



# Administering Medicines and Intimate Care Policy

<b>Policy title:</b>	Administering Medicines and Intimate Care
<b>Function:</b>	For information and guidance about the administering medicines and intimate care at The Blue Coat School. This document forms part of a portfolio of policies that are designed to inform staff.
<b>Status:</b>	Approved
<b>Statutory guidance:</b>	<p>The Children and Families Act 2014</p> <p>The Equality Act 2010</p> <p>Supporting Pupils with Medical Conditions at School (DfE guidance)</p> <p>General Data Protection Regulations</p> <p>Department for Education: Keeping Children Safe in Education 2024</p>
<b>Audience:</b>	Staff, Leaders, Trustees, Students
<b>Ownership:</b>	Board of Trustees, Headteacher
<b>Last Reviewed:</b>	May 2025
<b>Reviewed by:</b>	Trust Board
<b>Next Review:</b>	May 2027

## **Aims and objectives**

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future.

We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness.

Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

The purpose of this policy is to ensure the safety, security, and well-being of students, staff, and visitors by establishing clear guidelines for all visitors to the school premises.

## **Roles and responsibilities**

The Board of Trustees will:

- Ensure this policy confirms with statutory guidance regarding medical needs, administration of medicines and intimate care
- Oversee regular review and application of the policy
- Ensure the school meets its duties under health and safety and safeguarding legislation

The Headteacher will ensure this policy is communicated to all employees and applied consistently.

The Headteacher will ensure staff are appropriately trained to support students with medical needs and to provide intimate care.

The Headteacher will oversee the development and implementation of Individual Healthcare Plans (IHPs).

The Headteacher will ensure all relevant procedures are followed regarding the safe storage and administration of medicines.

Designated staff will work with healthcare professionals, parents/carers and students to develop IHPs.

Designated staff will ensure medicines are stored and administered safely according to policy.

Designated staff will maintain accurate records of medicine administration and intimate care.

Designated staff will administer medicines and provide intimate care only if trained and authorised.

Staff will maintain the dignity and privacy of students requiring intimate care.

Parents will provide full information about their child's medical needs.

Parents will supply medicines in the original packaging with clear labelling.

## Procedures and practices

### General Principles

The school is committed to ensuring that all students with medical needs, including those requiring the administration of medicines and intimate care, receive appropriate support to enable full access to education. The following general principles underpin this policy:-

**Inclusion:** Students with medical needs will not be denied admission or excluded from school solely because of their health conditions.

**Individualised care:** Care plans and procedures will be tailored to the needs of each student taking into account medical advice and the views of parents/carers and the student.

**Dignity and respect:** All medical interventions, including intimate care, will be delivered in a way that respects the student's dignity, privacy and right to be treated with respect.

**Safety:** The health, safety and well-being of the student and staff will be prioritised in all medical and care procedures with risk assessments carried out as necessary.

**Staff Competence:** Only appropriately trained and authorised staff will administer medication or provide intimate care.

**Partnership Working:** Effective communication between school, families and health professionals is essential. Parental consent and engagement are key to successful care provision.

**Safeguarding:** All staff are expected to follow safeguarding protocols when undertaking any medical or intimate care activity. Concerns will be reported and addressed in line with the school's safeguarding policy.

**Confidentiality:** Medical and personal care information will be handled sensitively and in accordance with data protection laws.

### Managing Medical Needs

Individual Healthcare Plans (IHPs) are developed and created in consultation with healthcare professionals, parents and the student.

Emergency protocols are in place for conditions such as asthma, epilepsy and diabetes. Staff are trained in first aid and emergency responses.

## **Administering Medicines**

Prescription medicines should only be administered with written parental consent. Medicines must be in original packaging with pharmacy label and logged in the medicines administration record.

Non-prescription medicines must only be administered if essential and with parental consent. This is limited to minor ailments.

All medicines must be stored in a secure, locked cupboard for medicines.

## **Intimate Care**

The definition of intimate care is assistance with toileting, washing, dressing or menstrual care where required. An intimate care plan may be created as part of the IHP.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported as soon as possible after the event to the Senior Leadership Team. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care. It would then be reported to the family by the member of the Senior Leadership Team.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present, and any care given that has differed from the care plan, together with the reason for this.

Only designated, trained staff will provide intimate care. There should be two adults present when possible and staff must respect student dignity and privacy at all times. Staff will take into account the religious views, beliefs and cultural values of the student and their family as far as possible when undertaking personal care.

Any safeguarding concerns must be reported in accordance with the safeguarding policy. Records of intimate care must be kept and monitored.

## **Training**

Designated staff receive appropriate training in medical conditions, administering medicines and intimate care. Training is refreshed annually or as needed.

## **Confidentiality and Data Protection**

Medical information is treated confidentially and shared only with staff who need to know. Information is stored securely according to data protection guidelines.

## **Monitoring, review and evaluation**

The Board of Trustees will monitor the effectiveness of this policy through scheduled agenda items at governor meetings and Finance and Resource Committee reports.

The Headteacher and senior leaders will ensure that procedures and practices of this policy are monitored, reviewed and rigorously evaluated.

# Parental consent for the administering of medication

This form should be used by parents when notifying the school of their consent to hold and dispense medication.

Student:	Form:
Date:	
Details of medical condition/diagnosis:	
Prescribed medication:  Expiry date:  Date of replenishment:  Dosage and method:  Procedure in case of emergency:  Other comments:	
I understand that I must deliver the medicine personally to the School Office. I accept that this is a service that the School is not obliged to undertake. I understand that I must notify the School of any changes in writing.  Signed: _____ Print name: _____	