

CALSHOT PRIMARY SCHOOL

Medication Policy



'At Calshot we aim to provide the highest quality of learning and care for ALL children in a safe and enjoyable environment, nurturing personal values, in partnership with parents, carers and the wider community. We expect everyone in our school to strive to achieve their full potential.'

Policy Lead	Head Teacher
Sub Committee	Health, Safety, Buildings & Welfare
Link Governor	None
Date of Last Review	23 rd March 2026
Next Review Date	Spring 2027

Aims

We understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- › Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- › Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- › Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- › Set out how we will manage medicines in school
- › Reassure parents/carers that the school will help their child feel safe, supported and included

Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#) for supporting pupils at school with medical conditions.

It is also based on the statutory guidance on [supporting pupils with medical conditions at school](#) and the Early Years Foundation Stage statutory framework from the Department for Education (DfE).

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents/Carers

Parents/carers will:

- › Provide the school with sufficient and up-to-date information about their child's medical needs
- › Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- › Be involved in the development and review of their child's IHP in consultation with the school nursing service
- › Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing individual healthcare plans.

Equal Opportunities

- › The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- › The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.
- › Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

Notification that a child has a medical condition

- › For new starters, we will send a form via Parent Mail to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs.
- › Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will ask for the medical form to be updated via Parent Mail and put arrangements in place.
- › We will send a new medical form to parents/carers at the start of each school year via Parent Mail to ensure all medical information is up to date.
- › In addition to updating the medical form via Parent Mail, we ask that parents/carers proactively inform us by either phone call to the school or send an email to enquiry@calshot.bham.sch.uk if their child's medical needs change during the school year.

Individual Healthcare Plans (IHPs)

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

Managing Medicines

We would ask that parents request that their doctor, wherever possible, prescribe medication, which can be taken outside the school. However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day. We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this policy.

Prescription and non-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/carers' written consent and where parents/carers' will be asked to personally hand over the medication to the office staff
 - Where we have parents/carers' verbal consent for non-prescription medication required during the school day e.g. Calpol or Piriton
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- › The 'School Medication Administration Record' (see below) should be completed by the parent/carer. This will be kept by the Head Teacher.
 - › A record of the administration of each dose will be kept on the 'School Medication Administration Record' which will be initialled by the member of staff who has administered the medication. This will be kept by the Head Teacher.
 - › A child should never be forced to accept medication. A wasted dose (e.g. a tablet is dropped on the floor) should also be recorded.
 - › Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, the school should be notified, if possible, in writing, immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.
 - › If medication needs to be replenished this should be done in person by the parent/carer.
 - › Children will be given the medication using a disposable cup which they can throw away to reduce contact and limit risk.
 - › Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

- › Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.
- › Staff administering medication will do under instruction of parents/carers and staff cannot be held responsible if the medicine is not given or given wrongly.
- › 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 an insulin 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 where 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.
- › Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

Pupils managing their own needs

Should the child be required or is able to administer their own medication e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the school nurse to check the child's technique before accepting full responsibility.

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible.

Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

Storage and Disposal of Medication

- › All medication with the exception of Emergency Medication will be kept in the Main Office
- › A regular check will be made of the medication and parents will be asked to collect any medication which is out of date or not clearly labelled.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The relevant healthcare professionals will lead on identifying the type and level of training required. Training will be kept up to date.

Training will:

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

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it - for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

This policy was adopted by the 'Health, Safety, Buildings and Welfare Committee' on 23rd March 2026



School Medication Administration Record

Name of child:		Date of Birth:
Class:	Parent/ carer telephone number:	
Family Doctor: Telephone number:		

Details of Medicine

Name of Medicine:		Time to be taken:
How much to be given:		
Side Effects:	Any other instructions:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff to administer the medication, I accept that they are acting on my instructions and they cannot be held responsible if the medicine is not given or given wrongly. I will inform the school immediately if there is any changes to the dose or frequency for the medication or if the medication is to be stopped.

Signature of parent/ carer..... Date:.....

Record of Administration

	Date	Time	Dose	Initial		Date	Time	Dose	Initial
1.					11.				
2.					12.				
3.					13.				
4.					14.				
5.					15.				
6.					16.				
7.					17.				
8.					18.				
9.					19.				
10.					20.				