

Ripponden Junior and Infant School

Administration of Medication Policy **December 2025 – to be reviewed December 2026**

Ripponden J&I School is committed to supporting pupils with medical needs, including managing medication, in order to ensure attendance at school.

The Headteacher, supported by the Governors, accepts in principle, responsibility for

- The administration of prescribed medication by designated school staff
- The supervision of pupils taking prescribed medication
- The administration of non-prescription medication e.g. Painkillers.

The successful implementation of the policy is dependent upon a rigorous home-school partnership which is essential for the health and safety of all concerned.

Procedures

Receiving Medication

All medication **MUST** be in the original container.

All medication **MUST** be clearly labeled with

- the child's name
- the name and strength of the medication
- the dosage and when the medication should be given
- the expiry date of the medication

In the case of children on long-term medication, medicines must be accompanied by written confirmation from a health practitioner (e.g. GP, clinical nurse specialist, nurse practitioner) including the dose/time to be given in school.

If two medications are required, these should be in separate, clearly and appropriately labeled containers.

On arrival at school, all medication is to be handed to a designated member of staff by the parent, unless there is prior agreement with the school and pupil.

Storage of Medication in school

Medication will be stored in a high cupboard in the staffroom. If refrigerated storage is required, this will be an airtight container kept in a medicine-specific fridge in the staff room. Once removed from the cabinet/fridge, medication will be administered immediately and not left unattended.

Documentation

For each pupil receiving medication the school will keep (at school) the following documentation:

- Written request for school to administer medication
- Written confirmation of administration from a health practitioner if deemed necessary.
- Pupil record of medication administered. (This will be kept in the staffroom)
- Parental/Guardian consent for administration of medication on school trips

In addition, pupils with complex medical needs will have an Individual Health Care Plan (IHCP), managed by the SENCO.

Documentation will be kept securely in school for the duration of the illness/need for medication and will be shredded immediately afterwards. Complex medical needs requiring an Individual Health Care Plan will be reviewed regularly (at least annually, unless any further changes) with parents and stored securely, in line with Data Protection legislation.

VERBAL MESSAGES ARE NOT ACCEPTABLE

Administration of medication

Staff designated to administer medication and health care will receive training and advice from health practitioners when needed. Medicine should be administered in an appropriate/confidential room. Designated staff will follow directions for administration provided in writing as previously stated. Designated staff will record details of each administration, with a second member of staff in attendance, who will countersign the record of administration. A child will never be forced to accept medication. The school will inform parents immediately if a child refuses medication as prescribed and annotate the record of administration of medicine accordingly.

Self-Administration of Medication

Parents/Guardians must complete a written request form for a child to self-administer medication. (Examples would include insulin and or asthma medication. This is not an exhaustive list). This would only be allowed if a child has been trained and is competent to administer his/her own medication.

Record Keeping

A system of record keeping will include:

- List of designated staff
- Record of all training undertaken by designated staff
- Record of all training undertaken by children allowed, to self-administer medication and competent to do so
- Individual Health Care Plans (IHCP)

- Records of parental consent and health practitioner instructions, including those for self-administration consent (should be reviewed and confirmed annually, if no additional changes)
- Record of administration of medication including amount administered, as above.
- Record of medication disposed of
- Parent request form, each time there is a request for medication to be administered or if there are changes to medication/administration instructions

Reasons for not administering regular medication must be recorded and parents informed immediately. The school will keep records of administration of medication securely in the staffroom.

Emergency Medication

Emergency medication as identified in the IHCP is subject to the same request and recording systems as non-emergency medication, with additional signed parental consent and in accordance with the IHCP. Designated staff will refer to the IHCP. This type of medication will be readily available.

Consent and IHCP to be kept with the medication, and the IHCP will be checked and reviewed TERMLY.

It is the parent's responsibility to notify school of any change in medication or administration.

Procedures in the IHCP identify:

- Where the medication is stored
- Who should collect it in an emergency
- Who should stay with the child
- Who will telephone for an ambulance/medical support
- Contact arrangements for parents
- Supervision of other pupils
- Support for pupils witnessing the event
- Recording systems

The responsibility for the administration of medication lies with the class teacher, with one other member of staff in support.

This document was reviewed in December 2025 and will be further reviewed in December 2026.