



LONGFORD PARK PRIMARY SCHOOL

‘Working together, Learning forever’

ADMINISTRATION OF MEDICATION POLICY

<u>Review Programme:</u>	Bi-Annually
Ratified by Governors at:	To be ratified – 11/02/2026
Date for next review:	December 2027
Signed – Chair of Governors:	
Signed – Headteacher:	

Safeguarding:

At Longford Park Primary School, safeguarding and child protection is paramount and we are fully committed to ensuring the welfare and safety of all our children. We believe that safeguarding is the responsibility of all the adults in the school community. We believe that pupils have a right to learn in a supportive, caring and safe environment that includes the right to protection from all types of abuse including bullying. All school staff are vigilant for signs of any pupil in distress and are confident about applying the processes to avert and alleviate any such problems. If any behaviour is a concern in relation to safeguarding Longford Park Primary School procedures and processes will be followed at all times in accordance with the Child Protection Policy. Any concerns will be referred to the Designated Safeguarding team, these people are identified on the noticeboard in the staffroom, around the school and on the website.

Introduction

Parents, as defined in the Education Act 1944, are a child's main carers. They are responsible for making sure that their child is well enough to attend school and be able to participate in the curriculum as normal. However, we recognise that there may be occasions where parents/carers are advised that their child may return to school while still needing to take medicine(s).

We will ensure that parents/carers provide school with sufficient information about their child's medical condition and any treatment or special care needed at school, on admission, and keep us informed of any new or changing needs. If there are any special religious and/or cultural beliefs which may affect any medical care that the pupil needs, particularly in the event of an emergency, we rely on parents/carers to inform us and confirm this in writing. Such information will be kept with the pupil's personal record.

Aims and Objectives

Most pupils will, at some time in their school career, have a medical condition which may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. We aim to maintain close co-operation with pupils, parents and health professionals to provide a supportive environment for any pupils with medical needs.

We aim to address the following issues;

- Short term medical needs
- Long term medical needs
- Informed consent
- Administering medication
- Non-prescription medication
- Refusing medication
- Record keeping
- Storing Medication
- Self-management
- Asthma - Inhalers
- Staff development
- Emergency procedures
- Creating Healthcare plans
- Confidentiality

Management of medication within school

Parents/carers are asked to provide the school with full information about their child's health needs. If a member of staff notices deterioration in health of any pupil over time, they will inform the head teacher who will let the parents/carers know. The school uses an online system called Medical Tracker which allows recording of first aid incidents, and medication administered. Using Medical Tracker notifications are sent directly to contacts with parental responsibility regarding incidents and medication administered.

Short term medical / health needs

We recognise that some children may need to take medication at school at some time in their school life e.g. antibiotics. If medication can be prescribed/taken outside of school hours we would encourage parents/carers to seek advice about this with the prescribing doctor.

Long term medical / health needs

We will endeavour to create individual healthcare plans for pupils with long term needs thus maintaining adequate support to maintain attainment and attendance.

Upon being made aware of a pupil who has long-term medical/health needs one of the qualified first aid at work staff members will support in the production of the healthcare plan. ([Appendix 1](#))

Informed consent

Staff at this school are unable to give medication to pupils under the age of 16 without the consent of parents/carers. If possible, we also require that the first dose of any medication is given at home (e.g. antibiotics). Parents/carers will be asked to complete online consent via Medical Tracker, giving details of any medication, and dosage. ([Appendix 2](#))

In the unusual event of verbal requests to administer medication, the request will have to be heard by two members of staff before being documented on Medical Tracker.

Administering Medication.

Medication will always be administered by 2 employed members of staff working directly for Longford Park Primary School. In an exceptional circumstance, for example where an Adrenaline Auto Injector needs to be administered, there does not need to be 2 staff members present (refer to allergy and anaphylaxis policy).

