



Administering Medicines Policy

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1. Rationale

School staff have a legal obligation to provide adequate care and support to pupils in their care, both academically and in a pastoral sense. At Prime7 MAT Academies, we want this care to be outstanding at all times. School staff are advised, however, only to administer medicines according to a child's GP prescription if absolutely necessary and that there is no legal obligation for them to do so. Parents and carers have the prime responsibility for ensuring a child's health and for deciding whether s/he is fit to attend school. As a school, we have a duty to carefully plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend without experiencing any form of disadvantage.

2. Aims

- To clarify the role of the parent /carer in attending to pupils' medical needs during the school day.
- To clarify the role of school staff in attending to pupils' medical needs during the school day.
- To set out procedures for the essential administration of medicines during school hours.

Medicines should only be brought into school when it is essential. That is, when it would be detrimental to a child's health if the medicine were not administered during the school day. Many children will need to be able to take medicines during the day at some time during their time at School. This will usually be for a short period only, perhaps to finish a course of antibiotics. To allow children to do this will minimise the time that they need to be absent.

3. Process for the Administration of Medicines in School

- **Medication prescribed by medical professionals, e.g. a child's GP, consultant or dentist, will be administered by school staff during a school day. It must be in its original container with the child's name clearly printed on the dispensing label.**
- **Non-prescribed medication will be administered in some exceptions and this will be at the discretion of the individual school. If it is agreed by the school that a non-prescribed medication can be administered, the school will require written agreements from the parent/carers.** Before agreeing to administer non-prescription medicines, the member of staff will check the label for details, expiry date, dosage and storage instructions and check that there is a written instruction from the parent/carers with the child's name. Prime7 schools will not accept any medication without this information. Any such medicines will only be given short term and will be administered at set times such as break or lunch.

- Medicines will only be administered in school if absolutely necessary and required by a child's prescription. That is, when it would be detrimental to a child's health if the medicine were not administered during the school day. If medication is required 3 times a day, it is expected that the child is given one dose before school, one immediately after and one in the evening.
- Medicines will only be administered by school staff if accompanied by a signed letter or completed form (Appendix 1) from a parent or carer with specific instructions regarding the timing and amount required. If required, the parent /carer should also include details of how the medicine should be stored.
- The parent/carers is solely responsible for providing medication that is in date, has been kept in the correct conditions and is accompanied by a current prescription.
- Parents and carers are welcome to come into school to administer medicines during the school day. They are asked to report to the school office so that their child can be collected from class.
- Where a member of staff administers medication to a child, the member of staff administering the medicine must complete and record it and get another member of staff to sign this off. The forms for this purpose are kept in the appropriate folder in the school's medical room/school office. An email will then be sent to the parent/carers confirming what time the medication was administered. Pupils are not permitted to administer their own medicine without the supervision of a staff member.
- If a child uses an inhaler for asthma, again the form must be completed by a member of staff.

4. Process for the Administration of Medicines in School - Long term medical needs.

Where a child has long-term medical needs, a Healthcare plan must be written with the assistance of the school nurse and/or the child's doctor and in the presence of the parent/guardian of the named child. The care plan must be followed by all staff and reviewed at least annually with the appropriate health care professional and parents/carers. It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The head teacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan. As a school, we aim to ensure that we have sufficient and up to date information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child/condition concerned. There will also be regular training for all staff on more generalised needs e.g. asthma awareness and epi-pen training.

5. Storage of Medication

Medication will always be stored in line with instructions provided by the parent/carer or those written on the container. It is the responsibility of the parent/carer to make clear how medication should be stored.

Emergency medicines e.g. inhalers, epi-pens, antihistamines, should be readily available and should not be locked away. In our schools they will be kept:

Middleton Cheney Primary Academy – Inhalers and one epi-pen to be kept in a designated place in the child's classroom with a second epi-pen in a designated area in the school office.

Medication that requires refrigeration will be stored in the staffroom fridge. All other medicines will be locked away in the medical cabinet in the school's medical room.

King's Sutton Primary Academy – Inhalers and two epi-pens to be kept in the designated medical box in the child's classroom. Medication that requires refrigeration will be stored in the designated fridge in the staffroom. The school has two emergency inhalers. One can be found in the main school office and one in the First Aid Trolley in the staffroom. The school's two emergency epi-pens (adult and junior) these are stored in the main school office.

Chipping Warden Primary Academy – Individual child's inhalers are kept in the child's classroom in a named bag. We have two school asthma inhalers, so one can be taken on trips and we still then have a back-up one in school. Both are kept in central medical cabinet. The Epi-pens, we have two, based on advice given at the start of term, both kept in the central medical cabinet near the staffroom as we do not have any children who are registered as anaphylaxis. Medication that requires refrigeration is named and stored in the designated fridge in the staffroom.

Staff at CWPA will ensure that medicines are stored in their original containers and will endeavour to ensure that all packaging remains intact. When administering medication, this will be recorded and witnessed on a school record form and also in a letter, to be sent home to the parent/carer as their record.

Prior to school trips including residentials, the online permission form asks parents to inform us of any relevant medical conditions or allergies and if medicine requires to be administered to their child. This way, medical information is kept current.

6. Process for the Administration of Medicines during residential visits – all medical needs.

For the purpose of residential visits, parents will be asked to complete a form "Parental Consent for Residential Trips" and may be required to meet with a staff member to ensure that staff are aware of all medical requirements. It is recognised that the role of staff member when providing care on residential visits is 'in loco parentis' and therefore parents may request that non prescribed medicines (such as Calpol) are administered to a child if required. Administration of

such medicines is at the staff member's discretion. Parental consent is obtained on the "Parental Consent for Residential Trips" form.

APPENDIX 1

PRIME7 MAT

Parental agreement for school/setting to administer medicine

The school will not give your child medicine unless you complete and sign this form. The school has an Administering Medicine Policy and copies can be obtained from the school office.

Name of Child: _____

Date of Birth: _____

Class: _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container): _____

Date dispensed: _____

Expiry date: _____

Storage requirements: _____

Dosage and method: _____

Timing: _____

Special Precautions: _____

Are there any side effects that the school needs to know about? _____

Self Administration: _____ Yes/No (delete as appropriate)

Procedures to take in an Emergency: _____

Contact Details

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

Address: _____

I understand that I must deliver the medicine personally to the school office and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date: _____

Signature(s):

Relationship to child:
