

# **Christ Church C E Primary School Newcastle**



## **Managing Medicines in School**

**This Policy provides**

information for staff,  
governors, parents, carers,  
the LA and all those  
connected with the school.

The Governing Body first accepted this policy  
in 2005.

The last review was November 2025.

The Policy will be reviewed in Autumn 2027 or earlier  
if necessary

## **Managing Medicines in School Policy**

Christ Church is an inclusive school and we recognize the need to respond to pupils' diverse needs, set suitable learning challenges and overcome potential barriers to learning. All of us want every child to have successful and fulfilling lives. Children with medical needs- both short and long term have the same rights for admission into school as other children.

By implementing this policy we will be able to achieve our shared vision that all children should be healthy, stay safe, enjoy and achieve and be able to make a positive contribution.

Parents have prime responsibility for their children's health and should provide schools with appropriate information. The local health service can support schools by offering advice and training.

Although there is no legal duty that requires staff to administer medicines, we see this as part of our responsibility to ensure access for all. We have a number of First Aiders but where a prescribed medication needs to be administered, we will identify a named person depending on the nature of medication at the time of request.

Our first aiders are:

- A Camacho - Breakfast club/ Lunch time assistant
- K Scott - Admin Officer
- H Tait - Teaching assistant
- S Sadeghti - TA/Lunch time assistant
- R Wilkinson - Teacher

### **Pediatric First Aid**

- A Manning - Teacher Early Years Lead
- F Abdul - Teaching assistant (Nov 2025)

### **Aims**

This policy aims:

- to ensure that children with medical needs receive proper care and support in our school.
- to provide staff, parents, carers and children with formal systems and procedures in respect of administering medicines.

### **Principles**

Ideally, all medication should be given at home. It is recognized, however, that many pupils are able to attend regular school because of the effectiveness of medication in the treatment of both chronic and temporary disabilities and illnesses. However, children should not attend school when they are unwell.

An educational institution's foremost responsibility to its pupils is to their health, safety, and general welfare. The clear policy of Christ Church Primary School is that no unprescribed medication should be brought into school for a pupil and prescribed medicine should be given to the admin officer by a parent/ carer so that children are safeguarded and appropriate forms completed.

## **Managing prescribed medicines in school**

It is preferred that in the case of all medications, whether prescribed or otherwise, the same shall be administered by a parent, to the pupil requiring the medication. Where this is not possible, the following shall apply:

1. Written consent to the school officials that medication can be administered to the pupil. Included in this request must be the name of the pupil of the medication, dosage, method of administration, frequency of administration, the period of time over which medication is to be administered, any side effects and expiry date (see proformas in appendix 1).
2. All medication must be in appropriate containers which are properly labelled by the physician or pharmacy.
3. All medication shall be removed from the school premises at the end of each school day.
4. Any medication to be administered during the school day will immediately be taken to the office when pupil enters the school. Pupils will not be permitted to carry pills or any medication during school hours (See below for exceptions)
5. Medication will be stored in a locked medical cabinet in the office. The admin officer will hold the key in a secure drawer.
6. It is recognized that some children with long term illnesses should, wherever possible be encouraged to carry their own medication. Health professionals need to assess with parents and children the appropriateness of this for an individual.
7. Where children have been prescribed control drugs staff should be aware that these need to be kept in safe custody. At Christ Church all medicines are kept in a locked cupboard and the key held by the administration officer.
8. If a pupil refuses his/ her medication staff should not force them to do so. However this should be noted in the records and parents/ career should be informed on the same day. If refusal results in an emergency the school's emergency procedures should be followed.

## **Non prescription medicines**

These will not be administered in school and include lozenges, cough sweets etc.

## **Educational visits/ transport**

Medication will be held by the class teacher and proformas / care plans taken on the trip. Some pupils may have allergic reactions and this can be minimized by not allowing anyone to eat/drink on vehicles. Emergency contact numbers should be taken.

It is reasonable, when traveling in the local area to follow LA guidelines and rely on emergency services where the response time is approximately 5 minutes. When traveling outside the local area and particularly to remote areas it would be advisable to have a trained first aider on the visit as response times from the emergency services would not be as quick.

## **Sporting Activities**

Most children with medical conditions/ taking medication can participate in physical activities and extra curricular sport. Any restrictions on a child's ability to participate in sporting activities should be noted in their health care plan and club consent form. All staff should be aware of issues of privacy and dignity for children with particular needs. Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting exercises should be aware of this and risk assessments may be needed.

## **Roles and responsibilities**

Parents/ carers will:

- where possible administer medication at home [ before school, tea time, bedtime];
- will request in writing medicines to be administered ( when needed) and ensure forms are filled in and contact details provided;
- understand that the school requires one parent/ carer to give permission for the administration of medication and that any disagreement between parents over the administration of medication must be settled in court;
- ensure their children do not carry their own medication into school except in circumstances outlined below;
- will take medication home when not needed.

The school will ensure that:

- there is a health and safety policy in place and a policy for the administration of medicine that that has been formally consulted upon by and agreed by the Governing Body;
- we have adequate insurance;
- our staff are trained and have the information about individual children that they need;
- the policy is understood by all staff and that it is compatible with the procedures;
- the child is supported as far as is reasonable.

## **Dealing with medicine safely**

- Medicine should be stored strictly in accordance with product instructions and in the original container in which dispensed.
- Children should know where their medication is stored and who holds the key.
- All emergency medicines such as inhalers, epi pens should not be locked away. Non emergency medication should be locked away.
- A few medicines can be kept in a refrigerator. They should be in an airtight container and there should be restricted access to a refrigerator holding medicines.

- Children need immediate access to their medication as required and should seek the administration officer for access.
- Staff should NOT dispose of medicines - parents should collect them. When parents do not collect them they should be taken to the local pharmacy for safe disposal.
- Sharps boxes should be used for disposal of needles and arrangements made with the local authorities environmental services.
- All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care with spillages of blood and other body fluids and disposing of dressings or equipment.

## **Hospital Visit**

All staff should be aware of emergency procedures. The administration officer is responsible for these procedures and a member of staff must accompany a child to hospital in an ambulance in the absence of parents or carers. Individual care plans should include instructions on how to manage a child in an emergency and identify who has the responsibility in an emergency.

## **Health care plans**

At Christ Church we recognize that not all children taking medicines need a health care plan and these will be drawn up on an individual basis in response to need.

The following conditions may require health care plans:

- Significant asthma
- Epilepsy
- Diabetes
- Anaphylaxis (severe allergy)