Cannington Church of England Primary School

Together we grow, flourish and thrive. Psalm 92. 12-15

Administering Medicines Policy

Status	Statutory
Responsible Person	Headteacher
Responsible Governor	Co-Chairs of Governor
Agreed by the Headteacher	28.01.26
Review period	Annually
Review Date	28.01.27

Cannington C of E Primary School Administering Medicines Policy

1. Introduction

This policy explains how the school supports pupils who need medication during the school day. It ensures that medicines are managed safely and that pupils with medical needs can access education without discrimination. Medicines are only administered when failing to do so would be detrimental to a child's health or attendance.

2. Aims

• Ensure pupils with medical needs receive proper care

• Ensure medicines are handled and administered safely

• Clarify staff responsibilities

• Maintain accurate records

3. Roles and Responsibilities

Headteacher: Ensures implementation, staff training and insurance.

Parents/Carers: Provide medical info, complete consent forms, and supply correctly labelled medicine.

Staff: Only trained staff administer medicines; may refuse if procedures are not followed.

4. Acceptable Medicines

Prescription medicines: administered only if prescribed, labelled, and required during the school day.

Non-prescription: Generally, not given unless part of an Individual Healthcare Plan or specifically authorised. Aspirin/ibuprofen only if prescribed.

Arrangements for the Administration of Medication

Non-Prescribed Medication

• School staff cannot give non-prescribed medication to pupils, unless written consent has been given. The form in Appendix A must be filled in, and both the medication and the form need to be handed into the school office.

• In most cases, this medication would only need to be administered for a short time. If your child has a medical condition which requires long term non-prescription medication, then we would collaboratively write a medical care plan for your child.

• Parents / Carers will need to collect non-prescribed medication at the end of each week, from the school office.

Prescribed Medication

• Where it is necessary for a child to take medication at school, parents will need to complete a 'prescribed medication' form (Appendix A), specifying the medication involved, circumstances under which it should be administered, the frequency and levels of dosage.

• When the medicine has been administered, the date and time will be recorded on the back of the 'prescribed medication' form.

• All medicines must be in the original packaging, named and accompanied by the prescribed medication form/label.

• Medicine that requires a clean procedure, such as eye drops, if prescribed, can be administered by school staff. When possible, skin creams are to be administered by the child under adult supervision.

• Inhalers must be named and kept in school. A 'prescribed asthma medication' form must be completed detailing the dosage and frequency of use (Appendix D).

• If a child refuses medication, they cannot be forced, but a record will be kept and the parents/carers informed.

• Parents/carers can come in to school to administer their child's medicine if they would prefer.

• Parents/carers are responsible for ensuring that there is sufficient medication and that it has not passed its expiry date.

• Inhalers will be sent home at the end of each year. Reviews for any recorded medical needs will be requested annually (Appendix C)

• Any short-term medication should be collected when the course is finished, unless it is medication which is collected every day for doses at home.

Storage and Disposal

• Medication will be kept in the medical box in the staffroom, and inhalers kept in the grab bag located in the pupil's classroom.

• Medication needing refrigeration will be kept in the fridge in the school staffroom.

• Staff will not dispose of medicines. Parents will ensure that they collect any unused medication.

School Trips

• Careful consideration will be given to preparation for trips involving children on medication, in consultation with the parents.

• Relevant medication, along with a completed medical form or medical information plan, will be taken on all school trips. A mobile phone will also be available in case of the need to contact a parent/carer.

• Parents are required to complete a detailed medical form prior to their child attending a residential visit.

Employees' Medication

All staff will ensure that their medicines are kept securely and that children do not have access to them.

This policy supplements the school's 'Supporting Pupils with Medical Needs Policy'.

Appendices

Appendix A

Administering Medication - fixed term .docx

Appendix B

Administering Medication - ongoing medical need.docx

Appendix C

Review of medical plans letter to parents .docx

Asthma letter Jan 26.docx

Appendix D

Asthma_Inhaler_Administration Per Pupil.xlsx