



Greenholm Primary School

Official Policy

Name of Policy: Medicines in School Policy

Date Reviewed: October 2026



1. Introduction

Greenholm Primary School is committed to supporting pupils with medical conditions to ensure they have full access to education, including school trips and physical education. This policy outlines the procedures for managing medicines and providing medical care to pupils during school hours, in line with the Department for Education's statutory guidance on supporting pupils at school with medical conditions.

2. Roles and Responsibilities

- **Governing Body:** Ensures that arrangements are in place to support pupils with medical conditions and that the policy is developed and implemented effectively.
- **Headteacher:** Implements the policy, ensures all staff are aware of it, and arranges appropriate training for staff.
- **SENCO (Special Educational Needs Coordinator):** Works collaboratively with parents, healthcare professionals, and other staff to develop and maintain Individual Healthcare Plans (IHPs) for pupils with medical needs. Ensures medical needs are incorporated into broader SEN support plans where necessary.
- **Medical Lead:** Oversees the administration of medicines, monitors the implementation of this policy, and ensures accurate record-keeping. Supports staff with advice on medical issues and liaises with healthcare professionals.
- **Staff Members:** May volunteer to administer medicines and will receive suitable training to support pupils with medical needs.
- **Parents/Guardians:** Provide the school with sufficient and up-to-date information about their child's medical needs and ensure that medicines are supplied in their original container with clear labelling.
- **Pupils:** Where appropriate, pupils will be encouraged to take responsibility for their own medical needs, such as carrying inhalers or self-administering medication under supervision.

3. Procedures for Managing Medicines

- **Prescription Medicines:** Will only be administered during school hours if essential and prescribed by a doctor. Generally, the school will administer medication only if it requires four doses per day, as three doses could typically be given outside school hours. Exceptions will be made as required, for example, if a child is attending before or after school club provision. Parents must complete the "Greenholm Medical Administration Record Form" before any medication is administered.
- **Non-Prescription Medicines:** Generally, the school will not administer non-prescription medicines. Exceptions may be made at the discretion of the Headteacher.
- **Storage of Medicines:** Medicines will be stored securely, with access restricted to authorised members of staff. Medicines requiring refrigeration will be stored appropriately.



- Record Keeping: Each administration of medicine will be recorded using the school's Medicines Log, detailing the date, time, dose given, and the staff members involved.

4. Individual Healthcare Plans (IHPs)

For pupils with long-term or complex medical conditions, an Individual Healthcare Plan will be developed in consultation with parents, healthcare professionals, and the pupil. The IHP will detail the medical condition, required medication, specific support needed, and emergency procedures.

5. Staff Training

Staff responsible for administering medicines will receive appropriate training from healthcare professionals. Training will be updated regularly to ensure staff competence.

6. Emergency Procedures

In the event of a medical emergency, the school will follow the procedures outlined in the pupil's IHP. If no IHP exists, standard emergency protocols will be followed, and emergency services will be contacted if necessary.

7. Off-Site Activities and Educational Visits

The school will ensure that pupils with medical conditions can participate in off-site activities and educational visits. Risk assessments will be conducted, and necessary arrangements, including the provision of medication and trained staff, will be made.

8. Attendance and Medical Conditions

Greenholm Primary School recognises that pupils with medical conditions may require additional support to attend school regularly. We will work in conjunction with parents and healthcare professionals to minimise absences and ensure that pupils can access their education effectively.

- Supportive Strategies:
 - o Collaborating with families to develop flexible schedules where necessary, such as accommodating medical appointments.
 - o Ensuring pupils feel safe and supported when returning to school after periods of absence.
 - o Monitoring attendance to identify patterns and providing early support to prevent prolonged absences.

Attendance data will reflect our understanding that some absences may be unavoidable due to medical needs. Pupils will not be penalised for medically necessary absences.



9. Complaints

Any concerns or complaints regarding the administration of medicines or support for medical conditions should be directed to the Headteacher in the first instance. If unresolved, the school's complaints procedure should be followed.

10. Review

This policy will be reviewed annually or sooner if there are changes in legislation or guidance.