outline the procedures for managing prescribed medicines on school trips.
3. To define the roles and responsibilities of school staff in the administration of medicines.

### Legal Duty

It is important to note that there is **no legal duty** requiring any member of school staff to administer medicines. However, where staff agree to do so, we ensure that clear processes are in place to manage this responsibility.

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### Prescribed Medicines

1. **Essential Medication**  
Medicines should only be brought into school when absolutely necessary, particularly when it would be detrimental to the child's health if the medication were not administered during the school day.
  2. **Types of Medication**  
Staff can only administer medicines that have been prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber.
  3. **Labelling and Expiry**  
All medicines must be in their original container as dispensed by a pharmacist, with the prescription label clearly displaying the child's name, the prescribed dose, and the administration instructions. Medicines must not be administered if they have expired.
  4. **Medications That Can Be Taken Outside School Hours**  
Medicines that only need to be taken three times a day (e.g., in the morning, after school, and at bedtime) do not need to be administered during school hours.
  5. **Four-Dose Medications**  
Medicines requiring four doses a day can be administered once during school hours and must be spaced as evenly as possible over a 24-hour period.
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## Children with Asthma

Given the age of our children, the school will request that a spacer be provided with each inhaler to ensure the medication is administered correctly and fully inhaled.

1. **Availability of Inhalers**

Children with asthma should always have access to their inhalers when necessary. Inhalers will be kept in a safe, accessible location within the classroom in a sealed, named bag with the child's photo clearly displayed.

2. **Access During Lunchtime**

If a child requires their inhaler during lunchtime, a member of the midday supervisory team will either fetch the inhaler or escort the child to their inhaler.

3. **Physical Activities**

Inhalers must accompany children during physical activities where necessary.

4. **Labelling**

All inhalers should be clearly labelled with the child's name and any relevant administration guidelines. These must be in date. All Inhalers will be checked each term to ensure they are in date and accessible for children. If they are not, parents will be spoken to and a request for a new inhaler will be made in ample time before inhaler expires.

5. **Parental Responsibility**

Parents/carers are responsible for ensuring that inhalers are in working order and are not out of date. They are also responsible for requesting new inhalers through their health care providers. Only blue Ventolin inhalers should be administered in school.

6. **School Inhaler**

The school will maintain a generic whole-school inhaler and spacer, purchased from the pharmacy, to be used in emergency situations where a child's inhaler cannot be located; the inhaler will be disposed of after use, stored in the school office, and checked for expiry each term, with replacement as needed.

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## Allergy Management

1. **Epipen Management**

For children with severe allergies requiring epipen medication (e.g., nut allergies), the epipen will be kept close to hand at all times. It will be the responsibility of the class teacher or teaching assistant to manage the epipen within the classroom. This will be in a sealed bag, labelled with the child's name and picture.

2. **Lunchtime and Playground Management**

Designated staff members will be made aware of where the epipen is so that it is able to be collected when needed.

3. **Awareness**

All staff members will be made aware of the identity of children who suffer from anaphylaxis to ensure quick response in case of an emergencies.

### **Create IHCPs for children with medical conditions**

For children with medical conditions that require regular medication administration, it is essential to create Individual Healthcare Plans (IHCPs). IHCPs are personalised plans that outline a child's specific medical needs and provide guidance on how to manage their condition. These plans should be developed in collaboration with the child's parents or guardians, healthcare professionals, and school staff.

1. Create IHCPs on Medical Tracker, which stores all children's health and medical information in one secure place.
2. The IHCP will include details about the child's medical condition, the prescribed medications, dosages, and administration instructions. It will also outline any specific precautions or emergency procedures that need to be followed. By having an IHCP in place, schools can ensure that the child's medical needs are met and that they receive the necessary support and care throughout the school day.
3. School to regularly review and update the IHCPs to accommodate any changes in the child's medical condition or medication requirements. This ensures that the plans remain relevant and effective in meeting the child's needs. It is the parents responsibility to

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### **Non-Prescribed Medicines**

We are able to administer non-prescribed medicines such as Calpol, with parental consent. Parents must complete a consent form, and the administration of these medicines will be recorded in our online system, **Medical Tracker**. A notification will be sent to parents once the medicine has been administered. A member of staff will always witness the administration of medication following our Medicine administration Protocol.

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### **Storage of Medicines**

1. **Delivery and Storage**  
All medicines should be delivered to the school office by the parent/carer. Under no circumstances should medicines be kept in a child's possession.
2. **Administering Medicines**  
The parent/carer must complete a medication consent form giving staff written permission to administer the correct dosage. This should be done only at the school main office.
3. **Storage Conditions**  
All medicines must be stored according to the pharmacist's instructions, paying particular attention to temperature and other specific storage requirements. Medicines will generally be kept in the fridge in the medical room.

#### 4. **Emergency Medicines**

Emergency medicines, such as inhalers or epipens, must be readily available to staff and children and will be kept in an agreed place in the classroom.

