

Administration of Medicines Policy (Including EYFS)

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Table of Contents

Policy Statement	3
Scope	3
Aims	3
Responsibilities	3
Management Board	3
Headteacher	3
Designated Person Responsible for Medicines	4
Staff	4
Parents and Carers	4
General Principles	5
Prescribed Medication	5
Non-Prescription Medication	5
Emergency Medication	5
Self-Administration	6
Individual Healthcare Plans	6
Administration Procedures	7
Refusal of Medication	7
Storage of Medication	7
Educational Visits and Off-Site Activities	7
Record Keeping	8
Disposal of Medication	8
Staff Medication	8
Monitoring and Review	9
Legislative and Regulatory Framework	10

Policy Statement

Heathcote Preparatory School is committed to supporting the health, wellbeing and educational participation of all pupils. The school recognises that some pupils may require medication during the school day in order to access education safely and effectively.

The school will make every reasonable effort to support pupils with medical needs whilst ensuring that medication is administered safely, appropriately and in accordance with legal requirements and professional guidance.

The school will make reasonable adjustments under the Equality Act 2010 to ensure pupils with medical needs are not placed at a substantial disadvantage.

This policy should be read alongside the school's Medical Conditions Policy, First Aid Policy, Safeguarding Policy and Health and Safety Policy.

Scope

This policy applies to all pupils attending Heathcote Preparatory School, including those within the Early Years Foundation Stage (EYFS).

Aims

The aims of this policy are to:

- Support pupils who require medication during the school day.
- Ensure medication is administered safely and appropriately.
- Clarify responsibilities for staff, parents and pupils.
- Ensure accurate record keeping.
- Promote the inclusion and wellbeing of pupils with medical needs.
- Ensure compliance with statutory requirements and good practice guidance.

Responsibilities

Staff administering medication will receive appropriate training relevant to pupils' medical needs. Training will be refreshed as required and recorded by the school.

Management Board

The Management Board is responsible for ensuring that appropriate arrangements are in place for the administration of medicines within the school.

Headteacher

The Headteacher is responsible for implementing this policy and ensuring that staff receive appropriate information, support and training.

Designated Person Responsible for Medicines

Mrs Amanda Frost is responsible for overseeing the administration of medicines within the school.

Responsibilities include:

- Maintaining medication records.
- Ensuring parental consent is obtained.
- Ensuring medication is stored appropriately.
- Monitoring training requirements.
- Ensuring procedures are followed consistently.
- Obtaining signed permission to administer medication from the parent/carer

Staff

Staff administering medication must:

- Follow this policy.
- Complete required records.
- Undertake appropriate training where necessary.
- Seek clarification if instructions are unclear.
- Follow Individual Healthcare Plans where applicable.

Parents and Carers

Parents/carers are responsible for:

- Providing accurate and up-to-date medical information.
- Completing required consent forms.
- Supplying medication in its original container with the pharmacy label attached.
- Ensuring medication is in date.
- Informing the school of any changes to medication or medical needs.
- Collecting expired or unused medication.

General Principles

Whenever possible, medicines should be administered at home.

Where medication is required during the school day, the school will support administration where failure to do so would be detrimental to the pupil's health or educational access.

Children who are acutely unwell should remain at home until they are fit to return to school.

The school will only administer medication that has been prescribed by a healthcare professional and provided in accordance with the school's medication policy. Parents may attend school to administer non-prescribed medication to their child if they wish.

Prescribed Medication

The school will administer prescribed medication where:

- Written parental consent has been provided.
- The medication has been prescribed by a registered healthcare professional.
- The medication is supplied in its original container with a clear expiry date.
- The pharmacy label clearly states:
 - pupil's name;
 - medication name;
 - dosage;
 - frequency;
 - date dispensed.

The school will not alter prescribed dosages based solely on parental instruction.

Non-Prescription Medication

The school does not administer non-prescription medication such as paracetamol, ibuprofen, cream or antihistamines.

