



Administering Medications Policy

School Name	Cherry Lane Primary School
School Address	Sipson Road, Hillington, UB7 9DL
Date Policy Revised	September 2026
Date of GB Approval (where applicable)	
Date of next revision	September 2028

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies.

Aims of this policy

- 1 To explain our procedures for managing prescribed medicines which may need to be taken during the school day.
- 2 To explain our procedures for managing prescribed medicines on school trips.
- 3 To outline the roles and responsibilities of school staff.

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.

Prescribed Medicines

- 1 Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.
- 2 Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- 3 Medicines **MUST** be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- 4 Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime so do not need to be administered in school.
- 5 Medicines that need to be taken four times a day can be administered once during the school day and must be spaced as evenly as possible over a 24-hour period.
- 6 Medication such as paracetamol cannot be administered by staff unless prescribed, with the exception of a tablet form paracetamol for period pain which parents will have to sign a consent form

Children with Asthma

- 1 Children who have inhalers should have them available where necessary.
- 2 Inhalers are kept in a safe, accessible place, usually within the classroom.
- 3 Inhalers should be taken to all physical activities on site.
- 4 Inhalers must be labeled with the child's name and guidelines of administration.

It is the responsibility of the parent/carers to regularly check the condition of inhalers and ensure that they are in working order and have not run out. No other inhaler other than the blue Ventolin inhaler is to be administered in school.

Allergies

Children who have severe allergies and need Epi-pen or anti -histamine medication, such as a nut/food allergy, will have their medication close to hand at all times.

- 1 The Epi-pen /medicine will be the responsibility of the teacher/teaching assistant within their classroom.
- 2 Designated staff will take the medication into the playground at break times and lunchtimes.
- 3 All staff will be made aware of the identity of children who suffer from anaphylaxis.

Non-prescribed medicines

- 1 **We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.**
- 2 Parents/carers are welcome to come into school to administer these medicines to their child.

Storage of prescribed medicines

- 1 All medicines should be delivered to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession.
- 2 The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.
- 3 All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
- 4 Medicines will usually be kept in the fridge in the medical room.
- 5 All emergency medicines, such as inhalers or Epi-pens, must be readily available to children and staff and kept in an agreed place in the classroom.

Disposal of medicines

- 1 Staff should not dispose of medicines.
- 2 Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- 3 Parents should collect medicines at the end of the agreed administration time period.

Trips and outings

Children with medical needs are given the same opportunities as other children at Cherry Lane. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.

- 1 Risk assessments may be carried out before a trip.
- 2 One member of staff will be nominated to have responsibility for the administration of medication.

Roles and responsibilities

Parent/carer

- 1 Should give sufficient information about their child's medical needs if treatment or special care is required.
- 2 Must deliver all medicines to a member of staff.
- 3 Must complete and sign the parental agreement form.
- 4 Must keep staff informed of changes to prescribed medicines.
- 5 Keep medicines in date - particularly emergency medication such as Epi-pens and anti-histamines

Headteacher

- 1 To ensure that the school's policy on administering medicines is implemented.
- 2 To ensure there are members of staff in school willing to volunteer to administer medicines to specific pupils as required.
- 3 To ensure staff receive support and appropriate training as necessary.
- 4 To share information, as appropriate, about a child's medical needs.
- 5 To ensure that parents are aware of the school's medicine administration policy.
- 6 To ensure that medicines are stored correctly.

Staff

- 1 To check details are accurate and clear on prescription labels.
- 2 To ensure that the parent/carer completes a consent form for the administration of medicines.
- 3 To complete the 'administration of medicines' record sheet each time medicine is given. This information will also be logged onto medical tracker
- 4 To ensure medicines are returned to parent/carer at the end of the school day.
- 5 To ensure medicines are returned to parent/carer for disposal.

If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.

Record keeping

Medicine should be provided in the original container. Staff should check that written details include;

- 1 Name of child
- 2 Name of medicine
- 3 Dose
- 4 Method of administration
- 5 Time and frequency of administration
- 6 Any side effects
- 7 Expiry date

A parental agreement form should be completed and signed by parent/carer before medicines can be administered.

Long term medical needs

It is important that school has adequate information about long term medical conditions. A health care plan may be drawn up, involving parents and other health care professionals.

Confidentiality

The head and staff should always treat medical information confidentially. The head should agree with the parent/carer who else should have access to records and other information about a child.

Staff training

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly.

All staff are trained annually by the school nurse to administer Epi-pens and deal with Asthma.

