

“A cord of three strands is not easily broken”

Ecclesiastes 4:12



Weeting Primary School Administering Medication



Date Agreed: October 2025

Review Date: October 2028



Aims of this policy

- To support regular attendance of all children.
- To ensure staff understand their roles and responsibilities in administering medicines.
- To ensure parents understand their responsibilities in respect of their children's medical needs.
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Even if they have improved, children may not return to school for at least 48 hours into a course of antibiotics, or after their last bout of vomiting and diarrhoea.

We are committed to ensuring that children return to school as soon as safely possible after an illness and that children with chronic health needs are supported in school. This policy sets out how children with medical needs will receive the appropriate care and support in school.

Prescription Medicines (including controlled medication)

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken (and collected) directly to the school office by a responsible adult;
- All controlled medication must be accompanied by a Permission to Administer Controlled Medication Form;
- All controlled medication must be kept in a clearly marked container and locked in a secure location;
- Medicines will only be accepted in the original container as dispensed by a pharmacist with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's first name and surname;
- The appropriate dosage spoon/syringe should be included with all medicines sent to school;
- All medicines administered will be recorded on the permission to administer medicine form and on Smart Log.

Medicines will only be accepted for administration in school on completion of the appropriate form by a parent/carer.

Non-prescription medicines

- We will also administer non-prescription medicines if necessary. They must also be handed in at the office by a responsible adult. They will not be given to children without prior written permission from parents as above;
- They should be clearly marked with the child's first name and surname;
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the office and administered by a member of staff.
- Any non prescription medicine administered will also be recorded on the permission to administer medicine form and on SmartLog.

Roles and responsibilities of school staff

- All medicines are stored securely in the office with access only for staff;
- Asthma inhalers are kept in named zipped wallets in the child's classroom. A record of when these are used is kept on Smart Log;
- Epi-pens will be stored in a named box for each child in the child's classroom. A record of when these are used is kept on Smart Log;
- Staff must complete the medication records on Smart Log each time medicine is administered.
- Relevant staff will be trained on how to administer Epi-pens.

Parents' responsibility

- Parents are responsible for informing the school of any medical conditions their child is receiving treatment for eg asthma, allergies. A Health Care Plan will be kept in the child's pupil file and by the class teacher.
- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the permission to administer medicine form.
- Parents are responsible for ensuring that all medication kept in school is up to date;
- Medications should be collected at the end of each term. New forms should be completed at the start of each term;
- Parents are responsible for notifying the school if there is a change in circumstances eg if a child is deemed to no longer be asthmatic.

Long term and complex needs

Where a child has significant or complex health needs, parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan will be put in place involving the parents and relevant health care professionals. A copy of this will be held by the class teacher and on Smart Log.

Safe storage of medicines

The school is responsible for ensuring that all medicines are stored safely.

- Medicines should be stored in the supplied container, clearly marked with the child's name, class, dose and frequency of administration;
- Medicines are stored in the school office under adult supervision, or in the classrooms in the case of asthma inhalers and epi-pens;
- Where medicines need to be refrigerated, they will be kept in the staffroom fridge.

Managing medicines on school trips

On school visits, the teacher is responsible for taking the relevant medicines for each child. They may agree to take temporary responsibility for administering medicine eg antibiotics or travel sickness pills, following the above procedure.