


# Southdown Primary School



## Administration of Medicines in school 2026

Chair of Governors:	Headteacher: 
Ratified on: 3 <sup>rd</sup> March 2026	Review by: Spring Term 2029

**SOUTHDOWN PRIMARY SCHOOL**  
**ADMINISTRATION OF MEDICINES IN SCHOOL**

**This policy is in relation to those learners who are affected in the short term only and for those children with long term medical conditions should refer to Southdown's Healthcare Needs Policy.**

**Introduction**

Children with medical needs have the same rights of admission to school as other children and cannot be excluded for medical reasons. However, children may be removed if there is a risk to the health of other pupils or staff (e.g. infectious diseases.)

The Governors and staff of Southdown Primary School wish to ensure that pupils with medical needs receive proper care and support at school. There are two groups which these pupils generally fall into:

- i. Those affected in the short-term e.g. completing a prescribed course of medication;
- ii. Those who have long-term medical conditions that, if not properly dealt with, could curtail their education. Most of these children, with some support, can take an active part in many school activities. It is important that staff are aware of these medical conditions in order that organised activities do not put individuals and their peers at risk.

Whilst all staff have a duty to take reasonable care for the health and safety of pupils, there is no contractual requirement for staff to administer medication. When staff do agree to participate in these duties it is important to recognise that their participation is of a voluntary nature. Some support staff may have specific duties to provide medical assistance as part of their contract. However, swift action would have to be taken by a member of staff to assist any pupil in an emergency.

**The Role of the Headteacher**

The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

The Headteacher should:

- Be aware of and respect parents' cultural and religious views;
- Obtain parental permission before passing on information about their child's health to other members of staff. It should be stressed that the confidential sharing of information with staff is important if the best care for the child is to be ensured.

**Parental Role**

It is the parents' responsibility to ensure that their child is well enough to attend school. When a child receiving medication is deemed well enough to attend school, the parents and Headteacher must agree that the child can be adequately supported within the guidelines of the school's policy for administering medicines.

**Parents should provide the Headteacher with:**

- Information regarding their child's medical condition, medication and treatment;
- The type of medication needed by the child, including dosage, route (e.g. oral, injection), timing, any side effects;
- Any information about treatment or special care needed whilst the child is away from home.

### **Parents should ensure that:**

- They have correctly completed the 'Request to Administer Medicine' form (Appendix A), as medication will not be accepted in school unless they have written and signed instructions from a parent.
- Each item of medication is delivered in its original container and handed directly to the Headteacher or nominated person. Only reasonable quantities of medication should be supplied to the school. Medication in unlabelled containers will not be accepted.
- They inform the school if there are any changes to their child's medical condition or medication requirements or the discontinuation of the pupil's need for medication
- The disposal of medicines and they should collect them at the end of each half term or sooner according to expiry date.
- Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication

### **Non-Prescribed Medicine**

School staff should generally not give non prescribed medicine to pupils. However, should a parent require that their child receive pain relief or other such medicine, they are encouraged to administer it if possible, at home. In exceptional circumstances the school will agree to administer.

***Where medicines are only required three times a day school should not be expected to administer the medicine as this can be managed outside school hours i.e. morning, after school, bedtime.***

### **Administering of Medicines**

- Medication should only be taken at school when absolutely necessary;
- No pupil will be allowed to self-administer medicine. This is with the exception of Asthma inhalers and diabetic medication which will be supervised by staff if they are needed;
- When possible medication should be prescribed in dose frequencies that enable it to be taken outside school hours – parents should request this when visiting their child's doctor or dentist;
- Any medicine that only needs to be taken 3 times a day should be administered outside of school hours i.e. morning, after school, bedtime.
- In the event of a child suffering regularly from acute pain, parents should authorise and supply the appropriate painkillers together with written instructions. Staff should supervise the pupil taking the medication and inform the parents in writing on the day that the painkillers were taken;
- A child under the age of 12 years should not be given aspirin or ibuprofen unless prescribed by a doctor;
- The member of staff administering the medicine will check:
  - Pupils Name
  - Written instructions provided by Parents or Doctor
  - Prescribed dose
  - Expiry date
- If in doubt, staff will check with parents or health professionals before administering medicine

Extreme caution must be taken before accepting responsibility when:

- Administering tablets and medicines when parents are not able to visit the school to do this themselves;
- The timing and the nature of the administration are vitally important;
- There could be serious consequences where a dose is not taken;
- Special medical knowledge is required;

- Intimate contact is necessary – the administration of suppositories, injections and the changing of catheters should not be carried out by teaching staff.

