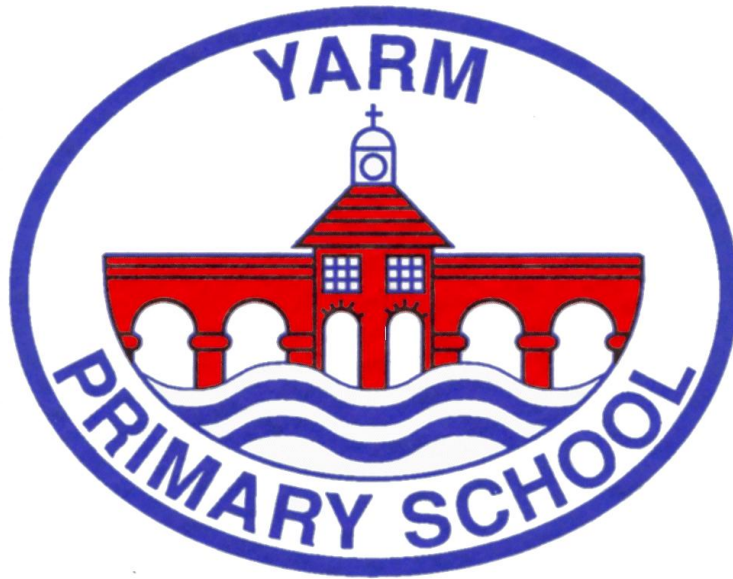




Managing Medication Policy

This policy is intended to ensure consistency across the school in terms of managing medication.

The managing medication policy should enhance school life through:

- Making sure all staff understand their basic responsibilities towards managing medication
- Providing an overview of who administers medication, how to store medication and the paperwork which must be completed to manage medication

Policy date – September 2026

Review date – September 2027

Agreed Procedure

- Medication should only be given to children where medication forms are completed by the parent
- Medication should be stored correctly. A fridge is available in the office if required. 2 medicine cabinets are available to store medication, 1 is locked without a key for dangerous medications such as Ritalin which is a Class B drug. The other is locked with the key in the door for emergency and other medications. Both cupboards are out of the reach of children.
- Where medications need to be kept with the child, e.g. inhalers, the teacher needs to know where they are kept and what they look like. For younger children the class teacher may keep hold of the medication and must ensure it is taken outside for PE and break times.

Asthma and Inhalers

- Children with asthma should have an up-to-date asthma form. Inhalers brought in must be available at all times. Inhalers should be taken on trips, to the swimming pool, and onto the school field for PE or other activities and must be accessible at break and lunch times.
- Emergency salbutamol inhalers are available in school.
- The emergency inhaler should only be used by children, for whom written parental consent for use of emergency inhaler is given, who have been diagnosed with asthma or prescribed an inhaler as reliever medication.
- The inhalers are stored in the unlocked first aid cabinet in the school office out reach of children and school staff are aware of where they are kept.

Allergies and Epi-pens

- Children who suffer from allergies and have epi-pens must be highlighted to the office. Their information will then be passed to the child's class teacher and displayed in the office and the staff room.
- If a child has an allergic reaction then they should be given the medication supplied, this often comes in the form of an antihistamine in the first instance and then the use of an epi-pen if either needs to be given then parents must be informed. If the attack is not cured by the medication then an ambulance should be called.
- School staff are not required to dispense medicines as part of their contracts and any agreement to do so is purely voluntary.
- Children who have medicine on a daily and basis for 10 weeks+ will need their own medication registration book.
- All medication given should be recorded in the red medication registration book in the first aid cupboard in the office.
- Children who have specific medication in school to be used as and when should be given a note to take home to parents if they are given a dose of their medication.
- Written consent must be obtained from parents/carers to authorise the school to administer school held medications. If a child requires a dose of school medication, e.g. calpol or piriton, then parents must also be contacted by phone for their agreement before any medication is dispensed.

Refer to

ELT's Health and Safety, First Aid and Medical Conditions Policies

DFE - Guidance supporting pupils at school with medical conditions: Sept 14

Department of Health - Guidance on the use of emergency salbutamol inhalers in schools: Sept 14

Is this working?

- Do all staff understand their role in administering medication?
- Is medication in school stored safely but also accessible as required?