



Managing Medicines in School Policy

SUPPORTING CHILDREN WITH MEDICAL NEEDS



Policy Owner:	Head Teacher
Amended:	New for January 2026
Reviewed by SLT:	Spring 2026
Approved by Local Academy Board:	Spring 2026
Next Review:	Spring 2027



1. RATIONALE

At Windlesham Village Infant School we believe that inclusion and equal opportunities for pupils with medical needs are an entitlement. This policy gives details of the principles and procedures we have in place when medication is required.

2. PRINCIPLES

We recognise that children may be affected by a wide range of medical needs during their time in school, both long term and short term. We are committed to providing pupils who have medical needs with as much education as their condition allows. We seek to create the best possible conditions to foster a school community that values the uniqueness of each individual and minimises any barriers so that the potential of each individual is realised. We recognise that some medical needs will require medication and follow the Surrey Guidance January 2023, Supporting children and young people with medical conditions.

3. PROCEDURES / GUIDANCE FOR USE

3.1 Who is Responsible?

It is important that responsibility for children's medication is clearly defined, and that each person involved with children with medical conditions is aware of what is expected of them. Close cooperation between school, parents, health professionals and other agencies is essential to ensure that any necessary medical interventions during school activities are undertaken safely and correctly. Schools need to agree and record secure arrangements to provide appropriate medical support for each child needing it, via prior discussion with their parents and relevant health professions before commencement. In most circumstances the administration of medicines is the responsibility of parents, and they should be administered at home unless it is essential, they are administered during the school day.

The Governing Body has responsibility for the oversight of:

- The school's Supporting Pupils with Medical Needs Policy.
- Complying with the LA Guidance January 2023, Supporting children and young people with medical conditions.
- Ensuring that staff receive appropriate accredited training.
- Agreeing the number of sufficiently trained staff to deliver against all individual Health Care Plans.

The Executive Headteacher/Deputy Headteacher has responsibility for:

- Ensuring that appropriate training is arranged as necessary
- Making local decisions about the administration of medicines in school
- Signposting parents to the school's policy and procedures
- Agreeing with parents the support that the school is able to provide
- A commitment that all relevant staff will be made aware of the child's condition
- Ensuring that risk assessments are completed for School Visits, holidays and other school activities outside of the normal timetable.

Office staff:

- At the start of the year office staff will alert class teachers and this will be updated on a termly basis or as necessary.
- Up to date information is available for supply teachers with photographic lists in classroom cupboards and children with specific dietary requirements (e.g. severe allergies,



intolerances, lifestyle choices, religious) wear a green lanyard with their photo and what their dietary requirement is and carry an identical card that they hand over to the kitchen staff. The lanyard is worn for the entirety of lunch.

- Monitoring of Individual Healthcare Plans on a termly basis
- Attending any relevant training
- Following the policy and procedures carefully when administering any medication/medical treatment. See details in sections below.

Teaching and other school staff have responsibility for

- Taking the same care that a reasonable, responsible, and careful parent would take in similar circumstances. There is no legal or contractual duty on staff to administer medicines or supervise a child taking medication, but staff do have a duty of care as specified and this duty of care could extend to administering medicines, including inhalers, or taking action in an emergency, such as administering auto-injector. This could extend to class teachers administering prescribed medicines during off-site visits, which would normally be given by office staff
- Taking actions in emergencies (the consequences for taking no action are likely to be more serious than those of trying to assist in an emergency)
- Attending relevant training.

The RPA fully indemnifies all its staff against claims for alleged negligence providing they are acting within the remit of their employment. As the administration of medicines is considered to be an act of 'taking reasonable care' of the pupil, staff agreeing to administer medication can be reassured about the protection their employer would provide.

