



Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. They learn and achieve through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

Mile Oak Primary School:

Administration of Medicine Policy

Date	March 2026
Review Date	March 2027



Introduction

Mile Oak Primary School aims to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. We also ensure that all children are given the opportunity to participate fully in all aspects of school life, including Physical Education (PE), Science, educational visits, outings, field trips and extracurricular activities. This is in line with our Special Educational Needs and our Equality, Diversity and Inclusion Policies.

It is the policy of Mile Oak Primary School to administer medicines to pupils where doing so will enable the individual to participate fully in all aspects of school life.

Any medicines stored and administered within school are handled in a safe and monitored environment. This policy has been written using guidance from the DFE [‘Supporting pupils with medical conditions at school’ guide](#) and Brighton and Hove City Council Administration of Medicines Standard HS–S-32.

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs e.g. finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well controlled asthma, epilepsy or cystic fibrosis. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

Known Medical Conditions

Parents / Carers have the prime responsibility for their child’s health and as such, should provide Mile Oak Primary School with information about their child’s medical condition, either upon admission or when their child first develops a medical need. Where a pupil is identified as having a chronic or long-term medical condition, a health care plan will be drawn up in conjunction with parents/carers and all health care professionals involved. A model Health Care Plan is provided at the end of this policy – Appendix 1.

Communicating Medical Conditions to Relevant Staff

The following methods will be used to ensure all relevant staff are aware of the pupils medical condition (with appropriate consideration of pupil confidentiality and data protection):

- A list of all children within a class with any known medical condition will be placed in each classroom
- A central register will be saved in the Red drive under Medical to ensure that all teaching staff, lunchtime supervisors and support staff have access to the information
- When supply staff are asked to cover a classroom, it will be the responsibility of the member of staff showing the supply teacher to the room, to explain where the list is held and where medications are kept

Roles and Responsibilities

School Staff

At Mile Oak Primary School the person responsible for the management of meeting the medical needs of pupils/administration of medication is Lynne Szkolar, Business Manager. The head teacher maintains the overall responsibility for implementing the policy.

The following staff have a role in the management of medication at the schools:

Role	Name and Job Title
Administration of medication	Sarah Parks & Joanna Rushton (Admin)
Managing storage of medication	Sarah Parks & Joanna Rushton (Admin)
Checking that medication is collected by parents/guardians for disposal	Sarah Parks & Joanna Rushton (Admin)
Checking that medication has been removed at the end of each half term	Sarah Parks & Joanna Rushton (Admin)

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it, however some staff may have it included within their job description. Where staff do undertake to agree to administer medication:

- Each request should be considered on individual merit and staff have the right to refuse to be involved
- Staff should understand the basic principles and legal liabilities involved and have confidence in dealing with any emergency situations that may arise
- Regular training relating to emergency medication and relevant medical conditions should be undertaken

Parents / Carers

- Parents should not send a child to school if they are unwell or infectious
- Where medication is required to be administered by school staff, this must be agreed and the Parent / Carer **must sign a Consent Form** (verbal instructions cannot be accepted) – Appendix 2
- If it is known that pupils are self-administering medication in school on a regular basis, a completed Consent Form is still required from the Parent / Carer (verbal instructions cannot be accepted)
- All medicines must be in their original packaging with the pharmacist's dispensing label
- Parents / Carers need to ensure there is sufficient medication and that the medication is in date

- An appropriate medicine spoon, medicine pot or oral medicines syringe must be provided by the Parent / Carer
- Medication must be replaced by Parents / Carers at the request of relevant school/health professional
- **Parents should collect medicines held by the school at the end of each term and are responsible for ensuring that expired or out of date medicines are returned to a pharmacy for safe disposal**

