



# Administering Medicines Policy & Procedures

**Date Policy due to be reviewed: September 2025**

**Committee Responsible for Policy: Finance Committee**

## 1.0 Rationale

- 1.1 Teachers and other School staff in charge of pupils have a common law duty to act as any reasonably prudent parent / carer would make sure that pupils are healthy and safe on School premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency.
- 1.2 Unless children are acutely ill they are encouraged to attend School. The aim is to keep children in School rather than damage their education through exclusion on medical grounds. Sometimes it may be necessary for these children to take medicines during School hours. The policy and procedures below developed by the School are primarily designed for the benefit of the child but should also maintain the safety of School staff.
- 1.3 Children with special medical needs should have an individual protocol drawn up in partnership with parents / carers, medical advisers and School staff.

## 2.0 Purposes

- 2.1 To provide parents / carers and pupils with general information regarding the administration of medicines to children whilst in School.
- 2.2 To reassure parents / carers and pupils that the School has a policy which is sympathetic to any child having special medical needs.
- 2.3 To advise staff that the School has a policy which sets out guidelines for the appropriate care of children with special medical needs which is practicable from the School's point of view and gives protection and reassurance to all staff following those guidelines.

## 3.0 Broad Guidelines

- 3.1 It should be the exception rather than the rule for medicines to be brought into School. Any request for medicine to be administered to a pupil in School will be considered on an individual basis. parents / carers are advised to request that GPs be asked to prescribe in a way which avoids the need for medicines to be brought onto School premises whenever possible.

## 4.0 Responsibilities – Prescribed Medicines

- 4.1 In the event of a child needing to take prescribed medicine during the School day, parents / carers are advised that a request for such medicine to be brought into School and taken by the child must be made **in person by the parent / carer**. The parent / carer should complete a medical consent form giving authorisation for the School to administer the medication.
- 4.2 If a child is sent into School with medication and without a consent form, student reception will take the medication from the student and will contact the parent / carer to request they attend School to complete the medication consent form – in exceptional circumstances the request will be referred to the Designated Safeguarding Lead for approval for the student to take the medication that day. On the second day the School will refuse to administer medication without a signed consent form.
- 4.3 All such medicine should be in its original container and clearly labelled with: -
  - Child's name
  - Name of medicine
  - Dose to be taken
  - When to be taken
  - Any other instructions
  - Expiry date

- 4.4 Medicines will only be administered if there is a signed, written request detailing all of the appropriate information.
- 4.5 Parents / carers should accept that it is the responsibility of their child to go to student reception and request their medicine at the time stated on the request form.
- 4.6 Parents / carers should notify the School in writing of any changes in medicines.
- 4.7 Parents / carers should only send in enough medication for the required doses in School and should arrange for the collection of the medicine from School after its final use. If the parent / carer does not collect the medication within one week of being contacted the School will dispose of the medication.
- 4.8 If a pupil leaves the School premises for any visits or activities, it will be the joint responsibility of the pupil, parents / carers and staff to ensure that all required medication goes with the pupil and is returned.
- 4.9 If a pupil is found to be carrying medication in School, that is not an inhaler or EpiPen, the medication will be removed and stored appropriately. The parent / carer will then be contacted and advised of the correct procedure.
- 4.10 Before administering medication the member of staff should check: -
  - Child's identity (checked on Bromcom – check picture and DOB)
  - Written consent received from parent / carer
  - Name of medication
  - Strength and dose instructions match the details on the consent form
  - Name on the medication label is that of the child being given the medication
  - Expiry date
  - Child has not already been given the medication

## 5.0 Non-Prescribed Medicines

- 5.1 If a child needs to take non-prescribed medicine during the day, parents / carers can request this in the same way as in 4.1. However, requests for the School to hold and administer non-prescribed medicines will only be accepted in exceptional circumstances. Parents / Carers will need to complete the medication consent form and the request will be referred to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead for approval.
- 5.2 It is the responsibility of the parent / carer to inform School if medication has been taken prior to School. If parents / carers do not provide the required information and are not contactable then the School will not administer non-prescribed medication.

## 6.0 Pain Relief – Analgesics

What is an Analgesics - An analgesic or painkiller is any member of the group of drugs used to achieve analgesia, relief from pain (e.g. NSAID's, Ibuprofen, Naproxen)

- 6.1 Analgesics will not be provided to pupils by the School, but if prescribed, can be administered under the same procedures as any other oral medication. Analgesics will only be held in School short term only and parents /carers will be contacted to arrange collection of the medication. If the parent / carer does not collect the medication within one week of being contacted the School will dispose of the medication.
- 6.2 Requests to hold and administer **non-prescribed** analgesics will only be accepted in exceptional circumstances, the student receptionist will contact parents / carers for further information on why the medication is required and this will then be referred to the Designated Safeguarding Lead for approval. A medication consent form will need to be completed by the parent / carer.

