



The Anthony Curton and Tilney All Saints Primary Schools' Partnership

Administration of Medicines Policy

Our School Vision

To provide a safe, nurturing environment, where everyone can blossom, being the best version of themselves whilst inspiring and increasing courage, individuality and confidence and motivating all to reach their full potential. Everyone is empowered to make good choices through the spirit of God and the fruits offered.

Galatians 5:22-23 "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law,"



Approved Spring term 2026

Review Due Spring term 2028

1. There are two main sets of circumstances in which requests may be made to school staff to deal with the administration of prescribed medicines to children at school.
 - a) Cases of chronic illness or long term complaints such as asthma, diabetes or epilepsy;
 - b) Cases where pupils recovering from a short term illness are well enough to return to school but are receiving a course of medication such as antibiotics which are prescribed by a doctor.
2. Any request that medicine be administered to a child at school will be dealt with individually. The parents will need to discuss the requirements with a member of the school staff and fill in the Parental/ Headteacher agreement form.

Designated staff members have responsibility for medicines. The School Secretary may be the person to administer medicine in the office. If these adults are absent a designated member of staff will take responsibility for ensuring that the correct procedures are followed. The Medicine needs to be clearly labelled to show when it is to be taken, and the correct dosage.

3. In administering any medicine, both the interests of the child and the staff need to be considered. Parents will be asked to complete and sign a form, agreeing dosage and times when the medicine is to be administered. The Secretary/member will receive the form and will enter details of medication and administration on Smartlog. The member of staff administering the medicine will log this on Smartlog once completed. Smartlog automatically sends an e-mail to parents to alert them that the medicine has been administered, once it has been logged. The responsibility of keeping medication up to date and of notifying the school of any alterations to the arrangements is that of the parents.
 - The medicine should be delivered to school, wherever possible by a parent, and should be handed personally to the school secretary, Executive Headteacher or Deputy Headteacher.
 - Parents should ensure the container (only the chemist's original container) is clearly labelled with the child's name, the contents, and the dosage and any other relevant instructions. The receiving member of staff will check the legibility and intelligibility of the instructions.
 - If a child requires Calpol, or an equivalent liquid paracetamol, this does not need to be prescribed by a doctor. One dose of Calpol or equivalent liquid paracetamol will be administered by school staff in a school day – this will be during lunch time. Parents need to hand the Calpol or equivalent liquid paracetamol to the office each morning and fill in a medicine form as usual.
 - In cases where children require medication over long periods of time, any change in the dosage or other arrangements, which have been made by the pupil's doctor, the details will be entered onto the form completed by parents and

details then entered onto Smartlog once the new medicine received in school from the parent.

4. Long term illnesses, such as epilepsy, or asthma, will be on the admissions form.
 - Medicines will be kept in the office or staff room fridge if appropriate, in lockable labelled containers.
 - Wherever possible, arrangements will be made for the medicine to be self-administered under the supervision of a named adult.
 - Where pupils might need to use an inhaler in school, a flexible approach is to be adopted. Again parents must contact us to explain the course of treatment, and contact us again if the treatment changes. Inhalers must also be named for the individual child. The child should be capable of administering it themselves. All children should have access to their inhalers at all times.
 - Staff are aware of the need of Asthmatics to carry medication with them (or for teachers to take appropriate action) when for example, participating in outdoor physical education or in the event of a fire drill or evacuation.
 - Medicines no longer required will not be allowed to accumulate at the school. They will be returned to parents for disposal.
 - The review and monitoring of individual long term cases, and the necessary liaison with General Practitioners, will be undertaken by the pupil's own GP or the Consultant Community Paediatrician.
5. Occasionally children require special treatment.
 - Pupils who may experience an extreme reaction to (for example) foodstuffs or wasp stings will require an Individual Care Plan. This will include immediate contact with the Emergency Services and/or the local medical practice and the administration of drugs agreed. Parents must inform the Executive Headteacher and suitable arrangements will be made.
6. On no account will aspirin, or preparations containing aspirin, be given to pupils, unless prescribed by a doctor.
7. Staff will always do their best to try to ensure medication is administered according to the arrangements made.

Specific medical arrangements will be made when children are on a residential visit.