In exceptional or emergency circumstances, medication may be administered with parental consent and in accordance with school procedures.

Emergency Medication

Pupils must have immediate access to emergency medication where required.

This may include:

- Asthma inhalers
- Adrenaline auto-injectors (EpiPens)
- Emergency diabetes medication
- Emergency epilepsy medication

Emergency medication will be stored in accordance with the pupil's Individual Healthcare Plan and be readily accessible at all times.

Self-Administration

Where appropriate, pupils may carry and self-administer prescribed medication under staff supervision. This will only be permitted where the pupil is assessed as competent to manage their medication safely, parental consent has been obtained, healthcare professional advice supports self-administration, and the arrangement is recorded in the Individual Healthcare Plan.

Individual Healthcare Plans

Pupils with long-term or complex medical conditions may require an Individual Healthcare Plan (IHP).

The IHP will be developed in partnership with:

- Parents/carers
- Relevant school staff
- Healthcare professionals
- The pupil, where appropriate

The IHP will detail:

- Medical needs
- Medication arrangements
- Emergency procedures
- Staff responsibilities
- Educational visit arrangements
- Any required adjustments

Plans will be reviewed at least annually or sooner if circumstances change.

Administration Procedures

Before medication is administered staff will:

- Check the pupil's identity.
- Check parental consent has been obtained.
- Check dosage instructions.
- Check expiry dates.
- Record administration immediately after medication is given.
- Obtain the parent's/carer's signature at the end of the day to confirm that the medication was administered, including the dosage given and the time it was administered.

Medication administration will be witnessed where appropriate.

Refusal of Medication

A pupil will not be forced to take medication. Where refusal of medication or concerns about medical management raise safeguarding concerns, staff will follow the school's Safeguarding Policy and refer to the Designated Safeguarding Lead where appropriate.

If medication is refused:

- The refusal will be recorded.
- Parents/carers will be informed as soon as possible.
- Medical advice will be sought where necessary.

Storage of Medication

Medication will be:

- Stored securely.
- Kept in original containers.
- Clearly labelled.
- Stored in accordance with manufacturer instructions.

Medication requiring refrigeration will be stored in a designated refrigerator.

Emergency medication will be readily accessible and not locked away where immediate access is required.

Educational Visits and Off-Site Activities

The school will make every reasonable effort to enable pupils with medical needs to participate fully in educational visits and activities.

Appropriate arrangements will include:

- Risk assessments.

- Access to medication.
- Staff briefing.
- Emergency procedures.
- Review of Individual Healthcare Plans where applicable.

Medication required during visits will accompany the pupil.

Record Keeping

The school will maintain records of:

- Medication received.
- Medication administered.
- Refusal of medication.
- Staff training where relevant.

Records will be stored securely and retained in accordance with school record retention procedures.

Disposal of Medication

Expired or unused medication remains the responsibility of parents/carers.

Parents/carers will be asked to collect medication that is:

- Expired.
- No longer required.
- Replaced by new medication.

The school will not routinely dispose of medication on behalf of parents.

Staff Medication

Staff are responsible for ensuring that their own medication is stored securely and is inaccessible to pupils.

Staff should seek medical advice where medication may affect their ability to perform their duties safely.

Monitoring and Review

This policy will be reviewed annually or sooner where legislation, guidance or school practice changes.

The Headteacher and Management Board will monitor the effectiveness of arrangements for administering medicines and ensure that appropriate training and resources are available.

Legislative and Regulatory Framework

This policy has regard to the following legislation and guidance, as amended:

- Education (Independent School Standards) Regulations 2014
- Early Years Foundation Stage (EYFS) Statutory Framework
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Medicines Act 1968
- Misuse of Drugs Act 1971
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Department for Education guidance: Supporting Pupils at School with Medical Conditions (2015)
- Keeping Children Safe in Education (DfE)
- Relevant NHS and UK public health guidance relating to the management of medical conditions in schools

This policy is reviewed annually by the Senior Leadership Team and approved by the Management Board.