Administering Medicines Procedures 2026-28

Review date: September 2028

Health & Safety, Administering Medications

This documentation should be read in conjunction with the following:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Supporting pupils with medical conditions
- Special Educational Needs and Disability Policy
- Allergy Safety Policy
- Administering Medicines Guidance

We recognise that some pupils may require short term or longer-term medication based on a particular medical need, which may need to be administered within the school day.

Short term medication

School staff can administer medication when:

- The medication is prescribed by a doctor.
- The medication is clearly and correctly labelled by a pharmacist and is in the container in which it was dispensed by the pharmacist.
- The parent/carer has completed the Administering Medication form in the school office, including times, dosages and storage information.

Medicines can be stored in our first aid fridge.

Staff will not be able to administer the following:

- Medication that has not been prescribed by a doctor (*exceptions, see below)
- Injections and any 'timed' medication or specialist treatment which would result in serious consequences to a pupil if staff were to forget to administer the dose at a precise time of day. (Trained staff can administer insulin injections to children with diabetes)
- Packets of medicated sweets are unsuitable for pupils to have at school as we are unable to monitor if these are being eaten at the correct time intervals

Parents are welcome to come to school to administer medication to their child if they prefer to do so.

Non prescribed medicines

*Staff can administer over the counter medicines as per the packet instructions. This includes liquid or tablet paracetamol and ibuprofen such as Calpol and Calprofen and allergy relief medication such as Piriton at the parents/carers request. Please note this is at the discretion of the headteacher. Consent must be obtained from parents/carers prior to providing non-prescribed medication.

Long term medication

- Asthma – Inhalers must be in school daily and must be in date. (See Allergen Safety policy for more information) Pupils will be supervised using their inhaler and records kept when the medication is administered.
- EpiPen's – Must be in school, must be a pair, must be in a named box with the pupils' care plan. Parents/carers are responsible for their upkeep and must replace to ensure we always have two in date pens.
- Pupils who require long term specific medication for diagnosed needs can have this administered within the school day with the consent of parents/carers. An Administering Medicine form must be completed and reviewed termly. Parents/carers are responsible for checking the date and providing the medication to school to administer. We may need to seek advice from outside agencies and will need to be trained in how to appropriately administer certain medication eg use of an EpiPen for pupils who have severe allergic reaction to certain triggers.

Care Plan
Pupils who require medication for a set period of time will be required to have a care plan completed by school staff in conjunction with medical professionals and parents/carers.

Asthma
Pupils who need to use an inhaler and a spacer (if required) must have a spare one that they can keep at school at all times. This is to avoid forgetting it. Pupils will administer their own medication whenever possible. A member of staff will supervise them. See separate asthma care information for further details.
We have 2 emergency inhalers and spacers in school, one in the main first aid area outside class 5 and one in the Headteachers office. All pupils that are registered with school as asthmatic are able to use these in an emergency situation as the parents/carers have provided written consent. These are for emergency situations only and should be discarded if used.

Returning to school
If children have had sickness or diarrhoea they must remain off school for at least 48 hours after the last bout of illness. Some contagious illnesses require medical treatment before returning so school to prevent the spread of disease/infection within school. Some illnesses require isolation periods of time to help to stop the spread of illness. Please contact the office, who will have the most recent guidance pertaining to this.

Safeguarding and Child Protection
Through their day-to-day contact with pupils and direct work with families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect. Where it appears to a member of staff that a child may have been abused, the school is required, as part of local child protection procedures, to report their concerns to social services immediately.

Inclusion
The policy will be applied to all pupils. We welcome our general responsibilities under the Disability Equality Duty by promoting equal opportunities, eliminating discrimination and improving access to learning for disabled people. In order to comply with the requirements of the DDA we will make reasonable adjustments to ensure all stakeholders understand and can follow this policy. We will actively seek to remove any barriers to learning and participation that may hinder or exclude individuals or groups of pupils.

Monitoring and review
This policy is monitored by the Headteacher, who reports to governors about the effectiveness of the policy on request. It will be reviewed appropriate to new legislation or to the needs of the school.