

Managing Medicines in School

2025-26



ST. JAMES THE LESS



www.stjamesthelesschool.co.uk

OUR MISSION STATEMENT

This policy reflects our Mission Statement. We aim to provide education to all pupils in the Roman Catholic faith as well as children of other faiths and backgrounds from our catchment area. As a school community we observe the rites, practices and doctrines of the Roman Catholic Church. We take Jesus Christ as our model and the children are encouraged by word and example to live according to his Gospel in order to develop love and forgiveness, worship and prayer, truth and justice, freedom and tolerance, compassion and respect for others.

In keeping with the Catholic ethos of the school, we recognise that each child is a gift from God with his or her own abilities and needs. St James the Less RC Primary School is committed to meeting the medical needs of pupils and ensuring that they access full time education and are properly supported in school, so they can play a full and active role in school life and achieve their academic potential.

POLICY INTRODUCTION

This policy has been drawn up in accordance with the DfE "statutory guidance for governing bodies of maintained schools and proprietors of academies in England" Sept 2014.

PRINCIPLES

Most pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication.

Other pupils have a medical condition that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils and others, are not put at risk.

Some children with medical conditions may be considered disabled under the definition set out in the Equality Act 2010. Where this is the case they will be identified as having a Special Educational Need or Disability (SEND) and the management of their needs will fall under this policy and the school's SEND policy (available at the school office or on our website).

INTRODUCTION

This policy defines the ways in which St James the Less RC Primary School supports the needs of pupils with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

AIMS AND OBJECTIVES

- To ensure that children with medical needs receive proper care and support in school.
- To establish good relationships with local health services and parents and carers.
- To be sensitive to the needs of pupils with medical needs and their emotional and social implications.
- To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting pupils with medical needs.
- To define the areas of responsibility of all parties involved: pupil, parents, staff. Headteacher, Governing Body, etc.

ROLES AND RESPONSIBILITIES

The Head Teacher and Governing Body will:

- Where a medical condition is made known to the school by parents or health care professional, make arrangements (long term or short term) to ensure a child can access and enjoy the same opportunities at school as any other child.
- Ensure the support and arrangements made will focus on the needs of each child and how their medical condition impacts on their school life.
- Work in collaboration with parents to establish these arrangements, and to understand if medication needs to be administered during the school day, or can be administered out of school hours.
- Ensure that staff who are willing or for whom care for pupils with medical needs falls within their job role, should receive appropriate training to assist them with this role.
- Ensure that all parents are informed of the school's policy and procedures for medical needs.
- Ensure relevant staff (including supply staff, all who have contact with a named child including all staff on organised school trips) are informed of a pupil's medical condition, their medical needs in school, and the support to be put in place for them. Ensure that individual health care plans are made when needed.
- Ensure that insurance policies provides liability cover relating to the administration of medication and any requirements of the insurance is made clear and complied with.
- Ensure that the school staff have clear systems in place, in relation to this area of school life.
- Ensure that staff will only administer medication to a pupil where written consent is given from parents.
- Permit school staff to administer non-prescribed medication such as children's paracetamol to pupils in school:
- if the child is in pain or discomfort and where this would be detrimental to health if not given (high temperature), or would adversely affect school attendance if not given. This may only happen when verbal consent is gained. In these cases, pupils will see a first aider who will assess if the child is well enough to stay in school.

Parents will then be phoned and given the choice to

1. Leave them in school without medication,
2. Leave them in school after a dose of child paracetamol,
3. Come to school to assess them personally.

If a child is clearly not well enough to be in school, parents will be phoned and asked to take them home.

No medication will be administered without verbal consent from parents on the day in question, this may be done via phone. Written agreement in this case will be completed when the child is collected from school.

- Permit school staff to supervise pupils taking prescribed medication provided:
 - a. There has been a written request from parents

b. There have been written details from the parents or doctor including:

i. Name of medication

ii. Dose

iii. Method of administration

iv. Time and frequency of administration

v. Other treatments

vi. Any side effects (see form A)

vii. Medication is provided in its original packaging and is clearly labelled.

