



Denver VC Primary School

School Medicine Policy

Introduction

As a church school, our values are based on Christian principles, and we have an ethos of hard work and mutual respect.

Our shared Christian vision seeks to recognise whatever is good in each individual through the way we Discover, Value, Celebrate and Praise each other.



Let your light shine (Matthew 5:16)

Our vision is lived out through our exploration of our Christian values: thankfulness, peace, wisdom, hope, tolerance, perseverance, friendship, generosity, justice, compassion, forgiveness and love.

We aim to develop the whole school community, promoting the academic, social, emotional, physical, spiritual, and aesthetic aspects of the individual.

This is the starting point of all our policy writing so that we can encourage all members of our community to 'Let their light shine' surrounded by a safe, enabling and encouraging environment.

Formally adopted by the Governing Board of:-	Denver VC Primary School
On:-	23rd March 2026
Chair of Governors:-	Carole Reich
Last updated:-	6th March 2024

Policy Statement

This policy outlines the procedures for managing medicines and supporting pupils with medical needs during the school day. Denver VC is committed to ensuring that pupils with medical conditions are properly supported so they can access education safely and fully.

Denver VC Primary is a small school and resources such as staffing and storage facilities do not allow us to administer all medicines to all children.

Most children will have short term medical needs from time to time, perhaps entailing finishing a medicine such as antibiotics after an illness. In such cases, we require, where possible, a parent or named person to come to school at a predetermined time to administer the medicine. We do not allow children to administer their own medicine because we do not have appropriate storage facilities for this.

Aims

- Ensure safe administration of medication to pupils.
- Support pupils with long-term or complex medical needs.
- Maintain clear communication between parents/carers, school staff, and healthcare professionals.
- Ensure staff understand their roles and responsibilities.

Roles and Responsibilities

Headteacher

- Ensures the policy is implemented.
- Ensures staff receive appropriate training.
- Oversee storage and administration procedures.

School Staff

- Administer medication only if agreed and trained.
- Follow procedures for recording and storing medicines.

- Report concerns to the designated lead.

Parents/Carers

- Provide up-to-date medical information.
- Supply medication in original, labelled packaging.
- Complete all required consent forms.

Pupils

- Encouraged to take responsibility for their own medication where appropriate (e.g., inhalers).

Managing Medicines in School

Medicines That May Be Administered

The school will only administer:

- Prescription medicines required during the school day.
- Non-prescription medicines *only* if agreed by the Headteacher (e.g., antihistamines), with written parental consent.

Medicines That Will NOT Be Administered

- Medicines without clear labelling or instructions.
- Expired medication.
- First doses of new medication.

Parental Consent

Parents/carers must complete a **Medication Administration Consent Form** before any medicine is given. The form must include:

- Child's name and class
- Name of medication
- Dosage and timing
- Storage requirements
- Emergency contact details

Storage of Medicines

- Medicines are stored securely in the school office or refrigerator in the staffroom.
- Emergency medication (e.g., inhalers, EpiPens) is accessible to staff at all times.
- All medicines must be clearly labelled with the child's name and dosage instructions.

Administration of Medicines

- Medicines are administered by trained staff.
- Two adults should be present where possible.
- Each administration is recorded in the **Medication Log**, including:
 - Date and time
 - Dose given
 - Staff signature
- Parents are informed if medication is refused or missed.

Residential Visits

- Staff will administer medicine on residential visits once the necessary documentation has been completed and authorisation is obtained by the Headteacher.
- Parents will be asked to give permission for their child to receive pain relieving medication (one dosage of paracetamol only).

Individual Healthcare Plans (IHPs)

IHPs are created for pupils with long-term or complex medical needs. Plans include:

- Medical condition details
- Symptoms and triggers
- Required support
- Emergency procedures
- Roles of staff and parents
- Review dates

Emergency Procedures

- Staff follow the pupil's IHP where applicable.
- Emergency services are contacted when necessary.
- Parents/carers are notified as soon as possible.

Hygiene and Infection Control

- Staff follow hygiene procedures when administering medication.
- PPE is used if required.
- Sharps (e.g., EpiPens) are disposed of safely.

Training

- Staff receive training relevant to pupils' medical needs (e.g., using inhalers, EpiPens, Diabetes).
- Training is refreshed regularly.

Record Keeping

The school maintains:

- Medication consent forms
- Medication administration logs
- Individual Healthcare Plans
- Staff training records

Policy Review

This policy is reviewed annually or sooner if legislation or school needs change.