



Long Lane Primary School Administering of Medication to Pupils Policy

Date	Description
September 2025	Agreed by Operations Committee

Review Schedule	Annually
Next Review	September 2026

Aims

- The aim of this policy is to provide support and assistance to parents by offering to administer medication to pupils during the school day, enabling them to continue their education without prolonged interruption.
- To identify personnel able to administer medicines
- To set out details of arrangements for correct storage of medicines in school
- To specify how the relevant records will be maintained
- To explain the arrangements in place for those pupils suffering from Asthma

Responsibility

Head Teacher

- Responsible in principle for members of staff giving or supervising pupils taking prescribed medication during the day
- Nominate members of staff to administer prescribed medication.

First-aider

- Ensure that medication administered has signed consent from parents.
- Ensure that all dosage and times are recorded on Evolve.
- Inform parents if medication is administered.

Teachers

- Ensure easy access to asthma medication and that the use is monitored and reported back to parents as required.
- Ensure that medications are stored in the orange 'medi-pac' draw string bag and ensure that it accompanies the class on trips and when there is an evacuation of the school.

Parents

- Provide the school with comprehensive information regarding a pupil's condition and medication.
- Keep medications up to date
- Sign the consent form giving permission for school staff to administer medication

Governors

- Ensure that the policy and guidelines are followed by monitoring the records on a termly basis.

- Ensure that the Head Teacher has enabled staff members to be trained to administer prescribed medication.

Policy Statement

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Each item of medication must be delivered to the Head Teacher or Authorised Person, by the parent, carer or responsible adult, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration

These medicines will only be administered as per the dispensing directions.

Commercially available medicines such as pain killers (e.g. Calpol, Ibuprofen, Anti-histamines) must be delivered to the Head Teacher or Authorised Person, by the parent, carer or responsible adult, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration

These medicines will be administered as per the manufacturer's directions.

Commercially available paediatric paracetamol retained by the school such as pain killers (e.g. Calpol) will only be administered after consultation with parents. When such action is deemed appropriate the school office will contact the parent to discuss the situation and gain permission to administer the specific remedy and the agreed dosage.

Special arrangements are made for Anaphylaxis, Epilepsy, Diabetes medicines and Controlled drugs, which will be administered only by designated and trained persons; the list is held by the school office. Other medicines may be administered by any responsible member of staff.

If a child needs to take **regular medicines or to receive treatment** during the school day, parents must complete a Medicine form. Staff will then follow the instructions given on the form. All medicines administered or treatments carried out will be recorded on Evolve by the responsible member of staff. Parents are sent a text message to inform them of the date, time, amount and name of medicine administered. Where possible, another member of staff should be present to witness the administration of medicines.

Medicines are kept in the medical room in a lockable cupboard or in the lockable medical room fridge, if appropriate. All medicines and tablets will be clearly labelled and locked away. Unused medicines will be returned to the parent/carer in person to be disposed of via a pharmacist. Unless otherwise indicated all medication will be administered in the school first-aid room and will be kept in a locked medicine cabinet.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to prescription dosages on parental instructions. School staff will not dispose of medicines. A responsible staff member will check all medication held in school at regular intervals (just before each half-term or school holiday) and will advise parents of medicines which are or will shortly be, out of date. Out of date medicines will be labelled to alert staff members. Once replacement medication is supplied, date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with **long-term or complex medication needs**, the Head Teacher, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Asthma

Parents must complete a Medical Form and Asthma Action Plan after which inhalers are kept in the child's classroom. Children are made aware of the location of their named reliever inhaler in the classroom so they can readily have access to it should the need arise.

Please also refer to the following document:

[Guidance on the use of emergency salbutamol inhalers in schools March 2015](#)

Currently the school does NOT have spare inhalers.

Epi Pens/ Auto-injectors would ideally only be administered by a trained member of staff. Parents will be asked to complete a Medicine form and an Allergy Action Plan. The school will store Epi-Pens/ Auto-injectors in the first-aid room and all staff will be made aware of children who are in possession of one. Parents are asked to supply two Auto-injectors for their child. Currently the school does NOT have spare auto-injectors.

The school reserves the right to decide what sort of medicines, if any, it will administer.