Procedures for the Administration of Medicines

Storing Medicines

- All medicines will be stored in a lockable cabinet during the day or the lockable medical fridge where necessary
- When items such as asthma inhalers and automatic adrenaline injectors (AAIs) need to be readily available to pupils at all times, these will be kept in Orange Bags for Epipens and Zipper bags for Inhalers. Where children need to have an AAI on their person at all times (as advised by healthcare professionals) they will use a waist belt
- Controlled medication (e.g. Class 1 and 2 drugs such as “Ritalin” prescribed for Attention Deficit Syndrome) will be kept in a locked drawer in the Business Manager’s Office and a written stock record kept to comply with the Misuse of Drugs Act legislation

Administering Medication

- A parental consent form is required before any medication can be administered
- Photo ID of the pupil will be checked on Arbor before administering
- In Year 1, a key adult will accompany the pupil to the School Office, where the medication will be administered
- In Key Stage 2, pupils should be sent to the School Office at the required time, where the medication will be administered
- The dose of a liquid medicine must be carefully measured in an appropriate medicine spoon, medicine pot or oral medicines syringe provided by the parent
- Tablets or capsules must be given with a glass of water
- The record of medication administered will be completed each time medication is given including the time and dose given. The staff member present will record their name

Prescribed Medicines

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day
- Mile Oak Primary can accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration – the following must be clearly shown on the label as follows:
 - Child's name, date of birth
 - Name and strength of medication
 - Dose
 - Expiry dates whenever possible
 - Dispensing date/pharmacists detail
- Some medicines, such as antibiotics, must be taken at a specific time in relation to food – this will be written on the label, and the instructions on the label must be carefully followed
- The Parent / Carer should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff.
- Medicines will not be handed to a child to bring home unless agreed as in Self-Management below

Non- Prescribed Medicines The requirements for consent and the procedure for administering non-prescribed medication is the same for prescribed medication with the exception of the need for a pharmacy dispensing label.

- Dosing and frequency of the medication must be instructed in writing by the parent and documented on the consent form. The dosage and frequency of dosing will follow that outlined on the original packaging of the medication.
- School staff will not administer non-prescription medication outside of the dosing and frequency periods given by the parent/carer
- The school will not keep a store of medication for general use (e.g. Calpol).
- Medication for general use (e.g. Calpol) will require parental consent to be recorded on the form for each day it is administered

Staff Training

- Any staff required to administer medicines will receive appropriate training.
- Where applicable (e.g. for some intimate medical interventions) a nurse/ medical practitioner will deliver the training and sign off a 'Confidence to practice' statement. (See the council's 'Delivery of Medical Interventions by Non Medical Staff Guidance' available on the health & safety resource pages on BEEM for further information)
- Staff will receive annual refresher training where required (e.g. as indicated in the care plan or confidence in practice statement and as part of induction, where the policy will be shared

Self-Management

Older pupils with a long-term illness should, whenever possible, assume complete responsibility for their medication, under the supervision of their Parents / Carers.

It should be noted, however, that children develop at different rates and so the ability to take responsibility for and to manage their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made.

There may be circumstances where it is not appropriate for a child of any age to self-manage. Health Professionals need to assess, with Parents / Carers and children, the appropriate time to make this transition.

Where it is appropriate for pupils to self-manage, Parents / Carers will be required to complete a "Self-Management" form which will detail where the medicines are to be stored during the school day.

Refusal of Medicine

If a child refuses to take medicine, we will not force them to do so, but this will be recorded on the 'Record of medication administered' and the parents/carers will be informed immediately on the same day. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

Educational Visits

In line with the requirements of the Equalities Act, Mile Oak Primary will make reasonable adjustments so far as is reasonably practicable, to enable children with medical needs to participate fully and safely on visits. Educational Visits include any outing from school, both residential and non-residential, for the purposes of this policy.

- Risk assessments will be undertaken and will allow for children with medical needs. Where necessary an individual pupil risk assessment will be completed
- Staff supervising excursions will be aware of any medical needs and the relevant emergency procedures that need to be followed

- A copy of any Health Care Plans will be taken on visits in the event of the information being needed in an emergency
- If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the School Health Service and/or the child's GP/ specialist (in consultation with the parent/carer)
- A named first aider will accompany all visits and this will be recorded on the risk assessment

Sporting Activities

In line with the Equalities Act, Mile Oak Primary will make reasonable adjustments to enable children with medical needs to participate fully and safely in physical activities and extracurricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being.

