



Administration of Medicines Policy

November 2025

ADMINISTRATION OF MEDICINES POLICY

INTRODUCTION

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

AIMS OF THIS POLICY

- to explain our procedures for managing prescription medicines which may need to be taken during the school day.
- to explain our procedures for managing prescription medicines on school trips.
- to outline the roles and responsibilities for the administration of prescription medicines.

PRESCRIBED MEDICINES

Staff at Lowerplace Primary School, are *usually* only allowed to administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

We are unable to accept medicines that have been taken out of their original container or make changes to dosages on parental instructions.

NON-PRESCRIPTION MEDICINES

We are *usually* unable to administer non-prescription medicines unless *in exceptional circumstances* as deemed appropriate by the Head, or in his absence, a member of the Senior Leadership Team (SLT).

The exception to this is paracetamol (Calpol) which may be administered in school to a pupil rather than sending them home, but will only be done so after contacting the parent to gain consent. The time the paracetamol was given will be recorded on CPOMS.

Under no circumstances will a pupil be allowed to administer medication to themselves without close supervision from a member of staff.

Parents are welcome to come to school to administer both prescribed and non-prescribed medication to their own child as needed.

STORAGE OF MEDICINES

All medicines should be delivered to the school office by the parent or carer. Parents are required to sign consent that the medication can be administered in school, under supervision of staff.

Under no circumstances should medicines be left in a child's possession.

All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the school office or if required, in the staff room fridge. Medicine should not be kept in classrooms, with the exception of adrenaline pens, rescue medication and inhalers.

All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and kept in an agreed place in the classroom medical box.

DISPOSAL OF MEDICINES

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period.

TRIPS AND OUTINGS

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children.

Arrangements for taking any medicines on trips must be made. A copy of any health care plans should be taken on visits.

ROLES AND RESPONSIBILITIES

Parent/Carer:

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must never trust a child to deliver medication to school.
- Are responsible for collecting the medication at the end of the school day.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.

Headteacher:

- To ensure that the school's policy on the administration of medicines is implemented.
- Ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the schools' policy on the administration of medicines.
- Consult with other professionals as necessary e.g. the school nurse.
- Ensure that medicines are stored correctly.

Staff:

- Staff are not medically trained and their assistance is purely voluntary. Staff cannot be responsible for any dose missed.

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/career completes a consent form for the administration of medicine following the prescriber's instruction.
- Ensure that a second member of staff is present when medicines are administered.
- Complete the 'administration of medicines' record sheet each time medication is given.

REFUSAL OF MEDICINES

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

RECORD KEEPING

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form must be completed and signed by the parent, before medicines can be administered (see Appendix 1 - Record of Medicine Administered to an Individual Child).

At the time of administering medicines, the member of staff must complete the relevant section of the form. No medication should be given unless it has been checked by a second adult.

There is a mandatory duty for school to retain these record sheets for EYFS children only for 25 years from their date of birth. Records for other children will be destroyed in line with GDPR guidelines.

CHILDREN WITH LONG TERM MEDICAL NEEDS

It is important that the school has sufficient information about the medical condition of any child with long term medical needs. An Individual Health Care Plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

CONFIDENTIALITY

The head and staff should always treat medical information confidentially. The head should obtain agreement from the child's parent should he/she wish to share this information with anyone other than staff members for whatever reason.

STAFF TRAINING

Training opportunities may be identified for staff with responsibilities for administering medicines.

RELATED POLICIES

- Supporting Pupils with Medical Needs Policy
- Health and Safety Policy.

MONITORING

This policy should be reviewed annually in accordance with national guidance.

Review of Policy

Headteacher: _____

Chair of Governors: _____

Policy to be reviewed: November 2030



Record of Medicine Administered to an Individual Child

Name of child Class

Name and strength of medicine	
Expiry date	
Quantity received	
Dose and frequency of medicine	
Date medicine provided by parent	

Signed by: Staff member

Parent

Date				
Time given				
Dose given				
Name of 1 st staff member				
Name of 2 nd staff member				

Date				
Time given				
Dose given				
Name of 1 st staff member				
Name of 2 nd staff member				

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Dose given				
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