When medication is administered the below procedure will be followed;

- Confirm the pupils name and the name on the medication.
- Check the written instructions provided by the parents/carers matches the information on the medication.
- Check the prescribed/advised dose
- Check the expiry date on the medication.
- Administer the medication.
- Record the date and time the medication was administered on Medical Tracker
- If there are any doubts about any of the details, staff will double check with parents/carers or the child's doctor before giving the medication

Non-Prescription Medication

School staff will not routinely administer non-prescription medicines except in circumstances described within this policy. Any administration of non-prescription medication will be undertaken in accordance with parental consent, the manufacturer's instructions and the school's procedures for recording and monitoring medication. If a pupil regularly suffers from acute pain (e.g. migraine, toothache or period pains) parents/carers may authorise and supply 'paracetamol' e.g. Calpol in appropriate doses as advised on the medication with written instructions about when the pupil may take it. The pupil will be supervised taking the medication and parents/carers will be notified via Medical Tracker by email on the day the pain killers were taken. (Appendix 3) All parents/carers, at the start of each academic year, are asked to sign a form to agree to their child being given paracetamol if they are unwell. Prior to administering paracetamol, staff will make reasonable efforts to establish whether the child has already received paracetamol or any other medication containing paracetamol within the previous four hours and ensure that the maximum recommended dosage within a 24-hour period will not be exceeded. Parents are informed when such medicine has been administered. (Appendix 4).

Raised Temperature and Fever (EYFS)

Where a child develops a raised temperature (38.0°C or above) or fever, during the school day and appears unwell, the school will assess the child's condition and take appropriate action. With prior written parental consent, school staff will administer an age-appropriate dose of paracetamol in accordance with the manufacturer's instructions, where it is considered beneficial to support the child's comfort while arrangements are made. Following administration, the child will be monitored closely. Parents/carers will be informed that paracetamol has been given via Medical Tracker. If the child continues to have a temperature of 38.0°C or above, remains uncomfortable, lethargic, distressed, or otherwise unwell, parents/carers will be contacted and expected to collect the child promptly.

Where a child has developed a fever during the school day, the school reserves the right to require collection from school by a parent/carer *even if* symptoms temporarily improve following administration of paracetamol. This is because medication may mask underlying illness and symptoms can reoccur once the effects of the medication wear off. Children should normally return to school when they are free from fever, are well enough to participate in normal activities, and do not require medication to maintain their attendance.

The administration of paracetamol does not automatically mean that a child is well enough to remain in school. The decision regarding whether a child remains in school or is collected by a parent/carer will be made by the Headteacher or designated senior member of staff, taking account of the child's temperature, symptoms, presentation and ability to participate in normal school activities.

All medicines administered will be recorded in accordance with this policy.

Refusing Medication

If a pupil refuses to take their medication staff will not enforce the dose. We will however inform parents/carers of the situation as soon as possible, and seek further advice.

Record Keeping

Records are all stored digitally via the Medical Tracker system, all staff are provided with access to Medical Tracker, however staff are provided varied levels of access via permission control based on their role and responsibilities in the school. All notifications for medication administered are sent to parents by email via Medical Tracker. Parents/carers will be required to deliver/collect the medication at the school office. No medication should be given directly to the pupil to bring into school, all medication must come via the school office.

Storing Medication

Medicine is sorted safely in a locked cupboard or locked fridge depending on the storage information provided on the medication. A nominated first aider will ensure the storage areas are maintained and will remove medications when complete or out of date. We will not dispose of any medication but will ask parents/carers to collect and dispose of any medicines left at school.

Where possible we will ask parents/carers to provide the doses required on a daily basis. We will not store large quantities of medication. We ask that all medication is supplied in a container clearly labelled with the pupil's name (class/year group) and the medication dose required. Any pupil needing more than one medication will require a separate container for each medication.

The head teacher is responsible for ensuring that medicines are stored safely. Pupils will, however, know where their medicine is stored and who has the key to such storage.

Self-Management

We believe that it is good practice to allow pupils who are capable of managing their own medication to do so. Pupils suffering from asthma may carry their own inhalers as long as it is clearly labelled with their full name and dose required. We will still require parents/carers to complete consent for the use on their child's inhaler via Medical Tracker.

Asthma - Inhalers

Parents/carers should ensure that if an inhaler has been prescribed that the pupil has an inhaler kept in school in case of emergency. The inhaler should state clearly the pupils name and will be kept in their year group. When the year group completes physical activities out of the classroom, or offsite educational visits, the inhaler will be taken in case of emergency.

The school will keep an active list of all inhalers which are left in school including details of the expiry date. The school will notify the parents/carers when the expiry date is within 2 weeks via email/letter to ensure there is sufficient time for the parents/carers to obtain a new inhaler to be stored at school.

