COWORTH FLEXLANDS
Prep School & Nursery
Inspiring Minds, Nurturing Spirit

First Aid (Administering Medicines)

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1. Policy Statement

This policy applies to all members of our school community, including those in our EYFS setting.

Coworth Flexlands School is fully committed to ensuring that the appliance of the First Aid policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the schools' Equal Opportunity Policy document.

Coworth Flexlands School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the school's First Aid Policy.

This policy has been written with reference to:

- The Supporting pupils at school with medical conditions guidance.
- The United Learning First Aid Code of Practice.
- The United Learning Allergy and Anaphylaxis Management Code of Practice.
- The Health and Safety (First Aid) Regulations 1981.
- The Children and Families Act 2014.
- The EYFS Statutory Framework 2026.

The School is committed to ensuring that pupils with medical conditions, allergies and healthcare needs are supported to participate fully in school life and educational activities

In accordance with Health and Safety legislation (Heath and Safety (First Aid) Regulations 1981), the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and the Children &

Families Act 2014, it is the responsibility of the Governing Body to ensure adequate and appropriate first aid provision at all times when there are people on the school premises and during off-site visits and activities. The Chair of the Health & Safety Committee, is the designated person with overall responsibility for the implementation of this policy.

This document is reviewed annually by the Senior Leadership Team or as events or legislation change requires.

2. Key Personnel

Headteacher

The Headteacher has overall responsibility for ensuring suitable arrangements are in place for first aid, medicines administration and supporting pupils with medical needs.

Assistant Head

Responsible for monitoring implementation of this policy and coordinating support for pupils with medical needs.

School Secretary

Responsible for:

- Maintaining medical records.
- Maintaining medicine administration records.
- Monitoring expiry dates.
- Maintaining emergency medication supplies.
- Coordinating Individual Healthcare Plans.

All Staff

Responsible for:

- Understanding medical needs relevant to pupils in their care.
- Following Individual Healthcare Plans.
- Seeking appropriate support when required.
- Following emergency procedures.

3. Procedures

i. Medication

When joining the school, parents are asked to sign if they agree to specified medicines (currently listed as Calpol, Piriton, Calamine) being given to their child whilst in school. Parents will be required to complete a Request to Administer Medicines form for any medicine brought into school. Medicines must be handed over to the office in the original packaging and named, together with the completed form. No medicine can be administered until this has been done.

Those staff who administer medication have received online training. All staff should know how to contact 999 and a first aider whether in school or in a remote setting and they should be familiar with all of the policies in this section.

Pupils may not self-medicate. Pupils may only carry medication where this has been agreed by the School and documented within an Individual Healthcare Plan or other appropriate medical arrangement.

A written record will be kept whenever medication is administered to a pupil. Records will include:

- Name of pupil.
- Date and time.
- Name of medication.
- Dose administered.
- Member of staff administering the medicine.
- Any follow-up actions.

Parents will be informed on the same day, or as soon as reasonably practicable, when medication has been administered.

Non-prescribed medicines

The school will not generally give non-prescribed medication to pupils. However, the school recognises that sometimes children do need to take medicines in school time. If this is the case, there has to be prior written agreement, on the request from parents for any medication, prescribed or non-prescribed to be given to a child. This written agreement must also include the dosage.

If a pupil brings in throat lozenges etc. then these must be treated as medication and handed in to the school office.

Prescribed medicines

Generally, only prescribed medicines for which parents specifically give their written consent for administration to pupils may be given to a First Aider in the School Office. This written agreement must also include the dosage. Prescribed medicines should be in their original container with the original dispensing label showing the child's name and prescribed dosage.

Emergency Medication

Emergency Medication, including inhaler and spacers, adrenaline auto injectors are located in the Medical Room. The School Office keeps liquid paracetamol and antihistamine in case of emergency, which will only be administered with parents' prior written consent.

Allergy Management

The School recognises that allergies, including anaphylaxis, can present significant risks to pupils' health and wellbeing.

Pupils with severe allergies will:

- Have an Individual Healthcare Plan or Allergy Action Plan.
- Have emergency medication readily available.
- Be identified to relevant staff.
- Be included fully in school life through appropriate risk assessment and reasonable adjustments.

The School maintains spare emergency Adrenaline Auto Injectors (AAIs) in accordance with current guidance.

Further information can be found within the School's Allergy Management Policy.

Refusing medication

If pupils refuse to take medication, the school will not force them to do so and will inform parents immediately.

Storage of medication
Any medication should be in a container that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and should be within its expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non-health care staff should not transfer medicines from their original containers.

