



**Rudston Primary School**

**Managing and Administering  
Medicines in the School Setting and  
Accident Procedure.**

**Date: January 2025**

This policy and all school policies are produced in  
accordance to guidance set out in our school  
legislation and guidance policy.

Approved by Governors: January 2025

Review Autumn Term 2026

## **Inclusion and Equality Statement**

Inclusion is an approach and attitude that will help to give all children opportunities for success and development at school, both academically and socially, and will ensure they are valued as part of the school community. We strive to ensure that pupils' unique needs, differing learning styles and requirements are recognised, valued and supported. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that all pupils can engage in school activities with others. We acknowledge the need for high expectations for all children. We actively seek to encourage equity and equality through our teaching. No gender, race, ethnicity, social and economic background, Special Educational Need or Disability will be discriminated against.

Rudston Primary School prioritises the safeguarding, health, and welfare of every child. This policy should be read alongside the school's Safeguarding & Child Protection Policy, First Aid Policy, Health & Safety Policy, and Supporting Pupils with Medical Conditions Policy.

### **1. Purpose**

- Provide a safe environment for safeguarding and promoting the welfare of all pupils.
- Support the health, safety, and wellbeing of all staff.
- Establish clear procedures for managing and administering medicines.
- Ensure accurate recording, storage, and monitoring of medicines administered in school.
- Support pupils with long-term and short-term medical needs.
- Provide clear guidance for managing emergency medical incidents.

### **2. Health Care Plans (HCPs)**

For pupils with long-term or complex medical needs, an Individual Health Care Plan (HCP) must be drawn up by the school nurse in consultation with parents/carers and medical professionals. Staff must familiarise themselves with HCPs. HCPs must be reviewed annually or sooner if changes occur.

### **3. Parental Requests to Administer Medicine**

Parents are encouraged to administer medicine outside the school day where possible. Medicine can be administered in school for chronic conditions, emergency medication, or short-term illness requiring prescribed doses during the school day. A signed consent form is required. School will only administer prescribed medicines. Where possible medicines will be administered at the start or end of lunchtimes.

### **4. Storage and Handling of Medicines**

Medicines must be delivered by an adult in original packaging with correct labelling. Stored safely in designated areas. Staff must record every administration:

- adhoc medications will be recorded on the consent form and added to CPOMS when the course is completed.
- Regular medicines will be recorded in the individual child's medication log book.

Some medicines requiring specialist knowledge will not be administered by staff.

**Drugs/ Epipens no longer in use or expired must be returned directly to parent/carer or disposed of in an appropriate manner**

## **5. Inhalers and Emergency Medication**

Inhalers must be accessible. Younger pupils' inhalers are securely stored. Emergency inhalers and EpiPens may be held on site with appropriate consent.

## **6. First Aid and Accidents in School**

Minor accidents treated by First Aiders. All incidents recorded and parents informed. Serious incidents require calling 999. Staff may accompany children to hospital if parents cannot be reached.

## **7. Medical Waste Disposal**

Gloves must be worn. Contaminated waste double-bagged. Sharps placed in sharps bins.

## **8. Emergency Incidents**

Call 999, call First Aider, administer medication as per HCP, inform parents.

## **9. Defibrillators (AEDs)**

Three AEDs stored onsite. Only trained staff should use them.

This policy contributes to the safeguarding of our children and is underpinned by our safeguarding statement : “Rudston Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.

Agreed by Staff: September 2025

Approved by Governors: September 2025

Review Date: September 2026