



# St Benet's RC VA Primary School



## Medication in School Policy

Revised: September 2025

Next Review: Autumn 2026 or sooner if regulations / circumstances change

Our policy has been created following training in Managing Medication in child care settings. This training was in accordance with DfE Guidelines and guidance from Sunderland Local Authority.

Our policy has clear links with other whole school policies and should be read in conjunction with our policies on: Child Protection and Safeguarding, Health and Safety, First Aid in School

### **Principles and practice**

Legally schools are not compelled to administer medication to children because of the risks involved and possible legal consequences. However, it is our practise and policy, wherever possible, to assist children and parents in school time, if the staff member concerned is willing to do so.

When a parent requests that we administer medication in school we will:

- ask the school's identified person to consider whether or not they are prepared to administer the medication.
- if they are in agreement we will undertake a risk assessment to consider the viability of administering the medication in school. School can only administer medicine if it is prescribed by a doctor and requires administration "four times a day". School does not need to be involved with "three times a day" medication, unless children are accessing extended hours in school with wrap around care.
- if required, work with the parent and School Health personnel to set up a care plan for the pupil if it is viable for the school to administer specialised medication.
- ensure that the medication is kept in a secure place during the school day, that it is only accessed by the identified person, and the school's Medication Record is completed each time the medication is administered.
- ensure that any left-over medication is handed back to the parent/carer by the identified person at the end of the school day, or at the end of each week, or at the end of term (whichever is appropriate).
- hand in to a pharmacist or destroy medication, using approved methods, if medication not collected by parent/carer; this will be recorded accordingly in the medication register.
- accept medication handed in only by the carer or nominated person of the carer.
- maintain dignity and confidentiality of the child.
- accept medication only if the parents monitor the supply of medication and keep this up-to-date. Where applicable, record 'treatment completed' on the pupil's care plan when the pupil comes to the end of his/her course of treatment, and retain the record for future reference if needed.
- keep the Medication Record in the school's secure archives so that any future queries can be resolved.

## WHAT MUST SCHOOLS CONSIDER?

Schools cannot be compelled to administer medication to pupils; it is a purely voluntary activity. However, Local Education Authorities take the view that the interests of the pupil are paramount and that on occasion it is not unreasonable to expect schools to support a pupil's medical treatment.

Where schools agree to do this they should:

1. have a clearly written policy outlining the role of teachers, support staff and governors in dealing with medication in schools,
2. have an identified person within school who will administer medication and who has agreed to maintain the records required,
3. have a second key person who will take over in the event of the identified person being off the school premises at any time,
4. ensure that their policies and practices take account of issues like school trips, when the pupil might not be on the premises to receive medication,
5. should advise any member of staff who is considering becoming an identified person for the administration of medication in school to discuss the issue with their professional organisation,
6. be aware that some medical conditions, particularly those that are chronic or highly complex, might need support from a qualified person, or staff working with the pupil are likely to need on-going advice from such a person,
7. members of staff must be indemnified against possible insurance claims,
8. disruption to the school day and normal school routines must be kept to a minimum,
9. a risk assessment should be undertaken in each case before agreeing to administer medication in school, i.e.,
  - (a) is the administration of the medication crucial to the pupil's welfare?
  - (b) how much technical/medical knowledge/expertise is going to be needed?
  - (c) is intimate contact going to be needed?

The school does impose certain conditions before it will administer medicine to the children in its care as outlined below:

- The medication must have been prescribed by a doctor.
- Non-prescription medicines are not allowed in school.
- No member of staff will administer ear and eye drops.

- A meeting must take place with a trained member of staff before any prescribed medication will be administered. (**Medicines in School: Mr Alderson, Mrs Gilmore, Mrs Shaw**)
- Parents must complete and return the request form below, accepting full responsibility for the administration of medicine in the school. Medicine must be handed in and collected at the end of the school day at the school office. Medicine should never be sent in with children.
- Parents must ensure that all medicines are clearly marked, with the name of the child, the dosage and the time that the medicine should be administered. All medicines must be in their original packaging as dispensed by the pharmacist.
- Key stage 1, 2 and Early Years Foundation Stage children's inhalers will be kept in a safe place however this place is accessible at all times and known to all children and staff. In any emergency e.g. fire alarms, a designated member of staff will ensure that an emergency inhaler is taken off site to be used if needed. Any other emergency medication will also be taken.
- Any emergency medication e.g. epi-pens will be administered when required. This type of medication is kept in a safe place which is accessible by members of staff when needed; they are fully trained and aware of the care plans in place.
- If a child requires medication four times per day it is school policy to administer only one dose to avoid over-dosage. (Overnight site visits may require a review of this).

All consent Forms must be signed and handed in to Dan Alderson.

The Senior Management Team will monitor this policy and its implementation and effectiveness. Should there be any circumstances that differ from this policy, this will be discussed with the Headteacher and considered as an individual case.



## Parental agreement for school to administer medicine



Date for review to be initiated by


Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

### Medicine

Name/type of medicine

*(as described on the container)*

Expiry date

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

Procedures to take in an emergency


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

**Contact Details**

Name

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

Daytime telephone no.  
Relationship to child  
Address  
I understand that I must deliver the medicine personally to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting 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\_\_\_\_\_