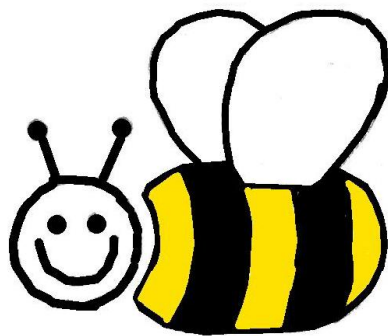


Beckers Green Primary School

Medicine Administration Policy

Sep 2025



Review Date: Sept 2027

# BECKERS GREEN PRIMARY SCHOOL

## Medicine Administration Policy

### Introduction

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

This policy has been developed using *Managing Medicines in Schools and Early Years Settings*, DfE 2005 publication (revised Nov 2007) and statutory guidance on Supporting pupils at school with medical conditions December 2015.

### Policy Statement

We would ask parents to request that their doctor, wherever possible, prescribe medication, which can be taken outside the school day.

However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day.

We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this Policy.

### Children with Special Medical Needs

Should we be asked to admit a child to school with medical needs we will, in partnership with the parents/carers, school nurse and any medical advisor, discuss individual needs.

A health care plan will be developed in partnership with the parents/carers and shared with all relevant staff.

Any resulting training needs will be met.

### The Role of Staff

Teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training. Those administering medicine at Beckers Green must be trained first aiders.

## Admission to school

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital Consultants, allergies, special dietary requirements etc.

## Administration and storage of medication in school

Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to the office staff.

The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label.

The form - "Request for School to administer medication" should be completed by the parent/carer. A copy is kept in the office to support administration of the medicine and a copy sent to the class teacher.

A record of the administration of each dose will be kept on the School Record of Medication form, which will be signed by the member of staff who administered the medication. For controlled medications this will be countersigned by another member of staff.

Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept a medication. Any wasted doses ie.) dropped on the floor, should also be recorded.

Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified immediately in writing. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.

If medication needs to be replenished this should be done in person by the parent/carer.

Should the child be required or is able to administer their own medication e.g. reliever asthma inhaler, we will want to ensure they understand their responsibilities in this area. We may want to ask the school nurse to check the child's technique before accepting full responsibility.

Pain medication can be given in school if we have the consent of the parents. Child paracetamol is kept in school and consent forms have been given to all parents. If it is felt that a child would benefit from pain medication a telephone call will be made to the parent to check that pain medication hasn't already been given that day and to seek permission.

### Storage and disposal of medication

Medication will be kept in a locked cupboard in the office. Controlled medication will be stored in individual boxes for each named child. Medication may also be stored in a secure container in the fridge in the staffroom. Diabetes medication, named on a medical care plan, will be kept securely in the child's classroom, under the supervision of the named carer.

Asthma pumps will be kept in the child's classroom.

A regular check will be made of all medication within school, at least termly, and parents will be asked to collect any medication which is out of date or not clearly labelled. If parents/carers do not collect this medication it will be taken to the local pharmacy for disposal.