3.2 Parental Responsibility

- Parents and carers, as defined in the Education Act 1996, are a child's main carers. They are responsible for making sure that their child is well enough to attend school and able to participate in the curriculum as normal.
- In most circumstances the administration of medicines is the responsibility of parents and carers, and they should be administered at home unless it is essential, they are administered during the school day.
- Parents and carers are responsible for the provision of accurate contact details and relevant medical information at the time of admission and ensuring that the information remains up to date.
- Parents and carers should contact the school if they are requesting any medical support for their child during the day. Please see administering medicines in school below.
- The school cannot plan effective support arrangements unless parents and carers provide sufficient information about their child's medical condition and any treatment or special care needed at the setting, at the admission stage, and keep the setting informed of any new or changing needs. If there are any special religious and/or cultural beliefs, which may affect any medical care that the child / young person needs, particularly in the event of an emergency, it is the responsibility of the parent to inform the setting and confirm this in writing.

Parents and carers must ensure that the medication has a prescription label on it with the child's name and other important legible information.

School staff cannot administer medication that is over the counter and not prescribed by a medical professional.



3.3 Administration of Medicines in school

3.3.1 Points for parents to consider before making a request

Parents and carers are asked to note the following points:

- Wherever possible parents are asked to come to school and administer any medicines that are not suitable for self-administration e.g. antibiotics.
- Staff cannot be legally required to administer prescribed medication or supervise children taking it.
- School staff may be prepared to act as **volunteers** and administer prescribed medicines when it is **impossible** for parents to make other arrangements as listed below and where all the written information required is in place - see section 3.3.2.
- Medicines should only be taken to school **when essential**; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- Some medication can be administered in school by the child with guidance, e.g. asthma inhalers.
- Wherever possible it would be helpful if medication can be prescribed in dose frequencies that occur outside school hours, e.g. 3 x a day medication before school, at 3pm pick up time and at bedtime. Parents are asked to consult the prescribing doctor about this.
- Teachers and other school staff have a duty of care to act as any reasonably careful parents would to make sure that pupils in their care are healthy and safe.

Controlled medicines will only be administered by authorised staff in accordance with the prescriber's instructions, following the school's secure storage, recording, and monitoring procedures.

3.3.2 Procedures for parents to make a request for school staff to administer medicines

1. Parents and carers should read carefully the guidance on the Pupil Medication request form.
2. (See Appendix 1 example form - please request a blank form from the School Office)
3. All written details must be completed on the request form and the form signed to indicate parental consent.
4. Parents and carers should bring the request form to the school office for approval. If a member of staff is prepared to volunteer to administer medication and all the paperwork is in place, then the form will be signed by a member of staff.
5. It is the responsibility of parents to ensure that medicines do not exceed the expiry date as medicines that do exceed the expiry date will not be administered.
6. The school cannot accept any non-prescribed medication or medications that have been moved from their original packaging.
7. Containers should be clearly labelled with the child's name, the type of medicine, dosage, storage instructions and expiry date and **MUST** be prescribed and issued from a doctor and pharmacist and in its original container.
8. Medicines should be brought to and collected from the school office by a responsible adult. Children must not carry medication to and from school.



9. Parents are asked to collect and sign for medication containers once the course has been completed or/and at the end of each academic year. School staff should not dispose of medicines or empty containers.

3.3.3 Procedures for Staff administering medication

- Office staff should make request forms available for parents to complete and offer guidance as necessary.
- Parents and carers will be notified of the outcome by the Office.
- Office staff should receive and store medicine appropriately.
- Office staff should complete the records of administration held for individual children see record keeping below.
- Staff volunteering to administer medicines should follow the parent request information and school record keeping procedures - see information below.
- Staff involved with the administration of medicines should be alert to any excessive requests for medication by children / young people or by parents and carers on their behalf. In any cases of doubt advice may be obtained from the School Nurse or other medical professional.

3.4 Storage of Medication in school

- Prescribed medication, such as antibiotics, brought in by parents and carers will be stored in a safe place in the school office and away from the children. A designated space in the fridge is used for items needing cool storage.
- Inhalers and auto injectors are safely stored in non-locked cupboards in the child's classroom and 'follow' the child onto the school field, on school visits and to after-school clubs held on school premises.
- Non-prescribed medication, such as Calpol, is not kept in school (topical creams such as Aveeno used to soothe eczema may be kept for use by the individual at the discretion of the Executive Headteacher/Deputy Headteacher).
- Parents are to collect and sign for all long-term medication at the end of each academic year.