6.3 No child will be given medication containing aspirin without a Doctor's prescription.

6.4 Before administering an analgesic the member of staff should check:

- The child's identity (checked on Bromcom – check picture and DOB)
- That there is written consent from a parent / carer
- That the medication name and strength and dose instructions match the details on the consent form
- That the name on the medication label is that of the child being given the medication
- That the medication to be given is in date
- That the child has not already been given the medication

6.5 It is the responsibility of the parent / carer to inform School if medication has been taken prior to School. If parents / carers do not provide the required information and are not contactable then the School will not administer non-prescribed analgesics.

## **7.0 Storage of Medicine within School**

7.1 All medicines are kept in a clearly labelled cupboard in student reception. Medicines are stored in labelled clear Polly pockets that are filed in alphabetical order by the child's name. Where a pupil has several medications an appropriate storage container will be used.

7.2 Records are kept by student reception staff when each dose of medication is given to a child. This information will be recorded on the child's individual "administered medical form" and noted on the Student Reception Teams area.

## **8.0 Disposal of Medicines**

8.1 Every half term a check will be made by student reception and any medicine which is no longer required or out of date, or which is not clearly labelled, will be returned to the parent / carer or disposed of by returning to the local pharmacy.

8.2 With the exception of inhalers and EpiPen's, any medication not used within that half term will also be returned to the parent / carer or disposed of by returning to the local pharmacy.

## **9.0 Asthma and Emergency Salbutamol Inhalers**

9.1 When a child has been diagnosed as having asthma by a GP and prescribed an inhaler, it is the responsibility of the child to carry the inhaler at all times.

9.2 It is also advised that a spare inhaler be provided, clearly labelled with the child's name, to be kept in student reception. The spare inhaler will be kept in a secure place and be given to the child in the case of emergency.

9.3 If a pupil leaves the School premises for any visits or activities, it will be the joint responsibility of the pupil, parents / carers and staff to ensure that the inhaler goes with the pupil and is returned.

9.4 It is the responsibility of the parent / carer to replace all such spare inhalers on a regular basis, with previous inhalers being removed from School premises by the parent.

9.5 The School has an Emergency Salbutamol Inhaler and follows the guidance from the Department of Health, *Guidance on the Use of Emergency Salbutamol Inhalers in Schools*.

9.6 Parents / carers need to ensure that they have provided their consent for the emergency salbutamol inhaler to be used.

## **10.0 Epilepsy**

10.1 When a child has been diagnosed as having epilepsy by a GP, the School should be notified immediately. An emergency telephone number(s) should be given to School and kept updated at all times.

## **11.0 Diabetes**

11.1 When a child has been diagnosed as having diabetes by a GP, the School should be notified immediately. An emergency telephone number(s) should be given to School and kept updated at all times. If necessary, parents / carers should provide a secure pack of biscuits or other food/drink containing sugar, clearly labelled with the child's name, for use in emergencies. Any such pack should be kept updated after items have been used by the child.

## **12.0 Allergic Reactions and Emergency Adrenaline Auto-injectors**

12.1 When a child has been diagnosed as having a severe allergy, the School should be notified immediately. If the child has been prescribed with an emergency adrenaline auto-injector (often referred to as an EpiPen), parents / carers should provide one pen for the child to carry with them at all times and a second pen to be stored in student reception.

12.2 Training for staff on the administering of an EpiPen is provided on an annual basis.

EpiPen's are located in student reception. Children with an EpiPen are also identified in School medical registers and on individual care plans/MAC.

12.3 The School has an Emergency Adrenaline Auto-injector and follows the guidance from the Department of Health, *Guidance on the Use of Emergency Adrenaline Auto-Injectors in Schools*.

## **13.0 General Procedures in School**

13.1 The School has at least six members of staff who are registered first aiders to whom all requests for medical assistance are made.

13.2 In the event of specialised medical assistance being considered necessary, the emergency services will be contacted. All possible attempts to contact a parent / carer by telephone in the first instance will be made when such a decision is made.

13.3 Parents / carer who belong to religious bodies such as Jehovah's Witnesses and Christian Scientists should make their views and wishes known to the School in writing, so that the implications of their beliefs can, if possible, be accommodated.

## **14.0 Review**

14.1 The Designated Safeguarding Lead is responsible for reviewing this policy annually.

14.2 The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the Headteacher immediately.



# Medical Consent Form

Date received	
Student Name	
Students date of birth	
Name of Medication	
Strength of Medication	
Medication dosage i.e. how much to take	
When medication should be given	
Route to medication i.e. mouth	
Condition being treated	
Any other instructions	
Expiry date for medication (if applicable)	
Parent / Carer Contact name	
Parent / Carer relationship to Student	
Parent / Carer telephone number	

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

Parent/Carer's signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

A separate form should be completed for each medication.

