

# Leadership & Management

## Medication and Intimate Care Policy

December 2025

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## 1.0 Intent

This policy ensures the safe, consistent, and accountable administration of both routine and emergency medication and intimate care for pupils. It aligns with our commitment to supporting pupils with medical conditions, safeguarding their health, and maintaining accurate records in compliance with school procedures and statutory guidance.

The aims are:

- To provide clear procedures for storing, administering, and recording medication.
- To ensure staff understand their responsibilities and follow robust checking processes.
- To maintain accurate documentation and communication with parents/carers.

## 2.0 Implementation

### Medication:

#### a) Storage and Organisation

- Each pupil with routine medication will have a paper file stored securely but accessibly. All routine medication folders will be the same colour for easy identification.
- Each pupil with emergency medication (e.g., antibiotics, antihistamines) will have a separate folder of a different colour.

#### b) Contents of Folders

- Weekly medication logs (routine or emergency) including stock records.
- Pre-populated pupil details where possible.
- Administration records requiring:
  - Medication name and dose
  - Time of administration
  - Two staff signatures
  - Amount remaining

#### c) Recording and Uploading

- Staff complete logs daily.
- Every 4th school week, the medication team will:
  - Check completed logs for accuracy.
  - Verify against stock levels.
  - Scan and upload to CPOMS under the tag: *Medication Log (routine)*.

- Emergency medication logs are uploaded:
  - At the end of the course,
  - When the provided amount is finished,
  - Or after 4 weeks (whichever is first).

#### **d) Stock Monitoring**

- If stock falls below **10 school days' worth**, staff must:
  - Request additional stock from parents.
  - Log the request on CPOMS.

#### **e) Administration**

- All medication must be prescribed, in-date, and labelled.
- Two staff signatures are required for each administration.
- Supply staff must not administer routine medication but will be trained for emergency response.

#### **Intimate Care**

Our setting recognises that some pupils may require intimate care as part of their medical needs. Intimate care refers to any assistance that involves washing, toileting, changing clothes, or managing personal hygiene.

##### **a) Principles**

- Dignity, privacy, and respect for the pupil are paramount.
- Care will be provided in line with safeguarding procedures and by trained staff.
- Wherever possible, two adults should be present during intimate care.
- Parents/carers will be informed and consent obtained for any planned intimate care arrangements.
- Records of intimate care provided will be logged and stored securely on CPOMS.