3.5 Administration and Record keeping procedures in school

When any medication is administered the following procedure should be adopted:

- Wash hands
- Check the identity of the child
- Check the written parental consent form for administration of the medicine
- Check that the written instructions received from the parent and the medicines administration record match the instructions on the pharmacy dispensed label of the medicine container, i.e., name of medicine formulation strength and dose instructions
- Check that the name on the pharmacy dispensed label matches the name of the child
- Check any additional or cautionary information on the label which may affect the times of administration, give information on administration or affect performance, e.g. '1 hour before food', 'swallow do not chew'
- Check the medicine administration record to ensure the medicine is due at that time and has not already been administered
- Check the expiry date of the medicine
- Check that all the necessary equipment is ready, e.g., spoon, and administer the prescribed dose to the child
- Complete the record form giving details of day / time/ dosage and signature
- Return the medication to the storage place



- Wash hands.

For self-administration (such as use of inhalers) follow all the steps in 3.5 but allow the child to manage the medication where this is requested under close observation.

3.6 Treatment for serious medical conditions

Some children may suffer from chronic medical conditions that may require urgent action to prevent a possible life-threatening situation from developing. Specially appointed staff may not be available to carry out these tasks. Where there are willing staff, they may do so exercising their duty of care and having completed any required training.

The following medical conditions are commonly found amongst the school age population:

- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy.

Parents of children suffering from a serious medical condition should contact the school and complete an Individual Healthcare Plan (see Appendix 2). The plan should be completed and agreed between:

- the relevant medical experts
- the school
- the parent and, where appropriate, the child.

The plan needs to be tailored to the particular circumstances of the setting and child, but should include the following:

- a communication system for alerting trained setting staff (e.g., use of adrenaline auto-injector device etc)
- a system for calling an ambulance and where necessary contacting parents
- evacuating other children from the room (i.e., in the event of a seizure)
- first aid provisions.

If a medication error occurs, staff must: (1) call emergency services if needed, (2) notify parents immediately, (3) inform the Executive Headteacher/Deputy Headteacher, (4) complete an incident form, and (5) log what happened in the medication record. The Executive Headteacher will review the incident and update procedures if necessary.

3.7. Sun Exposure and extreme hot weather

We recognise the need for sun safety and take precautionary measures in school. We help the children understand how to stay safe in the sun through assembly and classroom work. There are shaded areas in the outside areas.

Parents are asked to supply a sunhat and apply sun cream before school. Children may bring their own sun cream, clearly marked with their name, to school for self-administration.

3.8.1 Training

Where appropriate, specialist training for particular conditions will be arranged with Children & Families Health Surrey NHS, CSH Surrey, Leatherhead Hospital, Poplar Road, Leatherhead, KT22 8SD, under the School Nursing Service, Camberley Health Centre, 159 Frimley Road, Camberley, Surrey, GU15 2QA. Telephone 01276 21799. www.cshsurrey.co.uk.



3.8.2 Information and support arrangements from health professionals

We value the positive links we have with other health agencies and professionals. We work closely with the school nursing team who visit the school for medical screening.

3.9 Action to be taken in the event of emergencies

Normally a child who is unwell or injured is looked after in school until a parent arrives. In the case of a more severe illness or injury a member of staff will remain with the child and send two children for another adult to assist. Professional medical care will be sought if this is deemed appropriate and the parents would be contacted.

3.10 Arrangements advice for staff transporting children to hospital

In the event of a child needing hospital treatment an ambulance will be called. Parents will be notified. A member of staff will accompany the child in the ambulance, if the parent is not present, and wait with the child until the parent/carer arrives. Staff should not take children to hospital in their own car.

