



Administering Medicines and Intimate Care Policy

Policy title:	Administering Medicines and Intimate Care
Function:	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.
Status:	Approved
Statutory guidance:	The Children and Families Act 2014 The Equality Act 2010 Supporting Pupils with Medical Conditions at School (DfE guidance) General Data Protection Regulations Department for Education: Keeping Children Safe in Education 2024
Audience:	Staff, Leaders, Trustees, Students
Ownership:	Board of Trustees, Headteacher
Last Reviewed:	May 2025
Reviewed by:	Trust Board
Next Review:	May 2027

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Aims and objectives

At the Blue Coat School our vision is simple. All that we do is focused on developing exceptionally well-rounded individuals with the skills to thrive and positively contribute in a rapidly changing society.

This is underpinned by our unrelenting focus on:

Inspiring excellence

Excellence is not something that is simply achieved. It something that we always strive for so that we can continually create opportunity and enhance the life chances of talented young people from broad and diverse backgrounds. The best is not, however, always the easiest. Our staff and learners will be resilient, and able to overcome barriers and challenges to ensure that potential is unlocked.

Shaping character

Our learners leave us not just knowing how to do things, but how to do things in the right way for the right reasons. That is why humility and integrity are the key pillars of our community, and the basis for how we treat one another. They ensure we have a culture where individuals are treated with care and compassionate respectfulness.

Forging futures

Every member of our community will leave us embracing their strengths and with ambition and aspiration as to how they can contribute positively to the modern world they are entering. Our students will become the leaders of tomorrow.

By extension, our values, approach and ethos are embodied in, and implemented through, our policies and procedures. They are the framework to support all that we do and achieve.

Roles and responsibilities

1. 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
2. The Headteacher will ensure this policy is communicated to all employees and is applied consistently.
3. The Headteacher will ensure staff are appropriately trained to support students with medical needs and to provide intimate care.
4. The Headteacher will oversee the development and implementation of individual Healthcare Plans (IHPs).
5. The headteacher will ensure that all relevant procedures are followed regarding the safe storage and administration of medicines.
6. Designated staff will work with healthcare professionals, parents/carers and student to develop IHPs.
7. Designated staff will ensure medicines are stored and administered safely according to policy.
8. Designated staff will maintain accurate records of medicine administration and intimate care.

9. Designated staff will administer medicines and provide intimate care only if trained and authorised.
10. Staff will maintain the dignity and privacy of students required intimate care.
11. Parent will provide full information about their child's medical needs.
12. Parents will supply medicines in the original packaging with clear labelling.

Procedures and practices

General principles

13. 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

14. Individual Healthcare Plans (IHPs) are developed and created in consultation with healthcare professionals, parents and the student.
15. Emergency protocols are in place for conditions such as asthma, epilepsy and diabetes. Staff are trained in first aid and emergency responses.

Administering Medicines

16. 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.

17. Non-prescription medicines must only be administered if essential and with parental consent. This is limited to minor ailments.
18. All medicines must be stored in a secure, locked cupboard for medicines.

Intimate Care

19. The definition of intimate care is assistance with toileting, washing, dressing or menstrual care where required.
20. Parents must provide written parental consent. An intimate care plan may be created as part of the IHP.
21. 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.
22. Any safeguarding concerns must be report in accordance with the safeguarding policy. Records of intimate care must be kept and monitored.

Training

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

Confidentiality and Data Protection

24. 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

25. The Board of Trustees will monitor the effectiveness of this policy through scheduled agenda items at Trust Board meetings and Finance and Resource Committee reports.
26. The Headteacher and senior leaders will ensure that procedures and practices of this policy are monitored, reviewed and rigorously evaluated.