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### **Disposal of Medicines**

#### 1. **Staff Responsibility**

Staff should not dispose of medicines.

#### 2. **Parental Responsibility**

Parents are responsible for ensuring that expired medicines are returned to the pharmacy for safe disposal.

#### 3. **Collection of Medicines**

Parents should collect medicines at the end of the prescribed administration period from the school office.

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### **Trips and Outings**

Children with medical needs will be given the same opportunities to participate in school trips and outings as other children. Staff will consider reasonable adjustments to ensure children with medical needs can participate fully and safely.

#### 1. **Risk Assessments**

Risk assessments will be carried out prior to a trip to ensure appropriate measures are in place.

#### 2. **Designated Medication Officer**

One member of staff will be designated as responsible for administering medication during trips. This will be a paediatric first aider.

#### 3. **First Aid Provision**

A paediatric first aider will accompany the class/group on all trips and visits to ensure that any medical emergencies are addressed swiftly. In the case of an emergency 999 will be called and school leadership not on the trip will be informed.

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### **Roles and Responsibilities**

#### **Parent/Carer:**

1. To provide sufficient information regarding their child's medical needs, including any treatment or special care required.
2. To deliver all medicines directly to a member of staff at the school office.
3. To complete and sign the parental agreement form for the administration of medicines.
4. To keep staff informed of any changes to prescribed medicines.
5. To ensure medicines, particularly emergency medications like epipens, are kept in date.

## **Designated Medicines and First Aid Coordinators: Claire Gutteridge and Stacey Virgo**

1. Ensure half-termly checks are carried out and recorded, verifying that all inhalers, creams, and epipens are in date and in working order.
2. Set up new medication in classrooms when informed by the school office about a new medical condition.
3. Claire Gutteridge, in collaboration with SENDCO Chloe March, will ensure all IHCPs are up to date and stored on Medical Tracker.

### **Headteacher:**

1. To ensure the school's policy on administering medicines is implemented effectively.
2. To ensure that there are staff members willing to administer medicines to children as needed.
3. To ensure that staff receive necessary support and training in administering medicines.
4. To ensure parents are aware of the school's medication administration policy.

### **Staff:**

1. To verify that prescription labels are accurate and clear. (Admin and Stacey Virgo)
2. To ensure that the parent/carer completes the consent form for the administration of medicines. (Admin)
3. To log each instance of medicine administration on **Medical Tracker** and notify parents. (Admin and class TA who administered)
4. To return any unused medicines to the parent/carer at the end of the school day. (Admin)
5. To return any expired medicines to the parent/carer for disposal. (Admin)

If a child refuses to take medicine, staff will not force them to do so, but will record the refusal and inform the parents as soon as possible, offering them to come into school to support with administration.

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## **Long-Term Medical Needs**

It is essential for the school to have detailed information about long-term medical conditions. In collaboration with parents and healthcare professionals, a healthcare plan (IHCP) may be developed to ensure that the child's medical needs are appropriately met.

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## **Confidentiality**

The Headteacher and staff will treat all medical information confidentially. The Headteacher will work with parents to determine who should have access to medical records and other relevant information about the child.

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This policy is designed to ensure the safety and well-being of all children with medical needs, providing clear guidance for staff, parents, and carers in the administration and management of medication within school.

# Medicine Administration Protocol

**Only medicines prescribed by a GP or Doctor are to be administered in school**

- Only staff who are **permanent members** of staff and know the child should administer medicines.
- All medicines prescribed by a GP must be recorded on the appropriate paperwork and completed by a parent.
- Medicines will always be stored in the fridge in the medical room.
- All medicines will be placed in a clear plastic bag with the child's name clearly marked on the front of the bag and this bag will be sealed.
- All medicines **must** be administered by two permanent members of staff, at least one who knows the child by name. This will be Admin and the class teaching assistant.
- Admin will share with the class teacher and TA when a medication form has been completed and both agree time that the child will come accompanied with the TA to the school office,
- Both adults ask the child's name to confirm who the child is.
- Both adults read the label on the medicine bottle separately, this should be read out aloud.
- Both adults check the dosage separately, this should be read out aloud.
- One adult administers the prescribed dosage and the second adult **witnesses** the administration of medicine.
- Both adults sign to say they have administered the medicine and that this has been witnessed on Meditracker.
- The dosage administered as per instructions on the medicine is recorded.
- The time administered is also recorded.
- Record on Medical tracker which is then shared with parent.
- Parent consent form will be stored in arch folder in the school office.



**In the event of human error/concerns/reactions/ administration of medicine error or wrong dosage, follow these steps as deemed appropriate:**

- 1. Ring 999 if a child is in danger or showing signs of illness or any concerning reaction.**
- 2. Contact Parents/Guardians/Carers to inform of the situation asap.**
- 3. DSL to call 111 for medical advice**

I understand the protocol outlined above when administering medicines

**Signed:**.....

**Name:**.....

**Date:**.....

## **Appendix B**

### **School medicine Consent form and Administration Record**