



Hawthorn Primary School

Adminstration of Medicines Policy



**' Where Every
Child Matters '**

1. Introduction

At [School Name], we are committed to supporting the health and well-being of all pupils and staff. This policy outlines procedures for the safe administration of medication to pupils and ensures compliance with the **Welsh Government guidance: Supporting learners with healthcare needs (2017)**.

We aim to work closely with parents/carers, healthcare professionals, and pupils to ensure individual needs are met in a safe and inclusive way.

2. Aims of the Policy

- To ensure the safe storage and administration of medication to pupils who require it during the school day.
- To enable children with medical needs to attend school regularly and participate fully in all aspects of school life.
- To provide staff with clear guidelines and training for administering medicines safely.

3. Roles and Responsibilities

Parents/Carers

- Provide full and accurate information about their child's medical needs.
- Complete a written request for the school to administer medication (using the school's standard form).
- Ensure medication is supplied in its original packaging, clearly labelled with the child's name, dosage, and instructions.
- Collect any unused medication promptly.

The School (Headteacher/Governing Body)

- Ensure suitable training is provided to staff administering medication.
- Maintain clear records of all medication administered.
- Store medicines securely and appropriately.
- Develop and implement Individual Healthcare Plans (IHPs) where needed.

Staff

- Only staff who have received appropriate training will administer prescribed medicines.
- Staff may volunteer to administer medicines; they will not be compelled to do so.
- Staff will record every administration of medication accurately and promptly.

4. Types of Medication Covered

- **Short-term prescribed medication** (e.g., antibiotics)
- **Long-term or ongoing medication** (e.g., asthma inhalers, EpiPens, diabetes medication)
- **Emergency medication** (e.g., seizure medication) – must be clearly documented in an Individual Healthcare Plan

Non-prescribed medication (e.g., paracetamol or cough syrup) will not be administered unless written medical advice is provided.

5. Administration Procedures

- Medicines will only be accepted if they are **prescribed by a healthcare professional** and **cannot be given outside school hours**.
- A **Parental Agreement Form** must be completed before any medicine is administered.
- Medicines will be stored in a secure location (e.g., locked cupboard or fridge as required).
- In best practice, two members of staff will witness and record each administration. The school acknowledges that this may not always be possible, however, all medicines administered will be recorded by at least one person.
- A log will be kept, recording the date, time, dosage, and the name of the person administering.

6. Emergency Procedures

- In case of a medical emergency, the school will call emergency services immediately and contact the child's parents/carers.
- Staff are trained in using emergency medication (e.g., EpiPens, inhalers) and in basic first aid.

7. Individual Healthcare Plans (IHPs)

- An IHP will be developed for pupils with complex or long-term medical needs.
- IHPs will be written in consultation with the pupil (where appropriate), parents/carers, healthcare professionals, and the school.
- Plans will be reviewed annually or sooner if needs change.

8. Training

- Where relevant, staff will receive regular training in administering medication and managing specific medical conditions (e.g., asthma, epilepsy, diabetes).
- Training will be delivered by appropriate healthcare professionals and documented.

9. Confidentiality

- All medical information will be treated confidentially and only shared with staff on a need-to-know basis.
- The school complies with GDPR and data protection legislation.

10. Policy Review

This policy will be reviewed annually or when statutory guidance changes. Input from staff, parents, healthcare professionals, and pupils will be sought where appropriate.