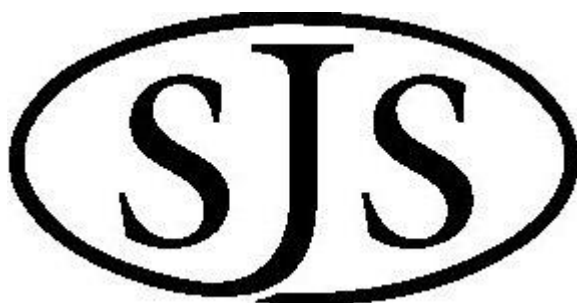


Shaftesbury Junior School

Administration of Medicines Policy



'We care, we share, for the future we prepare'

Approved by: Full Governing Body

Date: 16/03/2026

Last reviewed on: March 2026

Next review due by: March 2027

This policy reflects requirements for inclusion and equality as set out in the [Special Educational Needs and Disability Code of Practice 2014](#) and [Equality Act 2010](#), and refers to curriculum-related expectations of governing boards set out in the Department for Education's [Governance Handbook](#).

We support the 'City of Sanctuary' vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. We endorse the City of Sanctuary Charter, and agree to act in accordance with City of Sanctuary values and apply the network principles within our work.

We recognize the contribution of people seeking sanctuary. Sanctuary seekers are welcomed, included and supported within our context.

Statement of intent

All children have the right to the best education possible and this policy sets out how Shaftesbury Junior School supports those pupils with medical conditions to achieve this.

In 2014, the Department for Education (DfE) introduced new statutory guidance and this policy is in line with that guidance. The Local Authority (LA) updated its guidance in January 2018 and this policy also reflects that.

Responsibilities

It is the headteacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on an annual basis. In addition, the headteacher will ensure that all appropriate training for staff is available and up-to-date. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

It is the responsibility of governors to ensure they are aware of the school's procedures and to review this policy each year.

School will work with other professionals, particularly health professionals when seeking advice to ensure that such children can access and enjoy the same opportunities as any other child.

Individual Health Care Plans

When a pupil with a medical condition is admitted to the school (or there is a change in circumstance for a current pupil), school will make every effort to obtain all relevant information and provide appropriate support.

In the event that an Individual Health Care Plan is needed, school will follow the LA guidance (see Administration of Medicines & Healthcare Needs Jan 2018). This may include children who are competent taking responsibility for managing their own medicine. This will be reflected in the Individual Health Care Plan.

Emergency procedures for pupils with a medical condition are outlined in their Individual Health Care Plan. Where relevant, a Personal Evacuation Plan will be in place for specific pupils.

Insurance

The school holds appropriate liability insurance from the Local Authority.

Administering Medicines

Do	Do not
<p>✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so</p> <p>✓ Check the maximum dosage and when the previous dosage was taken before administering medicine</p> <p>✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it</p> <p>✓ Inform parents if their child has received medicine or been unwell at school</p> <p>✓ Store medicine safely</p> <p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	<p>✗ Give prescription medicines or undertake healthcare procedures without appropriate training</p> <p>✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions</p> <p>✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances</p> <p>✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor</p> <p>✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers</p> <p>✗ Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents</p>

Complaints

If a parent or pupil is dissatisfied with the support provided, they should discuss their concerns directly with the school. If this does not resolve the issue, then they may make a formal complaint via the school's Complaints Procedure. A copy of this can be found on the school website.