

# Great Marsden St John's CE Primary Academy



## Administration of Medicines

Revised:  
January 2026

Next Review:  
January 2027

**We are anchored by Scripture.**  
**“We ask that Christ will live in our hearts through faith, making us  
rooted and grounded in LOVE.”**  
**Ephesians 3:17**

**Our Vision**  
**Empowered by God’s love, we uphold a culture where everyone is  
encouraged and supported to reach their full potential.**

**Our Mission**  
**Rooted in God’s love, inspiring all to aim high.**

**Our Christian Value is LOVE**  
**Loving God**  
**Loving Others**  
**Loving Ourselves**  
**Loving Learning**  
**Loving Life**

### **Introduction**

The Governors and staff of St John’s Primary Church of England Academy wish to ensure that children with medical needs receive proper care and support in school. We accept responsibility in principle for supervising children taking prescribed medicines during the school day. This includes conditions requiring regular medication or emergency medication, e.g. for anaphylaxis or diabetes or for relief, e.g. asthma, eczema and medication, either prescribed or bought over the counter, e.g. antibiotics, analgesia, throat lozenges etc.

When medication is brought into school it must be clearly labelled with the following information:

- ☒ Child’s name and class
- ☒ Name of medication
- ☒ Dosage
- ☒ Frequency of dosage
- ☒ Date of dispensing
- ☒ Storage requirements if applicable
- ☒ Expiry date

Parents will be asked to complete and sign a medicine administration authorisation form before medication will be accepted in school. Medication must be handed in its original container to the office staff at the school office by the child’s carer or parent (or their adult representative, e.g. child-minder, grandparent). The school will not accept medication which is in unlabelled containers. It is a parent’s responsibility to ensure medication is in date and there is sufficient supply in school. **All orally administered medicine must be brought into school with a medicine spoon.**

### **Administration of Medication**

Where children are able, they will be supervised in taking their medication by a member of staff. A child needing medication in school will be encouraged to administer his/her own medication under the supervision of a staff member. Exceptions include an Epipen, used to counter the effects of anaphylaxis, which staff are trained by the school nurse to use in an emergency and the administration of antibiotics and analgesics which need to be measured out. **There will be other exceptions which will be dealt with on an individual basis.**

Children requiring the application of prescribed re-hydrating cream for the relief of eczema must, where possible, be taught by their parents to apply the cream themselves under supervision. **Where the child is too young the medication will be applied in line with the intimate care policy. Written consent must be received from the parent if this is to be the case.**

**Controlled drugs will be kept in a locked cupboard in the Headteacher's office and can only be obtained by a member of the SLT.**

Medication that does not require refrigeration is kept in the medication box for each classroom and stored out the reach of other children. It is administered by a member of staff at the allotted time. When a child requiring medication takes part in out of school activities, the medication will be carried by the adult in charge of the child's group.

It is the responsibility of parents to notify the school if there is any change to the medication or the dose. At this time they will be asked to complete an updated medicine administration authorisation form available from the office.

Any medicines which are brought into school and need to be returned at the end of the day for use at home, as in the case of antibiotics) they must be collected from the office by the child's parent (or their adult representative, e.g. child-minder, grandparent).

All medication is returned to the child's parent / carer at the end of the academic year. This must be collected by an adult. We are unable to give medication to children to bring home. Any medication not collected will be disposed of in an appropriate manner. It is the responsibility of the child's parent / carer to bring new medication into school on the first day of the new academic year.

### **Analgesics**

An emergency supply of paracetamol is kept in school. If a child requires paracetamol whilst in school, parents will be contacted and verbal permission sought before the medicine is administered.

### **Sun cream**

During the summer months, school recognises that children require protection from the harmful rays of the sun. Suncream must be applied in the morning before a child comes to school. It must not be brought into school.

### **Health and Safety**

It is crucial that health and safety is addressed in addition to the welfare and pastoral needs of the children in our care. To ensure medication is only taken by the child it is prescribed for we will:

- ⇒ Only accept medication from parents of the child (or their adult representative, e.g. child-minder, grandparent)
- ⇒ Only accept medication as detailed above
- ⇒ Ensure medication is properly labelled and stored
- ⇒ Ensure appropriate forms are completed and signed by parents
- ⇒ Provide active supervision in class, in the playground and on educational visits
- ⇒ Provide training for staff in the administration of Epipens and in supervision of children taking their own medication

### **Monitoring and Review**

A written record detailing the administration of medication is kept for each child with medication in school. The Headteacher monitors the effectiveness of this policy on a regular basis and also reports to the Governing Body on the effectiveness of the policy making, if necessary, recommendations for further improvements.

This policy will be reviewed annually or before if changes in legislation occur. Changes will be reported to the full Local Governing body.