Administering of Medicines Policy

Smawthorne Henry Moore Academy

Accomplish Multi-Academy Trust

Policy Name	Administering of Medicines
Policy Owner	Accomplish MAT
Version Reference	Version 1
Approved by	SHMA Local Governing Board
Effective Date	September 2025
Review Date	September 2026

1. INTRODUCTION

This document is a statement of the principles for the administering of medicines at Smawthorne Henry Moore Academy.

2. CHILDREN TAKING MEDICINES IN SCHOOL

All medicines must be stored in the school office. This includes medicated sweets. On no account may medicines be kept in the classroom. The only exception to this rule is where a child needs an inhaler for Asthma.

No medication, including medicated sweets, will be given to the child unless it has been provided by their parent/guardian with written instructions as to dosage etc. and is clearly marked with the child's name.

Where children need to take medicines, the staff will offer supervision only and cannot be held responsible for measuring dosages etc. In cases where quantities of medication need measuring out or eye/ear drops etc. need to be administered, this can only be done by agreement of a staff member. In such a case a letter is required from the parents concerned in which they should agree to take responsibility. If the agreement of a member of staff is not forthcoming the parents will need to make arrangements to come into school to administer the medicine themselves.

In the case of Asthma inhalers, the child is expected to look after this themselves, to keep it with them at all times and use it as required.

3. RECORD KEEPING AND COMMUNICATION

Comprehensive records of all medical information relating to children is kept on Integris and in the class permissions file in the school office.

A class list detailing all medical conditions is given to all teachers preceding the arrival of their new class in September. Special mention is made of children with more serious conditions such as epilepsy and diabetes.

A list (called 'The Headteacher's List') detailing all the children in school with a medical condition is circulated to the whole staff every time it is updated. More serious conditions (e.g. epilepsy, serious asthma, diabetes etc.) are highlighted on this list.

Where a child has a short-term illness or injury, all staff who need to know should be notified. This may be done by:

The teacher receiving the information circulating a note to all staff concerned (possibly with an original note from the parents appended)

Briefly putting a note on the 'Today' notice board (again the original letter from parents may be used)

4. FIRST AID EQUIPMENT

All First Aid equipment is stored in the school office.

Regular stock checks are taken by the office staff and fresh materials ordered as necessary.

5. RESPONSIBILITIES

THE GOVERNING BODY

At Smawthorne Henry Moore Academy it is the Governing Body's responsibility to ensure that our school has a detailed and relevant Administering of Medication Policy. They are also responsible for agreeing which members of staff are to supervise / administer medication throughout the school.

Medicine will be administered by the following staff:

Main School

Headteacher, Deputy Headteacher , Assistant Headteacher, School Business Manager, Administrative staff, SENCO, and Special Needs Assistants where appropriate.

Staff Training

The school ensures that staff who administer medicines are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epi-pens and insulin. Training in the administration of specific medicines is arranged through the school nurse. Records are maintained of all training completed by staff.

Record Keeping

Written records are kept each time any medicine is administered. These records are kept in the Main Office.

Parents must complete a "Request for school to administer medication" form before any medication can be administered in school. No child will be given medication without their parents' written consent.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day i.e. to complete a course of anti-biotics. (Advice from our local GP states that a 3 times a day dose should be given morning, lunchtime and bedtime).

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff supervises the pupil taking the medicine. If school staff are to supervise the taking of the medicine, the parent must supply the medicine in the original pharmacist's container to the school office and must complete a 'Request for school to administer medicine' form. On no account should a child come to school with medicine if he/she is unwell.

Non-prescription Medicines

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. However, Parents or Carers may call into school to administer non-prescription medicines to their child. Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form. Sunscreen is not a medicine and children are welcome to use this on sunny days to protect against sunburn.

Pupils with Long-term or Complex Medical Needs

Parents or carers should provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, Headteacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma. It is good practice to allow children with this condition to take charge of and use their inhaler by themselves. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan. It is the parent/carer's responsibility to inform the school and complete a health care plan for their child, a verbal or written message will not be accepted.

Refusal to take medicines

If a child refuses to take medicine, staff should not force them to do so, but the refusal will be recorded in the medicine log. The school will inform parents immediately and procedures will be set out in a child's individual Health Care Plan.

Storage of Medicines

Medicines are stored strictly in accordance with the product instructions in the original container in which it was dispensed. All containers are clearly labelled with the name of the child, name and dose of the medicine and frequency of administration. Staff should never transfer medicines from their original containers nor accept medicine which has been transferred from its original container.

All medicines are stored in the medical cupboard in the School Office. Medicine which requires refrigeration is stored in the fridge in the office. Children do not carry their own medicine around school.

Disposal of Medicines

It is the parent's responsibility to make sure that all medicines kept in school are in date and replaced accordingly. School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. If parents do not collect medication at the end of the school year, the medicines will be taken to a local pharmacy for safe disposal.

EDUCATIONAL VISITS AND SPORTING ACTIVITIES

Educational Visits

School encourages all children to participate in Educational Visits. Reasonable adjustments are made for a child with a medical problem in order for them to take part. These adjustments may include additional staff; adaptation of transport; appropriate health care plan; training of all staff; storage and transport of medication. If necessary, school will seek medical advice prior to any visit and also inform the location being visited.
School has an educational visits policy which it adheres to for all visits.

Sporting Activities

School encourages all children to participate in sporting activities. However, we are aware that some children will need to take precautionary measures prior to, during and after exercise.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew.

Staff and students with medical needs

Staff with medical needs are expected to ensure that the school is aware of their needs and what to do in an emergency and that any necessary medication is kept in school as needed. Any medication must be stored in a locked cupboard or in the school office, where children do not have access.

This policy is a working document and covers all year groups including our Pre-school (2 year olds), the Early Years, Key Stage 1 and Key Stage 2.

Policy Review

This policy was updated in September 2025.
It will be reviewed in September 2026