Medicines are kept in a locked box in the School Office. Those medicines requiring refrigeration will be kept in the Medical Room fridge, in a clearly labelled container. These fridges have restricted access.

Disposal of medication
The school does not dispose of medicines. Parents should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

ii. Staff medication

Staff who have medication in school must store the medication securely away from pupils.

Staff must seek medical advice if they are taking medication which may affect their ability to care for children.

iii. Educational visits and Activities Offsite

The Parent/Guardian is responsible for the completion of an Annual Trip Consent form which asks parents to confirm that they authorise staff running the trip to arrange any medical treatment deemed necessary in an emergency (including the administration of First Aid by a member of staff with a valid certificate). For residential trips, an additional medical form will be sent out asking for consent for that specific trip.

All educational visit risk assessments must take into account relevant medical information, Individual Healthcare Plans and emergency medication requirements.

Medication required during a visit must accompany the pupil and be readily accessible at all times.
Visit Leaders must ensure supervising staff are aware of medical needs and emergency procedures before departure.

iv. Record keeping

The Parent/Guardian is responsible for the completion of the medical form issued by the school. The Parent/Guardian is responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to replace any medication with a replacement before expiry.

Any new medical condition or changes to an existing medical condition must be notified to the school in writing as soon as possible.

On an annual basis, parents must check the medical information the school hold on their child and will either confirm that it is correct or amend, as appropriate.

Medical records, Individual Healthcare Plans and medicine administration records will be stored securely and treated as confidential information. Access will be restricted to those staff who require the information to support pupils effectively.

v. Hygiene Control

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment. There is a sharps box in the office.

vi. Emergency Procedures

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff.

Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

The Parent/Guardian is responsible for ensuring that a member of the family or other nominated person is easily contactable at all times in the event of an emergency or a child requiring to be sent home from school due to illness or injury.

vii. Arrangements for pupils with particular medical needs

Parents or guardians have the prime responsibility for their children's health and should provide the school with information about any medical condition.

There is no legal duty which requires school staff to administer medicine; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medicine will require access to relevant information and training. Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment. Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances.

Pupils and members of staff with significant medical needs are recorded on iSAMS and have an IHCP completed by the School Office in conjunction with the Form Tutor and agreed by their parent.

Pupils with extreme medical needs, such as a severe allergy will have a poster with their name and current photo positioned in prominent staff areas, including the kitchen, staff room and Medical Room.

All staff should be aware of pupils with medical needs that they teach and must ensure that these details are included on risk assessments for visits or trips outside of school.

Pupils at risk of anaphylaxis have an auto-injection pen (e.g. EpiPen, JextPen) which is stored in the Medical Room. All staff are given training in treatment required for dealing with a severe allergic reaction.

Individual Healthcare Plans will normally be reviewed annually, or sooner where medical needs change.

Parents must notify the School promptly of any changes to medical information, medication or healthcare requirements.

Staff Training

The School will ensure that appropriate staff receive training relating to:

- Administration of medicines.
- First Aid.
- Allergy and anaphylaxis management.
- Use of Adrenaline Auto Injectors.
- Individual Healthcare Plans.
- Supporting pupils with medical needs.

Training will be refreshed regularly and new staff will receive appropriate induction.

Monitoring and Governance

The School will regularly review:

- Individual Healthcare Plans.
- Medication administration procedures.
- Allergy arrangements.
- Staff training records.
- Medical incidents and lessons learned.

The Local Governing Body receives periodic updates regarding medical needs, first aid provision, allergy management and significant medical incidents as part of its oversight of safeguarding, health and safety and pupil wellbeing.

4. Document Log

Reviewed by	Kerry Webb
Role	Business Manager
Review schedule	Annually
Date Authorised	October 2026
Reason for review	Annual check
Review Date	October 2027

Appendix A – REQUEST FOR SCHOOL TO ADMINISTER MEDICATION



REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Medicine will not be given unless you complete this form and return it to the School Office.

Child's Full Name		**Year**	
Details of condition/ illness			
Name of medication (*as described on the container*)			
Duration of course			
Date dispensed to parent/guardian		**Date given to school**	
Dosage		**Timing**	
Special precautions *(if any)*			
Side effects *(if any)*			
Procedures to follow in an emergency *(if any)*			

DECLARATION

I hereby authorise the School to administer the above medication as directed. I understand that while the School Staff will take all reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child which occurs as a result of my instruction to administer the medication as detailed above. I understand that I must deliver and collect the medication from the School Office personally.

Name:	**Signed:**
Relationship to child:	**Date:**