



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

"Let all that you do be done in love." 1 Corinthians 16:14

St Thomas of Canterbury Church of England Primary School

Administering Medicine Policy

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from the DfE - "Supporting pupils at school with medical conditions" (April 2014).

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, perhaps entailing 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 epilepsy, diabetes 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.

Parental Responsibility

- Parents/Carers have the prime responsibility for their child's health and should provide St Thomas of Canterbury Church of England Primary School with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.
- Where a child has a long-term medical need then a health care plan will be drawn up with the Parents/Carers and Health Professionals, e.g. School Nurse, GP.

Prescribed Drugs

- 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. St Thomas of Canterbury Church of England Primary School can only 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. Office staff will seek new up to date contact numbers for all those pupils in need of medicine. We will only guarantee medicine will be given to the most serious of cases – in these cases it is good practice to ask parents and pupils to be involved in reminding the office staff.
- Medicines will be stored in a secure cabinet during the day or a staffroom fridge where necessary.
- Parents/Carers 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 drugs

- We will only administer non-prescribed drugs (e.g. Calpol) where parents/carers have brought in the medicine and signed a consent form.

Refusal of Medicine

- If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

A Christian community where children are known by name and loved, which empowers them to learn and to grow in faith, knowledge and fellowship.

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Headteacher: Mr D. M. Moran



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Self-Management

- Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent/carer. Children develop at different rates and so the ability to take responsibility for 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.
- Parents/Carers will be required to write a letter to office staff which will detail self-management procedures and where the medicines are to be stored during the school day.

Educational Visits

- In line with St Thomas of Canterbury Church of England Primary School's Educational Visits and Special Educational Needs policies we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures. 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 (School Nurse) or the child's GP.

Sporting Activities

- Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE 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.

Known medical conditions

- A list of all children within a class with any known medical condition is placed in the office and each classroom (contained within the attendance register.)
- A central register will be placed in the staffroom/PPA room to ensure that all teaching staff, lunchtime supervisors/MDAs 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 where the list is held.
- Registers include photographs of pupils with medical needs.
- Protocols are written and followed for extreme or complex cases.

Training

- Any staff required to administer prescribed medicines will receive first aid training.
- All staff will receive annual refresher training on the common conditions of Diabetes and Anaphylaxis (epipens). Other regular training will be arranged as the needs arise.

This policy was evaluated in 2026 and will be due for a full review in 2029.

Dean Moran (Headteacher) October 2026

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