##### **b) Procedures**

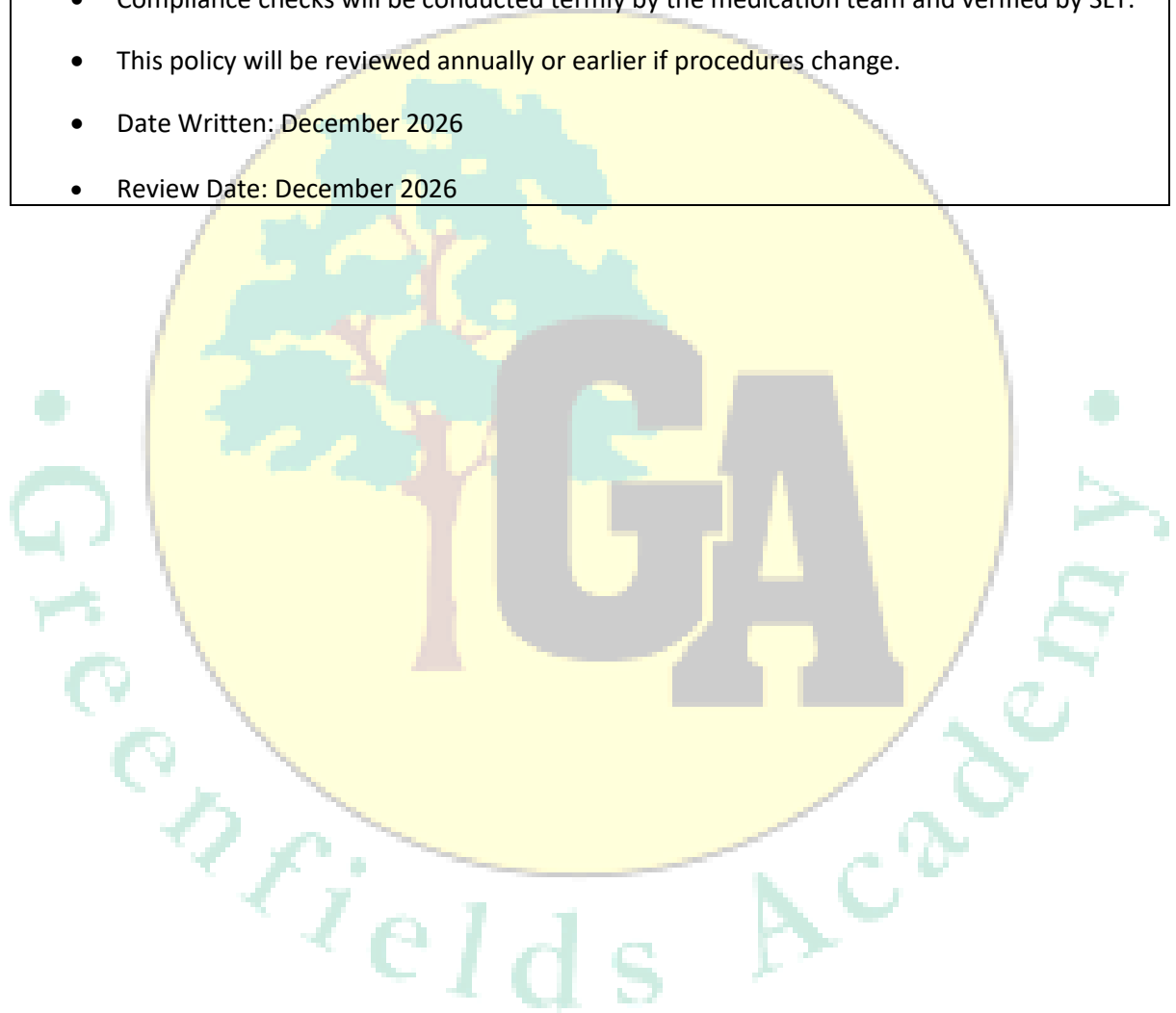
- Staff must follow the pupil's Individual Healthcare Plan (IHP) if intimate care is required.
- PPE (gloves, aprons) must be worn for hygiene and infection control.
- Any concerns or incidents during intimate care must be reported immediately to the Designated Safeguarding Lead (DSL) and logged on CPOMS.

### 3.0 Impact

- Pupils receive timely and safe medication.
- Parents are reassured through transparent processes.
- Staff accountability is maintained through double-signature and CPOMS uploads.
- Reduced risk of medication errors and improved compliance with safeguarding standards.

### 4.0 Review

- Compliance checks will be conducted termly by the medication team and verified by SLT.
- This policy will be reviewed annually or earlier if procedures change.
- Date Written: December 2026
- Review Date: December 2026



## Medication Log – Routine Medication

<b>PUPIL:</b>	
<b>WEEK COMMENCING:</b>	

	M	T	W	T	F
<b>Medication &amp; Dose:</b>					
Carried Over					
Time					
Signature 1					
Signature 2					
Amount Left					
<b>Medication &amp; Dose:</b>					
Carried Over					
Time					
Signature 1					
Signature 2					
Amount Left					
<b>Medication Stock</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
IN	Quantity				
	Sign				
	Sign				
OUT	Quantity				
	Sign				
	Sign				
IN	Quantity				
	Sign				
	Sign				
OUT	Quantity				
	Sign				
	Sign				

## 5.0 Appendix B - Emergency Medication Log Template

### Medication Log – Emergency Medication

<b>PUPIL:</b>	
<b>WEEK COMMENCING:</b>	

	M	T	W	T	F
Medication & Dose:					
Carried Over					
Time					
Signature 1					
Signature 2					
Amount Left					
Medication & Dose:					
Carried Over					
Time					
Signature 1					
Signature 2					
Amount Left					

Medication Stock		M	T	W	T	F
IN	Quantity					
	Sign					
	Sign					
OUT	Quantity					
	Sign					
	Sign					
IN	Quantity					
	Sign					
	Sign					
OUT	Quantity					
	Sign					
	Sign					

END