Parents Responsibilities

- Parents/carers are responsible for ensuring that their child is well enough to attend school.
- Parents/carers are responsible for updating their child's medical details annually via data sheets sent home or as soon as there are any relevant changes to their child's condition or medication/treatment plan.
- Parents/carers must provide the school with sufficient information about their child's medical condition and support the care required at school.
- Parents/carers and the Headteacher must reach an agreement on the school's role and responsibility for support of the child.

In the event of legal action over an allegation of negligence, it is the employer rather than the employee who is likely to be held responsible. The need for accurate records in such cases is crucial. Therefore, thorough and accurate record keeping systems have been drawn up, to be maintained by staff involved in supporting pupils with medical needs.

School Staff will:

- Only accept medications from a parent that are in date, labelled, provided in the original container as dispensed by the pharmacist including, instructions for administration, dosage and storage.
- Receive regular training from the school nurse for any medical conditions we have in school.
- School staff are naturally concerned about their ability to support pupils with a medical condition particularly if it is potentially life threatening.

They need to understand:

a. The nature of the condition

b. When the pupils may need extra attention

c. Where the pupils may need extra attention (This information is to be provided by the pupil's parents)

d. The likelihood of an emergency

e. The action to take in the event of an emergency.

- Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil will receive proper training and guidance, and will also be informed of potential side effects and what to do if they occur.
- Medicines are stored safely and inform children about where their medications are stored and who to find to access it.
- The school will keep a record of medicine taken by pupils under supervision of named staff, using form A will check the child, dosage, medication and use by date.

Health Care Plans

- For children with a diagnosed medical condition or allergy a medical care plan will be drawn up in consultation with medical agencies, parents/carers and staff.
- Copies of medical care plans will be kept centrally in the school office and with all class teachers and parents.
- These will be reviewed annually by the teacher designated with responsibility for supporting pupils in school with medical conditions, currently Mrs Farrell (SEND/CO).

Health Care Plans will include the following information if relevant-

- the medical condition
- its triggers, signs, symptoms and treatments
- its resulting needs including medication, dosage, side effects and storage
- other issues time, facilities, equipment, testing or access to food and drink requirements.
- support for the emotional or social needs (eg privacy, rest periods, support to catch up lessons etc)
- self-management/ supervision/administration required
- training and support required
- emergency treatment required

Management of Specific Medical Conditions

- A detailed medical care plan will be drawn up involving all relevant agencies and this will be reviewed annually (or more frequently if needed) and readily available in the classroom and in the main office.
- A detailed list of children with medical conditions is drawn up by Mrs D Stretch (Office Manager) at the start of the academic year and any amendments made throughout the year if needed. This is distributed to class teachers and kept in their class records and copies held in the main office.

Asthma

All asthmatic pupils are required to keep an Inhaler in school at all times. Pupil inhalers are kept in classrooms.

Inhalers are to be sent home half termly for parents to ensure they are within their sell by date and to ensure spacers are cleaned.

Allergies

Medication (antihistamine) is permanently stored in the school Medicine box for named pupils with severe allergies in the event of an emergency.

Two Epipens for named pupils are provided by parents and are kept in a secure area in class with an additional one being stored in the medicine box close to the Staff Room.

Details of pupils with food allergies are shared with teachers and the kitchen staff. Pictures of these pupils are displayed in the kitchen area. Children with allergies wear rainbow coloured lanyards at lunch time. This information is also displayed in the staff room, listed on the weekly briefing sheet under 'medical' and kept in classroom files.

Storage of Medication

All other medication will be kept in the staff room/KS1 fridge or Medicine box based in the top cupboard of the staff room.

Pupil Refusal of Medication

Where pupils refuse to take their medication under supervision, as requested by parent or doctor, the staff will not force them to do so by any means. The parents will be informed immediately (for this reason it is the parents' responsibility to ensure that accurate and reliable contact details are available at school). Parents will take responsibility for their child's medical needs at this point, by coming to collect their child/supervise medication personally, advising emergency action (e.g. ambulance) or deeming that the child may remain unmedicated in school until the end of the school day. The school will, if in any doubt about a child's condition, contact the emergency services, with or without a parent's request/consent.