The school will additionally keep an emergency inhaler(s) onsite in the event of an emergency. Parents/carers will be asked to provide consent that the school has permission to provide their child with the emergency inhaler if required. (Appendix 5) In an emergency situation the head teacher and a qualified first aider reserves the right to make a decision about the use of an emergency inhaler even if consent has not been provided. In the event the emergency inhaler is

used, the parents/carers will be notified via Medical Tracker to confirm the use of the emergency inhaler, time of use, and dosage provided. ([Appendix 6](#))

Staff Development

All staff who undergo any related training in this field will keep a record of dates and the focus of the training.

Emergency procedures

All staff are aware how to call the emergency services. Staff are also aware who is responsible for carrying out emergency procedures. Any pupil taken to hospital by ambulance will be accompanied by a named first aider or senior leader who will remain with the pupil until a parent arrives. All calls to emergency services will be recorded on Medical Tracker.

Specific training

All staff who are required to deal with specific issues or specific health needs will receive appropriate training from health professionals. We will respect any concerns of individual staff regarding administering medication but hope that appropriate training and support will enable staff to feel confident to fulfil this caring role.

Healthcare Plans

All pupils who have particular ongoing health needs will have an individual healthcare plan. The purpose of this is to identify the level of support that a pupil requires in school. It is a written agreement that clarifies for staff, parents and pupils the help that school can provide and receive. Each pupil's healthcare plan has a regular review date with parents, pupil and member of staff and/or health worker. Individual Healthcare Plans will be reviewed at least annually and sooner where there is a significant change to the pupil's medical condition, treatment, medication, hospital admission or educational provision. Each plan clearly states what information may be shared and with whom.

Equality of opportunity

School trips and journeys abroad/exchange visits

Pupils will be encouraged to participate in these activities if it is deemed safe to do so. Risk assessments will be carried out, provisions will be made in individual health care plans and staff will receive suitable training. Where possible we will keep a copy of the consent form in the language of the country visited. Where a pupil requires and has a particular healthcare plan we will provide a copy in the host language.

Sporting activities

Our PE curriculum and provision of sporting activities is flexible enough for all pupils to take part in ways which are appropriate to their abilities. Any restrictions on a particular pupil's ability to participate in PE will be clearly identified and incorporated into the pupil's individual healthcare plan. Where there is occasion for a pupil to wear a medic alert bracelet, which may be a source of

potential injury, we will arrange for it to be kept safely by the teacher in charge of the activity. Staff will always be alerted to the significance of these bracelets and will be clear who they belong to.

Work Experience

We will always ensure that placements are suitable for pupils with any particular health needs, ensuring that the employer has enough information to maintain the safety of the pupil involved.

Confidentiality

Medical and health information will be treated confidentially and information about pupils only shared with those whom the parents/carers or pupil have given consent for. However, we will ensure that important information about particular health needs will be clearly communicated to relevant teaching, support staff (e.g. PE, technology) and all first aiders.

Specific health needs of individual pupils will only be shared with peers after consent from the pupil. This will help to normalise any special needs and establish a sense of caring.

(APPENDIX 1)
INDIVIDUAL HEALTH CARE PLAN

Child's Full Name: _____ Year Group: _____

Date of Birth: _____

Home Address: _____

Medical Condition:

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Warning signs where hospital treatment might be required:

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Current medication:

--

Daily care requirements:

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Emergency Contacts:

Emergency Contact 1		Emergency Contact 2	
Name:		Name:	
Relationship to child:		Relationship to child:	
Phone Number:		Phone Number:	

Key people in school:

First Aiders: Lisa Bissell, Marc Dean, Raj Prabhakar

Class Teacher: XXX

Teaching Assistant(s): XXX

Headteacher: Jen Goode

Medical Contacts:

Registered Medical Practice:	
Medical Practice Address:	
Medical practice Phone Number:	

Any other agencies involved:

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Date of next review:

Care plan agreed by school:

First Aider:	
Date:	
Signature:	
Headteacher:	Jen Goode
Date:	
Signature:	

Care Plan agreed by:

I agree to this information being shared with any member of staff or outside agencies that will be supporting my child.

