



# Administering Medicines Policy

Next review due: September 2026

## **Administering Medicines Policy**

### **1. Aims of this Policy Statement**

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection, which may be passed to others, children should remain at home to be cared for and looked after.

Even if they have improved, children may not return to school for at least 48 hours after the last time of diarrhoea and vomiting.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school.

This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

### **2. Prescription Medicines**

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to Mrs Bray (or a member of SLT, if she is unavailable) by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
  - The medicine should be clearly marked with the child's name;
  - The appropriate dosage spoon should be included with all medicines sent to school;
  - Any medicine administered will be recorded by the staff member in the Medication File;
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.

### **3. Non-Prescription Medicines**

- We will also administer non-prescription medicines if there is a compelling reason, for example, seasonal use of anti-histamines. They must also be handed in to Mrs Bray by a responsible adult and they will not be given to children without prior written permission from parents as above;

- They should be clearly marked with the child's name;
- Children must not carry medicines themselves for self-administration during the day.
- Any non-prescription medicine administered will also be recorded in the Medication File;
- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a child should be at home. If advised by a doctor, we will give them for pain relief in particular circumstances.
- We do not allow cough sweets in school.

#### **4. Roles and Responsibilities of School Staff**

- Staff are expected to do what is reasonable and practical to support the inclusion of all children. This may include administering medicines or being present when Mrs Bray does so. Staff have no legal or contractual duty, to administer medicines, but may be asked to do so;
- Staff must complete the 'Medication Record File' each time medicine is administered;

#### **5. Parents' Responsibility**

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form (kept in the classroom), before a medicine can be administered by staff;
- Parents are responsible for ensuring that all medication kept in school are kept up to date, including asthma inhalers;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

#### **6. Long-Term and Complex Needs**

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan will be put in place, which involves the parents and relevant health care professionals.

#### **7. Safe Storage of Medicines**

The school is responsible for ensuring that all medicines are stored safely;

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;
- All medicines are stored securely in the medicine cupboard (locked) in the classroom or, if appropriate, in the kitchen fridge with access only for staff;
- Asthma/ Epi-pens inhalers are kept in classroom cupboards;

## **8. Managing Medicines on School Trips**

On school visits a designated member of staff will be responsible for keeping and administering the class medicines e.g. antibiotics, eczema cream, travel tablets and any medication required by a child on the visit, following the above procedure. Asthma inhalers and Epi-pen/Auto Injectors will be carried by the child's group leader