3.11 Arrangements for publishing policy and procedures to parents, staff and others needing it

Parents can obtain the school's policy from the school website. Staff will be informed about the policy at induction. Governors will review the policy with the Executive Headteacher/Deputy Headteacher annually.

3.12 Children leaving/starting School

On transfer, schools will be alerted that a child has an existing medical condition. For children joining our school, we collect medical information on our registration form and where appropriate, a meeting will be arranged to discuss their needs further.

4. MONITORING EVALUATION AND REVIEW

This policy will be reviewed and evaluated by staff and the Local Academy Board on an annual basis.

LINKS TO OTHER POLICIES

- Supporting Pupils with Personal/Intimate Care Needs Policy
- Health and Safety Policy
- Single Equality Policy
- Single Equality Scheme
- SEND Policy
- Emergency Plan
- Child Protection and Safeguarding Policy
- First Aid Policy
- Asthma Policy



Appendix 1 SAMPLE FORM ONLY – please request from school office

Pupil medication request and record form

Child's Name		DOB	Class
Condition or Illness			
Emergency Contact 1			
Emergency Contact 2			
GP Surgery		GP Tel No	

Medication Details Please note medicines must be in the original container with label detailing name, dosage, expiry date & dosage instructions. The only exception to this is insulin, which may be available in an insulin pen or pump rather than its original container.

Medication details:	Name of medication	
	Expiry date	
	Dosage and method	
	Frequency/timing of administration	
	Completion date of course	
	Refrigerate?	Yes / No
Allergies:		
Other prescribed medicines taken at home:		

Declaration and signature:

I agree that the information provided is, to the best of my knowledge, accurate at the time of writing. I have read the relevant policies and request for school staff to administer medicine in accordance with the policies.

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Appendix 2 SAMPLE FORM ONLY – please request from school office

Individual Health Care Plan (IHP)

Pupil information	
Pupil's name	
Group/class/form	
Date of birth	
Pupil's address	
Medical diagnosis or conditions	
Date	
Review date	

Family contact information		
	Contact one	Contact two
Name		
Relationship to pupil		
Mobile phone number		
Secondary phone number		



Hospital/GP contact		
	Hospital	GP
Name		
Phone number		

Pupil's medical needs	
Description of the pupil's medical needs and give details of symptoms, triggers, warning signs, treatments, facilities, equipment or devices, environmental issues, etc.	
Description of the pupil's medication, including dose/method of administration/when to be taken/all side effects relating to the medication/contraindications	Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision
If the pupil's medication is stored at the school, details of where it is located, who has access, and how it is stored	



<p>Who is responsible for providing support in school (whether it is administered by a staff member or self-administered, with or without supervision)</p>	
<p>Daily care needs</p>	
<p>Details of whether the pupil requires any change to their daily routine such as:</p> <ul style="list-style-type: none"> • whether the pupil requires any extra care when eating, and what care if so required • whether the pupil requires extra care during break or lunchtime, and what care, if so required • whether the pupil requires extra assistance accessing/exiting the school, and what care, if so required • Any other relevant information deemed applicable 	

Physical activity



Details of physical restrictions caused by the pupil's medical condition, if any	
Include details of any extra care required before, during or after physical activity	

Arrangements for school visits and trips	
Details of any additional care the pupil needs when attending a trip or visit away from the school, and who will be responsible for this care	
Details of what care the pupil needs, e.g. when and where the care will need to take place, and what medication or equipment will be required	

Staff training	
Details of training completed	
Details of any future training planned	



School environment	
Details of any elements of the school environment that impact on the pupil's medical condition	
Details of how these elements affect the pupil's medical condition	
The reasonable adjustments in place to mitigate the risk of the above effects	

Additional information	
The name and details of the person responsible in an emergency	
Details of what constitutes an emergency, e.g. symptoms	
The procedures that should be followed in an emergency	
Specific support for the pupil's educational, social and emotional needs,	

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e.g. how catching up with lessons, absences and rest periods will be handled	
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