



**Shenfield St Mary's Church of England Primary School**

**Administration of Medicines Policy**

**Ratified: Spring 2025**

**Review due: Spring 2028**

In accordance with "Supporting Pupils at School with Medical Conditions" DfE September 2014

### **Introduction**

This school is an inclusive community that welcomes and supports pupils with medical conditions, but medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

### **Prescribed Medicines**

Staff at Shenfield St Mary's, are only allowed to administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. The school will only accept prescribed medicines that are in-date, labeled, provided in the original container as dispensed by a pharmacist and include prescriber's instructions for administration, dosage and storage.

Only in exceptional circumstances will the school administer medicine that is prescribed 3 times daily as normally this can be taken before school, after school and at bedtime. Medicine prescribed 4 times daily can be administered by staff in school.

**We are unable to accept medicines that have been taken out of their original container or make changes to dosages on parental instructions.**

### **Non-Prescription Medicines**

We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, including homeopathic medicines. The only exceptions to this are medicines containing children's paracetamol or children's ibuprofen (i.e Calpol or Nurofen) used for the regulation of temperature.

### **Storage of Medicines**

All medicines should be delivered to the school office by the parent or carer. Under no circumstances should medicines be left in a child's possession. Teachers and teaching assistants should not take receipt of any medicines.

All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the school office or fridge and should not be kept in classrooms, with the exception of adrenaline pens.

All medicines must be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration. All emergency medicines, such as asthma inhalers and

adrenaline pens, should be readily available to children and kept in an agreed place in the school office.

### **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They 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. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children.

Arrangements for taking any medicines on trips must be made. A copy of any health care plans should be taken on visits.

### **Roles and Responsibilities**

#### Governing Body –

- Must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed, implemented and reviewed.

#### Parent/Carer

- Should give sufficient information to the school about their child's medical needs if treatment or special care is required.
- Should be involved in the development and review of their child's individual health care plan, if required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the parental agreement form [Shenfield St Mary's request for school to administer medication](#) or complete (Appendix 1)
- Must keep staff informed of changes to prescribed medicines.
- Must ensure medication is in date and replace when required.
- Must collect medication on a daily basis. This excludes asthma inhalers and epipens that are kept on site at all time. It also excludes medication that is administered on a daily basis for a set period of time ie antibiotics (as covered by the parental agreement form). These must be collected at the end of the prescribed course, even if the bottle is empty.
- Inform the school of changes to the use of asthma inhalers after checks with the asthma nurse or doctor

#### Headteacher

- To ensure that the school's policy on medicines is implemented and all stakeholders are made aware of the policy.
- Ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs and condition and a set of procedures are in place.
- To ensure cover staff are briefed on a child's medical needs and condition.
- Consult with other professionals as necessary e.g. the school nurse.

- Ensure that medicines are stored correctly.
- To ensure risk assessments for school visits are completed and medication requirements are included.
- To monitor individual health care plans and inform all staff about the children's needs on the health care plan.

### Staff

- Complete appropriate training to administer medication.
- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction.
- Complete the 'administration of medicines' record sheet each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.

### **Refusal of Medicines**

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

### **Record Keeping**

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form must be completed and signed by the parent, before medicines can be administered.

At the time of administering medicines, the member of staff must complete the medicines record sheet.

### **Health Care Plans - Children with Long-Term Medical Needs**

It is important that the school has sufficient information about the medical condition of any child with long-term medical needs. A health care plan will be written for children with long-term medical needs, involving the parents and relevant health professionals. Some of the key information will be –

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication
- specific support for the pupil's educational, social, emotional needs
- level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies
- who will provide this support

- arrangements for written permission from parents for medication to be administered
- separate arrangements or procedures identified for school trips or other school activities

**Confidentiality**

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

**Staff Training**

Training opportunities are identified for staff with responsibilities for administering medicines.

**Monitoring**

This policy should be reviewed regularly in accordance with National guidance. As policies are reviewed and amended, we check that the principles listed above are properly considered, and are embedded in practice. Governors will ensure that due regard is given to the promotion of equality within each policy.

THIS POLICY IS IN PARTNERSHIP WITH THE FIRST AID AND INTIMATE CARE POLICY.

**Appendix 1**

**SHENFIELD ST MARY'S REQUEST FOR SCHOOL TO ADMINISTER MEDICATION**



**Please complete and sign this form and hand to the office with your child's medication.  
NEVER GIVE A CHILD MEDICINE TO BRING TO SCHOOL AS THIS CAN ENDANGER OTHER PUPILS.**

I request the administration of medicine to:

First name:		Surname:	
Class:	Date of Birth:	Male / Female	
Address:			

Condition or illness.....

Medication Name (full name, as stated on the container) .....

For how long will this medicine be administered?..... Date Dispensed.....

*The above medication has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber & is clearly labelled indicating contents, dosage and child's name in full.*

Name and Address of Prescribing Doctor:	
Method of Administration:	Time of Administration:
Any special precautions:	Any possible side effects:  Is supervised self-administration possible: Yes / No

**Your Contact Details**

Name:	Relationship to Pupil:
Mobile Number:	Address:

I understand that I must deliver the medicine personally to the office and accept that this is a service that the school is not obliged to undertake and will only be able to administer medicines if it can make the staff time available. I understand that I remain responsible for ensuring that my child receives medicine if the school is unable to. I understand that it is my responsibility to ensure that any out of date medicine is removed and replaced as necessary. I understand that I must notify the school of any changes in writing.

Medicines will only be administered if they are prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are to be given 4 times daily and are in the original container showing the prescription label. Please note that we are unable to administer Calpol or equivalent, unless prescribed. Piriton or equivalent may be administered during the hayfever season with parental consent. For any other essential non-prescribed medicines, the school would need to take advice from the School Nurse.

Signed.....[Parent/Carer] Date .....