



Lancaster Lane Primary and Pre School

MEDICINES POLICY

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

1. Governors and staff of Lancaster Lane Primary and Pre School 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. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).

4. Painkillers (e.g. Calpol) will NOT be provided by school. School will only administer antibiotics or prescribed medication. Antibiotics will only be given if the dosage requires being given prior to food or four times per day. Antibiotics to be administered three times per day can be done before school, after school and before bedtime.

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. Each item of medication must be clearly labelled and in original packaging:

8. All parents/carers must complete a 'Administering Prescribed Medicine' form if they wish their child to have medicines administered in school hours. This form must include the following details as per form Appendix 1 (below):

- Pupil's and guardian details including emergency contact
- Name/type of medicine (as described on the container)
- Expiry date
- Dosage and method
- Timing
- Special precautions/other instructions
- Side effects to be aware of
- Whether the medicine can be self-administered under observation

- Procedures to take in an emergency

9. Unless otherwise indicated, all medication to be administered in school will be kept in the fridge in the staff room or locked drawer in the office.
10. Medicine administered in school is carried out by two members of staff (one member to be SLT).
11. Staff will record time, date and dosage given to the pupil in the medical book, located in the office.
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 through arrangements made with the School Health Service.
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 to the medication will be recorded on the Health & Safety incident log and a copy sent to the authority.

Policy date: September 2026

Policy review date: September 2027

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Parental agreement for setting to administer prescribed medicine

Lancaster Lane Primary and Pre School will not give your child medicine unless you complete and sign this form. Medicine will only administered by a member of the Senior Leadership Team.

Child information

Date to start and finish medicine:	Start:	Finish:
Name of child:		
Date of birth:		
Year group:		
Medical condition or illness:		

Medicines information

Name/type of medicine: <i>(as described on the container)</i>	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions/other instructions:	
Are there any side effects that the school needs to know about?	
Self-administration – y/n:	
Procedures to take in an emergency:	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name:	
Daytime telephone no:	
Relationship to child:	
Address:	
I understand that I must deliver the medicine personally to a member of the SLT team at Lancaster Lane School:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)_____

Date_____