



ADMINISTERING MEDICINE POLICY

This policy includes the Early Years Foundation Stage (EYFS)

Policy reviewed: 28th May 2025

Policy to be reviewed: 27th May 2027

1. AIMS OF THIS POLICY STATEMENT

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed on to others, children should remain at home to be cared for and looked after. Even if they have improved, children may not return to school for at least 48 hours into a course of antibiotics, or in the case of sickness, 48 hours after the last episode.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

2. PRESCRIPTION MEDICINES

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to the School Office by a responsible adult and a medicine form completed;

- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration, or in the original packaging if bought over the counter;
- The medicine should be clearly marked with the child's name and class;
- The appropriate dosage spoon should be included with all medicines sent to school;
- The Medicine form and medicine will then be placed in the locked first aid cupboard near the kitchen for the class teacher to administer the medicine at the appropriate time. Any medicine that must be kept in the fridge – this will be noted on the form. Any medicine which must be returned home will be noted on the form. Any medicine administered will be recorded by the staff member on the Medicine form and in the pupil's planner, a witness to the administering of the medicine, should also sign the form;
- Medicines will only be accepted for administration in school on completion of the appropriate Medicine form by a parent. Once the period of administering the medicine has been completed, the form should be filed in the medicine cupboard. The form should remain in the school.

3. NON-PRESCRIPTION MEDICINES

- The School will administer non-prescription medication to pupils, but only when absolutely necessary. For example, for conditions such as hay fever and allergies. The same process of completing the Medicine form, recording the administration in a homework planner and storage of these medications will be followed;
- The School will not give liquid paracetamol routinely, as the primary use is to control raised temperature for which a child should be at home; if we do give liquid paracetamol to a pupil during the school day then it will be noted in their Planner and will also be recorded in the Medication File in the First Aid cupboard near the kitchen. Circumstances where liquid paracetamol would be given include menstrual pain, pain management for an injury or given whilst waiting for a parent/carer to collect the pupil taken ill during the school day. Permission to give such medication in School is given on the School's medical form by a parent or carer.
- We do allow cough sweets in school under the supervision of a member of staff.

4. ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- Staff at St Wystan's School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self-administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- All medicines are stored securely in the locked first aid cupboard near the kitchen with access only for staff;
- Asthma reliever inhalers may be kept close to the pupil if required (for instance during PE lessons offsite) and are used under supervision of the staff. Epinephrine autoinjector (EpiPens) are kept in the classrooms and taken by the pupil to break/sports lessons/off site.
- Staff must complete the 'Medication forms' supplied with the medication each time medicine is administered within school time and in the pupils planner; and on completion these are then kept centrally in the First Aid cupboard near the kitchen for easy access.
- Relevant staff will be trained in how to administer epinephrine autoinjectors.

- When administering the medication, a witness needs to be present to check the correct dosage has been given to the pupil. This witness should also sign the medicine form, as well as the staff member administering the medication.

5. PARENTS' RESPONSIBILITY

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the Medicine form kept in the office before a medicine can be administered by staff;
- Primary school children may be able to manage their own medication, under adult supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, epinephrine autoinjectors, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic. This is will be updated on the Pupil Emergency Contract and Medical Information document stored on Sharepoint.

6. LONG-TERM AND COMPLEX NEEDS

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals. In some instances further training may be required and professional advice should be sought before the pupil attends school.

7. SAFE STORAGE OF MEDICINES

The school is responsible for ensuring that all medicines are stored safely;

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;
- Medicines are stored in the locked First Aid cupboard near the kitchen under adult supervision or in the most suitable place when pupils are offsite;
- Where medicines need to be refrigerated, they will be kept in the kitchen fridge or in the fridge in the staffroom.

8. MANAGING MEDICINES ON SCHOOL TRIPS

On school visits the teacher is responsible for taking any class medication e.g. asthma pump, epinephrine autoinjectors, enzymes, and eczema cream with them. They may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure. In addition, this must be itemised on the trip risk assessment.

9. POLICY DEVELOPMENT AND REVIEW

This policy document was produced in consultation with the school community, including school staff and Governors.

This document is freely available to the entire school community.

It will be reviewed on a policy rolling programme.

Reviewed by	Natasha Lomas		
Date Reviewed	25 th April 2023 30 th April 2021 Previous review: 26 th May 2019/May 2017/28 th May 2025		
Date of Next Review	27 th May 2027		
Governing Body Approval	Yes/No	Signed/Dated	
Website/App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No