



# CHARLTON HOUSE

— Catholic Prep —

Nurturing excellence, embracing communities and inspiring futures

# Administration of Medication Policy

Reviewed and approved by the full governing body November 2025  
To be reviewed by FGB November 2026

|                    |            |          |            |          |
|--------------------|------------|----------|------------|----------|
| <b>Date</b>        | 04/10/2021 | 03/05/22 | March 2023 | Nov 2026 |
| <b>Reviewed by</b> | M Robinson | Gov Owen | FGB        |          |

**Charlton House Catholic Prep has clear guidance on providing care and support and administering medication and first aid at school.**

- The school understands the importance of medication being taken and care received as detailed in a child's EHCP or short term medication form.
- The school will make sure that there is at least one member of staff who has/have been trained to administer the medication and meet the care needs of an individual child. The school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- The school will not give medication to any child without a parent's written consent except in exceptional circumstances.
  - When administering medication, for example prescribed pain relief or antibiotics, this school will check the maximum dosage and when the previous dose was given. Parents will be informed of the time and doses given.
  - Children at this school will not administer their own medication.
  - If a child refuses to take their medication or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the EHCP, if applicable. Parents will be informed.
  - This school will make sure that a trained member of staff is available to accompany a child with a medical condition on an off-site educational visit and the needs of the child, associated risks and how these are to be managed will be included in the risk assessment for the visit.
  - Parents at this school will be informed that it is their responsibility to let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.
  - Changes to dosage/frequency/amount must come from a Doctor's prescription.

**This school has clear guidance on the storage of medication and equipment at school.**

- This school will make sure that all staff understand what constitutes an emergency for an individual child and make sure that emergency medication / equipment (i.e. inhaler, epipen) is readily available wherever the child is in the school and on off-site activities, and is not locked away. Children may carry their emergency medication / equipment with them if this is appropriate or know where and how to access it. Children at this school know that they can ask any member of staff and that they can have immediate access to their medication when required. In this school medications are stored safely in the First Aid Room, or the medical fridge if required to be stored at a controlled temperature. Inhalers will be kept in the child's classroom.

- The school will keep controlled drugs stored securely, in a non-portable container with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training, where applicable.
- Medication will only be accepted where it is in its original container, complete with a dispensing label that includes the child's name, and instructions for administering from a qualified healthcare professional. The exceptions to this are insulin and adrenalin (auto- injector), which although must still be in date, will generally be supplied in an injector pen or pump.
- This school will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.

**This school has clear guidance about record keeping**

- Parents at this school are asked if their child has any medical conditions on the admissions form.
- This school will ensure that the child's confidentiality is protected.
- This school will seek permission from parents before sharing medical information with any other party.
- This school will meet with the child (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare professional in order to ensure that medications are administered appropriately.
- This school will keep an accurate record of all medication administered, including the dose, time, date and supervising staff.