- There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities
- Any restrictions on a child's ability to participate in physical activity and sport should be recorded in their individual Health Care Plan
- The school is 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
- A named first aider will accompany off-site activities and this will be recorded on the risk assessment
- Asthma pumps, EpiPens, etc. to be taken to PE lessons

Equality, Diversity and Inclusion

At Mile Oak Primary School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

Confidentiality

Medical information will be kept secure in line with Data Protection requirements and will only be shared with those staff that need to know i.e. those that provide day-to-day support and/or medication to the individual and those that may be required to act in the event of an emergency.

Medical information will be kept secure but readily accessible in the event of an emergency.

Policy Review

This policy will be regularly reviewed by the Governing Body and updated in line with Mile Oak Primary School's Policy Schedule.

HEALTH CARE PLAN – Appendix 1

Name of Child	
Date of Birth	
Condition	
Date	
Class/Form	
Review Date	

Contact Information
Family/Carer Contact 1

Name	
Phone: Work	
Mobile	
Home	
Relationship	

Family/ Carer Contact 2

Name	
Phone: Work	
Mobile	
Home	
Relationship	

Clinic/Hospital Contact

Name	
Tel. No	

GP

Name	
Tel. No.	

Describe condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the pupil and the action to take if this occurs:

Follow-up Care (e.g. after a medical episode such as a seizure, fainting, vomiting etc):

Who is responsible in an emergency: (state if different on off-site activities):

Form copied to:

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Mile Oak Primary School
Parental Consent Form – Appendix 2

TO BE COMPLETED BY THE PARENT/GUARDIAN OF ANY CHILD TO WHOM DRUGS MAY BE ADMINISTERED UNDER THE SUPERVISION OF SCHOOL STAFF.

If you need help to complete this form, please contact the School or the Health Visitor attached to your doctor's surgery. Please complete in block letters.

Name of Child		Doctor's Name	
Date of Birth		Doctor's Phone No.	
School/CLASS		Doctor's 24hour contact No.	
Home Address		Doctor's Address	

The Doctor has prescribed (as follows) for my child:

a) Regularly:

Name of Drug/Medicine to be given & end date	How Often (e.g. lunchtime, after food?)	How much? (e.g. 5ml/ 1 tablet)	Duration / end date of Drug/Medicine

b) In special circumstances:

Describe what circumstances would require the administration of the medicine(s) or treatment details of the necessary dosage:

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c) Special Procedures

Describe under what circumstances medical/ intimate (including tube feeding, catheter care, tracheotomy care or nasopharyngeal suctioning etc) procedures will be undertaken:

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List any necessary equipment:

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I request that the treatment be given in accordance with the above information by a responsible member of the school staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with any necessary medical equipment and the drugs, medicines, food my child requires in properly labelled containers and keep the school informed of any material facts or information which may affect medication being given to the child. I will dispose of unused equipment, drugs and/ or medication at the end of each term or sooner if the drugs/ medication has expired.

I accept that whilst my child is in the care of the School, the School staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Name of Parent/ Carer	
Signature of Parent/Carer	
Date	

Home telephone number	
Daytime telephone number	
Relationship to child	
Phone number	

I undertake to provide advice if any changes in medication/ medical procedures are necessary.

Name of Doctor/Consultant Paediatrician	
Signature	
Date	

PARENTAL CONSENT FORM FOR PUPIL

TO CARRY THEIR OWN MEDICATION – Appendix 3

This form must be completed by parents/carers

Please complete in block letters

Name of child:	
Class:	
Address:	
Condition or illness:	
Name of Medicine(s):	
Procedure to be taken in an emergency:	

Contact Information

Name:	
Daytime telephone number:	
Relationship to child:	

I would like **add pupil name** to keep their medication on them for use as necessary.

Signed: Date:

Relationship to child