Parent/Carer	
Relationship to child:	
Date:	
Signature:	

(APPENDIX 2)

#todays_date\$

Dear Parent/Carer of #student_name\$,

You have recently provided #name\$ to the school office to be administered to #student_name\$ on #todays_date\$.

#acknowledgement_link\$ in order for us to administer this medication .

If you do not click the above link and acknowledge, we will not be able to administer this medication at school.

If you wish to talk to us further about this, please do not hesitate to contact us on 02476687688.

Yours sincerely,

Longford Park Primary School

(APPENDIX 3)

#todays_date\$

Dear Parent/Carer of #student_name\$,

We are contacting you to let you know that #student_name\$ was not feeling well in school today. As you have provided pre-consent for paracetamol we have given #student_name\$ medication. Please find more information below:

Medication: #name\$

Dosage taken: #dosage\$

Medication use time: #medication_use_time\$

As a reminder children must not have more than 4 doses of paracetamol in 24 hours. Wait at least 4 hours between doses.

#acknowledgement_link\$ you have received this notification.

If you wish to talk to us further about this, please do not hesitate to contact us on 02476687688.

Yours sincerely,

Longford Park Primary School

(APPENDIX 4)

Longford Park Primary School
Windmill Road
Longford
Coventry
CV6 7AT

Tel: 02476687688

Email: headteacher@longfordpark.coventry.sch.uk

RE: PRE-CONSENT FOR NON-PRESCRIBED MEDICATION

Dear Parents/Carers,

As you are aware, children can display symptoms of illness very quickly and this can affect their overall well-being and ability to focus upon their learning.

As a school, we can administer paracetamol to a child. The aim is to provide temporary relief from pain, discomfort or fever whilst the child is assessed and monitored by staff.

We only administer paracetamol for illnesses such as toothache, earache, menstrual pain, growing pains or headaches and then monitor the child for improvements. If they do not improve, then of course, we will always contact parents/carers and ask that the child to be collected from school.

To avoid a delay in your child having a dose of paracetamol when they are in pain, we are asking for advanced permission to administer the correct dose of medication. This helps us to provide the medication in a timely manner and to avoid having to contact parents/carers whilst you are at work or having to delay providing medication because we have not been able to make contact with you.

When administering medication, there will always be two members of Longford Park School staff present. A recording log will be completed in school, and you will receive notification that your child has had the dose. In an exceptional circumstance, for example where an Adrenaline Auto Injector needs to be administered, there does not need to be 2 staff members present (refer to the school's allergy and anaphylaxis policy).

Please complete the form below and return to school by no later than XXX

If you have any questions, please contact the main office.

Kind regards,

Longford Park Primary School

Reply slip: PRE-CONSENT FOR NON-PRESCRIBED MEDICATION

I DO give permission for my child to receive an age-appropriate dose of paracetamol for minor pain, discomfort or fever, in accordance with the school's Administration of Medication Policy. ☐

I DO NOT give permission for my child to receive paracetamol in they become unwell in school. ☐

*I understand that if my child continues to feel unwell, the school office will call me to collect my child.

Child's Name:

Year Group:

Name of adult giving permission:

Relationship to the child e.g. Mother/Father/Carer:

Contact telephone number:

(APPENDIX 5)

Longford Park Primary School
Windmill Road
Longford
Coventry
CV6 7AT
Tel: 02476687688

Email: headteacher@longfordpark.coventry.sch.uk

CONSENT FORM

USE OF EMERGENCY SALBUTAMOL INHALER

Longford Park Primary School

If your child is showing symptoms of asthma / having asthma attack

[Delete as appropriate]

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed:

Date:

Name
(print).....

Child's name:

Class:

Parent's address and contact details:

.....
.....
.....

Telephone:

E-mail:

(APPENDIX 6)

#todays_date\$

Dear Parent/Carer of #student_name\$,

We are contacting you to let you know that #student_name\$ had to use our school's emergency inhaler. Please find more information below:

Medication: #name\$

Dosage taken: #dosage\$

Medication use time: #medication_use_time\$

We had to use the school's emergency inhaler as #student_name\$'s prescribed inhaler was not available. #acknowledgement_link\$ you have received this notification.

Can you please organise to provide a replacement inhaler to the school office.

Yours sincerely,

Longford Park Primary School