

Reviewed: September 2025
Next Review Date: September 2026

Signed by:

Claire Jones Headteacher Date: September 2025

Andy Oddy Chair of Governors Date: September 2025

Euxton Primrose Hill School Medication Policy



POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

1. Governors and staff of Euxton Primrose Hill wish to ensure that pupils with medical needs receive proper care and support at school. The Governing Body will accept responsibility in principle for members of the school staff authorised to give medication and will ensure that every effort is made to give or supervise pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.
2. Medication will only be accepted in school if it is current and has been prescribed by a doctor.
3. Medication will not be accepted in school without completing Form 3 (available in the school office) with written and signed instructions from the parent/carer.
4. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).
5. Each item of medication must be delivered in its original container and handed directly to a teacher or to a nominated person authorised by the Headteacher. No medication will be accepted directly from a child.
6. Each item of medication must be collected directly by an adult from a teacher or nominated person authorised by the Headteacher, at the end of each day. No medication will be returned directly to a child.
7. Where the pupils travel to school with an escort (e. g. Laurels Nursery/Nature Trail), parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
8. Each item of medication must be clearly labelled with the following information:
 - Pupil's name.
 - Name of medication.
 - Dosage.
 - Frequency of dosage.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.
9. The school will not accept items of medication which are in unlabelled containers.
10. Unless otherwise indicated all medication to be administered in school will be kept in the fridge in the staff room, locked drawer/safe in the office or locked cupboard in the classroom.
11. A photograph of the pupil will be placed on each item of medication, along with the information form completed by parents, in order to ensure that the medication is administered appropriately to the correct pupil.
12. If, in the unlikely event that medication has not been administered, parents/carers will be informed. Otherwise it is to be assumed that the correct dosage as stated will have been administered.
13. Where it is appropriate to do so pupils will be encouraged to administer their own medication, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school (e.g. inhalers).

14. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
15. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.
16. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
17. Any reaction of the medication will be reported to the Business Manager who will record on the Health & Safety incident log and a copy sent to the authority.
17. Parents/Carers will be given Appendix 1 (attached) on admission.

APPENDIX 1

ADMINISTRATION OF MEDICATION IN SCHOOL - GUIDANCE FOR PARENTS/CARERS

To ensure the SAFE administration of medication in school the following guidelines have been produced. If these are not followed then unfortunately the medication cannot be given. Please note that the Headteacher/Authorised Person can only accept current medication prescribed by a doctor.

1. Parents/carers are responsible for providing the Headteacher with adequate information regarding their child's condition and medication. It is the parents/carers responsibility to inform the school in writing when the medication is discontinued or the dosage changed.
2. Medication will not be accepted in school without completing Form 3 (available in the school office) with written and signed instructions from the parent/carer.
3. Where the pupil travels to school with an escort (e.g. Laurels Nursery/NatureTrail/Social Services), parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
4. Only reasonable quantities of medication should be supplied to school, e.g. a maximum of 4 weeks supply at any one time.
5. Each item of medication must be delivered in its original container and handed directly to a teacher or to a nominated person authorised by the Headteacher. No medication will be accepted directly from a child.
6. Each item of medication must be collected directly by an adult from a teacher or nominated person authorised by the Headteacher, at the end of each day. No medication will be returned directly to a child.

Each container must be clearly labelled with the following:-

- Pupil's name.
- Name of medication.
- Dosage.
- Frequency of dosage.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

Items of medication in unlabelled containers will not be accepted.

AUTHORISED PERSONNEL

Current authorised personnel for the administration of medicine:

- Mrs Claire Jones – Headteacher
- Mrs Joanne Vost – Business Manager
- Mrs Angela Thompson – Office Manager
- Mrs Lisa Griffiths – Office Administrator
- Mrs Janet Naylor – Office Administrator
- Mrs Sarah Collison – Out of School Club Manager
- Teachers, Teaching Assistants and OSC Assistants – both in school and when educational visits require pupils to leave school site

Current qualified first aiders:-

The Headteacher is responsible for ensuring that sufficient staff are first aid trained (including paediatric to meet the requirements set out in the Early Years Foundation Stage statutory framework) and that there is always a first aid trained member of staff on educational visits. All staff are able to undertake first aid training if they wish to. The Business Manager holds an up-to-date record of all staff who are first aid trained.