



Administering Medicines Policy

Governor Committee Responsible:	C&L	Governor Lead(s):	Headteacher
Status	Non-statutory	Review Cycle	Annual
Last Review	March 2026	Next Review Date	March 2027
<i>Date Ratified</i>	<i>3rd March 2026</i>		

This policy should be read in conjunction with the policy 'Supporting Pupils at School with Medical Conditions' and, if applicable, the SEND policy.

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication. Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided to every member of the school personnel who has volunteered for and accepted this role. This training will take place before they start this role and will ensure that they are familiar with all administration of medication procedures.

Medicines will be administered that have been prescribed by a doctor or some other authorised person where it would be detrimental to a child's health if the medicine were not administered during the school day. Non-prescription medicines will only be administered by staff if parents/carers have agreed in writing with the school and have signed the healthcare plan for their child. Parents must sign to the effect that the medicine has been administered previously to the child without adverse effect. Parents can also make arrangements to administer the medication to their own child at lunchtime.

Pupils may under certain circumstances self-administer medicines. As a school we follow the government recommendation, that children who are able take responsibility for managing their own medicine do so, within safe parameters.

School Medicines

In exceptional circumstances, the school may administer children's paracetamol (Calpol), with verbal permission from parents, if that enables the child to remain in school and attend lessons.

The school has an emergency salbutamol inhaler which will be administered if a child is experiencing a suspected asthma attack and their own inhaler is not available. The school also has an emergency adrenaline auto-injector (AAI) which will be used in an emergency should the child's own auto-injector is misfiring, out of date or not available. School will seek permission from parents for their child to use the school's AAI or inhaler. Parents will be informed immediately if either has been administered to their child.

[Type here]

Parents/Carers

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents should obtain details from their child's GP if needed.

Parents/carers must provide:

- written permission by completing an appropriate consent form;
- sufficient medical information on their child's medical condition;
- the medication in its original container;
- sufficient medicine for the dosage to be given in school

Procedure

Administration of Prescribed Medicines

Members of school personnel who have volunteered to administer/supervise the taking of medication will:

- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure area for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
 - immediately inform the parent/carer of this refusal

Medication Record

The following information must be supplied by the parent/carer:

- Name and date of birth of the child
- Name and contact details of the parent/carer
- Name and contact details of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by parent/carer for staff to administer medication
- Expiry date of medication
- Storage details

[Type here]

Security

- All medications administered by staff require a signed health care plan which is kept in two places: one in the central medical file and another in a zipped plastic bag with each child's medicine.
- The medicines are stored in a large plastic box in a secure room off reception.
- Each medicine must be labeled with the child's name, the name of the medicine and the dose to be given.
- When a medicine is administered to a child, the Administration of Medicines form must be completed (from reception or download from website).
- A small secure fridge will be used for medications that need to be kept cool.

Confidentiality

The staff will treat medical information confidentially.

Disposal of medicines

It is the responsibility of parents to dispose of unwanted/ out of date medicines. Medicines that are not collected, however, will be taken to a local pharmacy for disposal.

Sharps, such as syringes, will be disposed of appropriately.

Managing Medicines in the Classroom

- Any medicines kept in the classroom are stored in a labeled clear plastic box. The teacher keeps this box in their resources cupboard. Each medicine in the box is clearly labeled as above. Pupils who have inhalers for asthma are permitted to carry their own inhalers or keep them in the box.

Educational Visits

- On educational visits a designated person will also attend in order to administer medications.
- For residential visits, young people sometimes need minor treatment for conditions such as headaches, rashes, colds and insect bites. If necessary, with parental permission, staff will treat these ailments with the following 'off-the-shelf' products which are commonly available from most chemists:
 - Paracetamol, antiseptic wipes, hypoallergenic plasters, insect-bite antihistamine, piriton, suncream
 - Parents will also be requested to sign the following statement regarding emergency medical treatment during visits:

Sporting Activities

- We will ensure that pupils have immediate access to their own asthma inhalers during sporting activities in the school day and during extra-curricular clubs.