



Administering Medicine at School Policy

June 2025



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This policy will be reviewed annually
Policy reviewed: June 2025 by S. Lisk & A. Forbes
Next review: June 2026 by S. Lisk & A. Forbes

The purpose of these guidelines is to clarify the school's position with regard to the administration of medicines. This policy applies to all children including those in EYFS.

Definition of Responsibilities

- Parents or guardians have prime responsibility for their child's health and are responsible for ensuring that they are well enough to attend school.
- There is no legal duty which requires school staff to administer medication. This is a voluntary role and staff who volunteer to do so have the support of the school.
- It is the responsibility of the prescribing doctor to specify the dose and medication required, the dispensing pharmacist to ensure the correct name and dosage are clearly visible on the container, the parent to ensure the school fully understands the instructions and the person administering the medicine to check that the correct medicine is given in the correct dose to the correct child.

Procedures

- Parents who request that school staff administer medication to their child must complete a medication request form available from the school website. It is the parents' responsibility to communicate any changes to instructions given on this form to the school in writing. No child will be given medication unless this form has been completed. Medication should only be brought to school when essential.
- Once checked in it is the responsibility of class teachers to store auto-injectors in the classroom. Any medication that needs to be refrigerated should be stored in the fridge in Orchard Hall kitchen and should be kept locked. No medication should be stored in the staff room.
- When a parent brings prescribed medicine to school it should be clearly labelled with the child's name and the permitted dosage. Written instructions are always required. The completed form should be filled in and passed on with the medicine to Mr Forbes or Mr Morrison. The medication and form will be shared with Mrs Lisk (or in her absence Mr Forbes) at the next available opportunity and Mrs Lisk will check, record and arrange for the medication to be stored securely and administered as prescribed.
- The medication must have a printed label giving the name of the drug and/or its generic name, the prescribed dose and frequency, expiry date and the full name of the child. Once checked it will be stored in one of the First Aid locked cabinets, or medical fridge and Mrs Lisk will administer the medication or pass on relevant instructions to the class teacher or teaching assistant. Completed sheets are kept for the period specified in the school's policy on the retention of records. An Administering Medicine slip will be sent home and a record will also be kept on file at school.
- Medicines that are prescribed in the short term, e.g. painkiller, antibiotic or similar medication is administered as requested by the parent to be taken during the day are to be administered by Mrs Lisk or in her absence Mr Forbes. The class teacher/teaching assistant will take any children to Mrs Lisk to administer the short-term medication as advised.

- Whenever possible parents should ask the prescribing doctor or dentist to specify doses which enable medication to be taken outside school hours.
- Non-prescription medication may be given in school on an occasional basis and parental consent is given. In instances where a pupil regularly suffers from acute pain e.g., migraine, parents should supply appropriate pain killers for their child's use with written instructions about when they should be taken. Arrangements for the storage and dispensing of such medication are the same as for prescribed medication.
- Medication for children with asthma is kept in the First Aid cupboards outside Bay classroom. auto-injectors are kept in the individual child's classroom.
- Where children are going off-site for any reason, the teacher/teaching assistant should have the appropriate medication in his or her possession. This medication should be signed out from the locked cupboard outside Oak class.
- Children that may require an auto- injector will have it hanging on a peg in Orchard Hall when they have their lunch and on a peg outside Mr Forbes office when doing clubs.
- Any time medication is administered a record is made and provided to parents and a copy kept on file. Parents of pupils are informed by the class teacher/teaching assistant of any medication administered during the school day and the time it was given. All medication or medical equipment must be clearly labelled with the pupil's name and full instructions for administering. All medication except auto-injectors are stored in a locked non portable cabinet on the wall outside Bay classroom.
- Staff must sign the medication in and out sheet when taking pupil medication on trips and sports fixtures. Auto- injectors for individual pupils are kept in the classroom where they spend the majority of the school day on a peg by the class door. Those with conditions such as asthma, diabetes, epilepsy, allergies requiring an auto- injector are required to hold a set of medication in school for administering by the First Aider.
- No medication can be administered without proper authorisation.
- All medication except auto-injectors are stored in a locked non portable cabinets on the wall outside Bay classroom. There is a list of all medications and a signing in and out sheet for staff to complete when medications are taken by staff on trips and sports fixtures.
- Medication that needs to be kept refrigerated is stored in the fridge in Orchard Hall.
- The class teacher/teaching assistant should remove the medication from the locked cabinet/fridge at the prescribed time. If medicine is to be administered whilst the child is off site (i.e. trip) an alarm should be set on the school mobile before departing. He/she should check the child's name against the name on the medication package/bottle and dosage required as well as the list of medication administered to ensure that it has not been given already.
- It is the parents' responsibility to collect the medication from the appropriate teacher at the end of the school day.
- It is the parents' responsibility to make sure all medication kept in school is in date. All expired or unused medication will be returned to the parent/carer for disposal at the earliest opportunity.
- Auto-injectors for individual children are kept in the classroom where they spend most of the school day. All medication or medical equipment must be clearly labelled with the child's name with full instructions for administering. They are stored on a peg by the classroom door clearly labelled.
- Those with special conditions such as asthma, diabetes, epilepsy, allergies requiring auto-injectors etc are required to have medication in school which is administered by a paediatric first aider.
- For children that require long term medication, the parent and Mrs Lisk will jointly complete an Individual Health Care Plan (IHCP) to ensure a shared understanding of the child's needs are accommodated and then shared with all relevant staff.
- All possible precautions are taken to ensure that children with allergies are not exposed to risk. Class teachers, playground supervisors and all first aiders are fully briefed by Mrs Lisk/Class teacher of the child's condition.
- Emergency medication for pupils moving off site for a school trip is taken by the member of staff accompanying the children.

- There is emergency paracetamol, ibuprofen, Piriton, auto-injector and Ventolin that can be administered if authorisation is given by the parent. Emergency medication is taken on all trips and sports fixtures; but only used once the school has contacted the parent or written permission has been given.

Staff Medication

- Staff medication is kept locked in the First Aid Room. Only children's personal medication are in the two first aid cabinets outside Bay classroom. All school medication, eg Calpol, Ibuprofen, school inhalers and auto-injector (for offsite) are also kept in the First Aid Room.
- Emergency auto-injectors are kept in a clearly labelled box on the side wall of the Headteachers office.
- Staff that have their own medication that requires refrigeration must keep it in the Orchard Hall kitchen fridge. The key for the kitchen is above the door.
- Staff who are taking medication that may "affect their ability to work with children" must inform the Headteacher as soon as is practically possible.