In addition:

- Children should know where their medication is stored;
- All staff should know where the medication is stored;
- Medication that requires refrigeration may be kept in a refrigerator but should be kept in an airtight container and must be clearly labelled;
- Staff administering medication should be aware of hygiene procedures and have ready access to disposable gloves etc;
- All date expired medicines should not be disposed of by staff – parents are responsible for disposal and should collect all medication from the school at the end of the course of the medicine or at the end of **each half term** or before if necessary.

Further safeguards regarding medicines:

- A doctor's note should be received, preferably delivered by the parent, to the effect that it is necessary for the child to take medicines during school hours.
- The note should give clear instructions regarding the required dosage. This note should be kept on file;
- Long term illnesses such as epilepsy and asthma should be recorded on the child's record card together with appropriate instructions

### **Emergency Procedures**

- Staff noticing deterioration in a pupil's health over time should inform a senior member of staff/first aider immediately. Parents will be notified.
- A pupil taken to hospital in an emergency will be accompanied by a member of staff and will remain with the pupil until the parents arrives.

### **The Storing of Medication**

- Medication should only be brought into school when absolutely essential.
- Medicines will be kept where possible with the authorised member of staff.
- Large volumes of medicine will not be stored. Wherever possible the parents should bring the daily required dose only.

### **Health Care Plan**

Occasionally pupils have medical conditions which if not managed properly could limit their access to education. Such pupils are regarded as having medical needs. Parents will be invited into school to discuss their child's needs with the class teacher and senior member of staff/ALNCO. The School Nurse will also be included in this meeting and will identify the level of need and draw up a care plan for the individual child - see the school's Healthcare Needs Policy.

### **Staff Training**

A health care plan may highlight the need for staff to receive training in order to best meet the needs of the child. This may encompass training about a specific medical condition or the administration of medication etc. Staff will receive appropriate training from the School Nurse.

### **Intimate or Invasive Treatment**

Staff will not be expected to administer this kind of medication unless trained by a medical team e.g. the diabetic nurse, mickey button, epipen training. They will follow a care plan and contact the health professionals if they need advice.

### **School trips and Residential visits**

It is the right of every pupil to have access to a broad and balanced curriculum as well as access to out of school activities in accordance with the school's policy on educational visits. As well as a risk assessment being made in line with the LA guidelines prior to any outside visit being made, the following points will be considered:

- Staff must be aware of the medication the pupil will need to take on the visit;
- Staff must ascertain if any spare medication is required;
- Consideration must be given to the safe storage of the medication;
- Staff supervising the trip must be aware of the pupil's condition and any relevant emergency procedures.

### **Mental Health and Emotional Wellbeing Impact Statement**

Southdown Primary School is committed to the protection and promotion of positive mental health and emotional wellbeing of our whole school community; pupils, staff, parents and carers. We recognise how important mental health and emotional well-being is to our lives in just the same way as physical health. This Policy has been written and reviewed in line with our school's vision and Mental Health and Emotional Wellbeing Policy.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been quality impact assessed and we believe that it is line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote quality at Southdown Primary School.

## SOUTHDOWN PRIMARY: PARENTAL REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

<b><i>In accordance with the school policy regarding the administering of medicines, the school will not be able to give medicine to your child unless you complete and sign this form and the Headteacher has agreed that staff can administer the medication.</i></b>	
Name of child	
Date of birth	
Name of class teacher	

Name/Type of Medication (as described on container) <b><u>TO BE GIVEN IN SCHOOL</u></b>	
Expiry Date	
Dosage to be given	
Method	
When to be given	
Any other instructions	
Side Effects	

**\*Note: Medicines must be in their original container as dispensed by the pharmacy.**

I accept that this is a service that the school is not obliged to undertake. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature	
Print Name	
Daytime phone number of parent/contact	
Member of staff to administer the medicine	
Administrator's signature	
Headteacher's signature	

**SCHEDULE** *(to be completed by school staff when medicine is administered)* **Recorded on Medical Tracker**

Week Beginning	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Time:  Signed:	Time:  Signed:	Time:  Signed:	Time:  Signed:	Time:  Signed:
	Time:  Signed:	Time:  Signed:	Time:  Signed:	Time:  Signed:	Time:  Signed: