



# White Hall

Academy & Nursery

## Managing Medicines Policy

Signed by:

**Headteacher**

Chair of  
governors

Date: 18/11/25

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**This policy is part of our staff induction programme and is reviewed annually.**

This policy has been written in line with information provided by the Department for Education, and needs to be read in conjunction with the following documents:

- Additional and Special Educational Needs and Disabilities Policy
- Supporting Pupils with Medical Conditions Policy
- Intimate Care Policy
- Admissions Policy
- School Accessibility Plan
- School's Complaints Procedures
- SEND Information Report

## **Aims**

To outline the policy and procedures for managing medicines in White Hall Academy so it is understood by staff, parents and children, and so that all children, including those with medical needs receive proper care and support in our school.

## **Objectives**

- To encourage and support inclusive practice
- To ensure regular attendance by all children

## **Important procedures**

- Procedures for managing prescription medicines which need to be taken during a school day
- Procedures for managing prescription medicines on trips and outings
- Statement of roles and responsibilities for staff managing and administering medicines
- Statement of parental responsibilities in respect of their child's medical needs
- The need for prior written agreement from parents and carers for any medicines to be given to a child
- Circumstances in which a child may take non-prescription medicines
- Policy on assisting children with long term or complex medical needs
- Policy on children carrying and taking their medicine themselves
- Staff training
- Record keeping
- Safe storage of medicines

As an inclusive setting, we recognise that there may be times when medication needs to be administered to ensure a child's participation in our school. We will therefore administer medication and supervise children taking their own medication according to the procedures in this policy. We are prepared to take responsibility for those occasions when a child needs to take medication during the school day in strict accordance with the procedures in this policy and following the guidance in the DfES document 'Managing Medicines in Academies and Early Years Settings' (2005).

We will usually only administer prescribed medication but may administer some of the counter medications according to the needs of the individual child.

## **Children with Special Medical Needs**

Should we be asked to admit a child to White Hall Academy with special medical needs we will, in partnership with the parents/carers discuss their individual needs and write a Personal Care Plan. We will also involve other outside agencies as appropriate to the needs of the child and family. Any resulting training needs will be identified and arranged from the appropriate support agencies and the family as required.

### **On Admission**

All parents and carers are asked to complete a family held record giving full details of medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care.

### **Emergency Medication**

Specific specialised training is required for those staff prepared to act in emergency situations. Staff who agree to administer the emergency medication must have training from an appropriate health care professional which should be updated annually. Emergency medication could include asthma reliever inhalers, emergency treatment for allergies e.g. Epipen, emergency treatment for epilepsy, emergency treatment for diabetes.

### **Administration of Prescribed Medication**

Should a child need to receive medication during the school day, parents or carers will be asked to come into White Hall Academy and personally hand over the medication to the Medical Room officer, a senior member of staff or the Head teacher/Deputy Head teacher. Parents/Carers will also be asked to complete a Request for School to Supervise Medication Intake form when handing over the medication.

On receipt of medication, staff will complete a Medicine Record Sheet (see Appendices of Supporting Pupils with Medical Conditions Policy).

The medication should be in the original container as dispensed clearly labelled with the instructions for administration including:

- The child's name
- Name of medication
- Strength of medication
- How much to be given
- When to be given
- Date dispensed and/or expiry date. (If no date given, the medication should be replaced 6 months after date dispensed)
- Length of treatment
- Any other instructions

**NB A label 'to be taken as directed' does not provide sufficient information.**

Liquid medication should be measured accurately using a medicine spoon or syringe. Medication should not be added to food or drinks unless there is a specific reason.

A 'Parental Agreement for School Administration of Medicine' (see Appendices of Supporting Pupils with Medical Conditions Policy) should be completed by the parent/carers. This will be kept in the medical folder in the Medical Room. A separate form will be required for each medication.

A record of the administration of each dose will be kept and signed on the Medicine Record Sheet.

Should the medicine need to be changed or discontinued before the completion of the course or if the dosage changes the school should be notified in writing by the parent/carer. A new supply of medication – correctly labelled with the new dose – should be obtained and a new consent form completed.

Should the supply need to be replenished this should be done in person by the parent or carer.

### **Application of Creams and Lotions**

Non-prescribed creams and lotions may be applied at the discretion of the Head teacher in line with this policy but only with written consent from parents and carers.

Parents and carers are responsible for sending in the cream, labelled for the individual child, if they wish cream to be applied.

Steroid creams are usually applied twice daily only – we would usually expect these to be applied at home.

Sun cream needs to be supplied by parents and carers. We ask parents and carers to apply sun block in the morning before coming to school. Children may bring in their own creams but parents and carers must ensure it is in date and of at least SPF 25 or above. It should be labelled clearly and is the child's responsibility.

### **Alternative Medication**

Alternative medication, including homeopathic medication and herbal remedies, will not be administered unless prescribed or agreed by a GP/consultant.

### **Over the Counter Medications (e.g. Calpol, cough mixture)**

These will only be given for a maximum of three days unless it has been prescribed by a GP/consultant.

### **Refusing Medication**

If a child refuses medication staff will not force them to take it. The refusal will be noted and parents contacted by telephone.

In the event of a child refusing emergency medication parents and carers will, of course, be contacted immediately by telephone. The emergency services will be contacted immediately and a member of White Hall Academy staff will accompany the child to hospital to allow parents time to arrive.

### **Storage and Disposal of Medication**

All medication with the exception of emergency medication and medication requiring refrigeration will be kept in a locked cupboard in the Medical Room.

Medication requiring refrigeration will be stored in the fridge in the Medical Room (which is locked), and clearly labelled. It will not be accessible to children.

Emergency medication will be stored out of the reach of children, in the same room as the child wherever possible and easily accessible to staff. All members of staff working in the school will need to be made aware of the location of the emergency medication.

A regular check of the medicine cupboard will be made every half term and this will be completed by the Medical Room officer. Parents and carers will be asked to collect any medication which is no longer needed, is out of date or not clearly labelled.

Any medication which is not collected by parents and carers and is no longer required will be disposed of safely at a community pharmacy. No medication should be disposed of into the sewage system or refuse.

Asthma inhalers should be labelled clearly with the child's name and kept in a box in the classroom. This must travel with the children at all times including PE lessons and off site visits. Parents are responsible for checking that the inhalers are in date.

### **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Staff will have access to protective disposable gloves and will take care when dealing with spillages of blood or other body fluids, and disposing of dressings or equipment. See CYPD's Policy and Guidance Document HS/ECS/058 Principles of Infection Control and Arrangements for Dealing with Bodily Fluids.

The Education (School Premises) Regulations 1999 require every school to have a room appropriate and readily available for use for medical or dental examination and treatment and for the caring of sick or injured pupils. It **must** contain a washbasin and be reasonably near a water closet. It **must not** be teaching accommodation. If this room is used for other purposes as well as for medical accommodation, the body responsible **must** consider whether dual use is satisfactory or has unreasonable implications for its main purpose.

At White Hall Academy, there is a designated Medical Room.

### **Offsite Activities and Educational Visits**

The named leader of the activity must ensure that all children have their medication, including any emergency medication available. The medication will be carried by a named member of staff. This also includes asthma inhalers and other relief medication. Record forms are also taken to ensure normal administration procedures are followed.

For residential visits parents and carers are required to complete a consent form for all forms of medication. This includes over the counter medication such as travel sickness.

All parents and carers are asked to sign a consent form to give permission for a small dosage (stated on the consent form) of paracetamol to be administered should the child require this during the trip. Any such administration of paracetamol is recorded and parents are informed. A second member of staff will counter-sign to confirm medication has been administered.

### **Insurance**

All staff are covered by the White Hall Academy's insurance cover.

### **Training**

Training needs are reviewed annually according to the needs of our children.

Training needs are identified for individual staff through annual performance management and appraisal meetings. A record will be kept of the staff who receive training (see Appendices of Supporting Pupils with Medical Conditions Policy).

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child **does so voluntarily** and will have appropriate training and guidance. They will also be made aware of possible side effects of the medicines, and what to do if they occur. The type of training necessary will depend on the individual case.

**Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary.**



The school will ensure that staff receive proper support and training where necessary, in line with the contractual duty on head teachers to ensure that their staff receive the training. The head teacher or teacher in charge of a setting will agree when and how such training takes place, in their capacity as a line manager. The head of the school will make sure that all staff and parents/carers are aware of the policy and procedures for dealing with medical needs.

Staff who have a child with medical needs in their class or group will be informed about the nature of the condition, and when and where the child may need extra attention.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.

Back up cover should be arranged for when the member of staff responsible is absent or unavailable.

At different times of the day other staff, such as lunchtime supervisors, may be responsible for children. They will also be provided with training and advice.