

MAYBURY PRIMARY SCHOOL

Administration of Medicines Policy

Updated: Spring 2025



engage enrich excel academies



Maybury Primary School

Reviewed: Spring 2025

Next review Spring 2027

Administration of Medicines Policy

Mission Statement

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision Phrase:

'Believe. Achieve. Succeed'

1. Medicines in School

Our school policy is not to administer medicines in school except in special circumstances.

Where a child has been ill, has now recovered enough to be back in school, but still requires medication during the school day it will be the parents' responsibility to administer medicines (after reporting to the office). No member of staff is any obligation whatsoever to take responsibility for the administering of medicines. Where, on the other hand, children have long term medical needs the school will do everything possible to help them to attend school regularly. In this case there must be full and shared discussions and decision – making between parents, staff and any other relevant parties (eg, medical staff)

Asthma inhalers should be named and handed in to the office staff from where the child can collect it as required. Office staff will keep a record of all medication taken in line with Surrey County Council policy. No member of staff will administer any drugs without the knowledge and permission of the Head Teacher or Assistant Head Teacher or another member of the Senior Leadership Team.

INTRODUCTION

This policy has been formulated from local authority guidance by school staff in conjunction with the Head teacher and with approval by Governors. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

AIMS OF THIS POLICY

- 1) To ensure the safe administration of medicines to children where necessary and to help to support attendance
- 2) To ensure the on-going care and support of children with long term medical needs via a health care plan
- 3) To explain the roles and responsibilities of school staff in relation to medicines
- 4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- 5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- 6) To outline the safe procedure for managing medicines on school trips

ROLES AND RESPONSIBILITIES

HEADTEACHER

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Medicines Policy
- To ensure that this policy is reviewed annually

STAFF

- To follow the procedures outlined in this policy using the appropriate forms
- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs
- To share medical information as necessary to ensure the safety of a child
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the office medicine cabinet and first aid boxes stocked with supplies
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS' below

PARENTS/CARERS

- To give the school adequate information about their children's medical needs prior to a child starting school
- To follow the school's procedure for bringing medicines into school
- To only request medicines to be administered when school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

SCHOOL ATTENDANCE DURING/AFTER ILLNESS

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours
- Children should not be sent to school with earache, toothache or other significant discomfort.
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness.
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school.

SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor).
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession
- The adult is required to complete a parental agreement form (see appendix) at the school office for the medicine to be administered by school staff
- The Head teacher must be informed of any controlled drugs required by children, e.g. Insulin, Equasym.
- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school
- Administration of medicines at school must be recorded in the Medicines Book by the appointed First Aider in the Medicines Book in the office and witnessed by a second member of staff
- Parents may come to the school office to administer medicines if necessary
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed

STORAGE OF MEDICINES

- Antibiotics (including antibiotic eye drops) must be stored in the staff room fridge
- Tablets must be stored in the locked first aid wall cabinet.
- Epipens should be stored in a locked cupboard in the classroom out of reach of children but easily accessible to staff who may need to administer them. An individual healthcare alert card with the child's photograph should be kept with the epipen and checked before administration.
- Asthma inhalers should be stored freely accessible to staff in the front office and labelled with the child's name and should be taken with the child during physical activities. Children who are able to administer their own inhalers may keep them in the classroom in a place where they can be accessed freely by the child or staff if needed.
- Antihistamine eye drops for severe hayfever must be stored in the wall cabinet in the office
- No medicines, other than asthma inhalers, may be kept in the classroom
- Parents are responsible for the safe return of expired medicines and any sharps to a pharmacy

STAFF MEDICINES

- Staff members who might need to self-administer any of the following prescription or non-prescription medicines should ensure that they are safely stored in a locked drawer or cabinet. If it is not possible to do this in the classroom the medicine should be clearly named and labelled and stored in the main school office wall cabinet.
 - epipen
 - antibiotics or other prescription medicine
 - non-prescription painkillers

MEDICINES ON SCHOOL TRIPS

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Leader is responsible for designating a school First Aider for the trip
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip (trips risk assessments should detail this)
- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form
- The First Aider will return the form and any unused medicines to the office on return to school

This Policy will be reviewed at least every 2 years



Parental agreement to administer medicine in school

The school will not give your child medicine unless you complete and sign this form.

Name of school	Maybury Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Start and end date of medication	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	

NB: Medicines must be in the original container as dispensed by the pharmacy

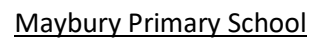
Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	The School Office Assistants

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/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



Date

Child's name

Time

Name of medicine

Dose given

Any reactions

Signature
of staff

Print name

[illegible]