First Aiders

The staff who are qualified to administer First Aid in school are listed in school in the staffroom.

A First Aider is always available in school to administer first aid to pupils and staff

It is deemed good practice to ensure that a first aider is present on school trips and at least will always be in attendance when off-site activities take place (on some visits eg sports events, first aiders may be provided by the visiting site).

First Aid Boxes

First Aid Boxes are available in/outside each classroom.

First Aiders are also responsible for the checking and updating stock in the various first aid boxes located around school. Mrs Wood remains responsible for checking replenishment of first aid boxes and these are checked weekly.

School Trips

The school will make every effort to ensure that pupils with medical needs have the opportunity to participate in school trips, as long as the safety of the child concerned and that of other pupils is not compromised by their inclusion.

The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the child concerned.

Parents must ensure that the party leader has full information on medical needs and any relevant emergency procedures.

Other bodies which may be accessed or contacted in relation to the support of pupils with medical needs are: The Local Authority, The Health Authority, NHS Trusts, The School Health Service (usually through the School Nurse) The child's General Practitioner, The Community Paediatrician or The Community Nurse.

The governing body is clear that the following practices are UNACCEPTABLE

- Preventing any child from accessing their inhaler or medication
- Ignoring the views of a child or their parents or ignoring medical advice
- Assuming all children with the same condition require the same treatment
- Preventing children from taking part in normal school activities, including lunch or school trips because of their medical condition
- Sending children who are ill to the school office unaccompanied
- Preventing pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- Require parents or make them feel obliged to attend school or give up work, to administer medication or provide medical support to their child, including with toileting issues
- Failure to comply with any procedures outlined in this policy

Arrangements for Complaints about support for pupils with medical needs.

We would encourage parents and carers who have any concerns with support for pupils with medical needs at the school to approach staff at an informal level.

Informal complaints can be made by contacting the class teacher, SENDCO, or Headteacher.

If parents/carers believe that their child has a medical need which requires support at school which has not yet been identified by the school, or if they are unhappy with the provision the school is making for their child, they should talk first to the child's Class Teacher. If the parents/carers think that the child should be given more support, they should then raise their concerns with the SENCO and/or the Headteacher.

Most concerns will be resolved in this way.

Formal complaints. If parents/carers still feel dissatisfied they may choose to raise their concerns formally with the school's Chair of Governors. A request can be made for a copy of the complaints procedure from the school office. This sets out the statutory procedures in order that parents/carers can complain formally in writing to the governing body and receive a reply within 14 days.

Review

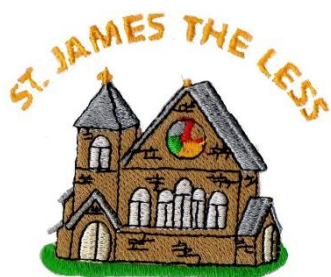
All medical training provided to staff will be reported to each full governing body meeting in the headteacher's report. The governor with responsibility for SEN will check plans, procedures and systems for pupils with medical needs are properly and effectively implemented as part of their visits and report on this to the full governing body. This policy will be reviewed annually.

Appendices

Form A-Consent for Medication to be administered in School and record of medication administered in school.

This policy was written in conjunction with Governor input October 2025.

Policy to be reviewed October 2026.



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Headteacher: Mrs J Bell-Shaw

Form A — Parental agreement for school to administer medicine

In order to comply with the school's "supporting pupils with medical needs policy", the school will not give your child medicine unless you fully complete and sign this form.

Child's Name:	Child's DOB:
Class:	Date:
Name and strength of medicine:	
Expiry Date:	Time/s to be given:
How much to give and how to administer:	How long will they require this medication:
Any other instructions (storage or administration) or any side effects we need to be aware of:	
Can medication be kept In school if longer than a day?	

The above information is, to the best knowledge, accurate at the time of writing and I give consent to the school administering the medicine In accordance with the school's policy. I will inform school immediately, if there is any change in dosage or frequency or if the medicine is stopped for any reason before the agreed date.

Parent's Name:	Parent's Signature:
Date child will be finishing medication:	Signed staff member:

Date	Time Given	Dose Given	Signed (staff administering)

[illegible]