Administration of Medicines Policy

Implementation Date: June 2026

	Signed	Date
Chair of Governors		25th June 2026
Headteacher		25th June 2026

This policy is a	School Plan using LA & WG guidelines
	Statutory Policy
Aims of Policy:	• To outline the policy and provision for the administration of medicine at the school.
Review date	
Next review date	September 2027
Reviewed by	Policy committee

Introduction

At Penrhiwceibr Primary School we want to ensure that our pupils are happy and healthy. We understand that there are an increasing number of children attending mainstream schools with medical conditions.

Schools acting in ‘loco parentis’ have a duty to take reasonable care of children, which includes the possibility of having to administer medicines and/or prescribe drugs. The individual school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance as a result. This policy should be read in conjunction with the school’s First Aid Policy. This policy is written in line with statutory guidance on supporting pupils with medical conditions.

Parents retain the prime responsibility for their child’s health and should provide the school with information about their child’s medical conditions. 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.

Management and Administration

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a medicines form available from the school office giving the child’s name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period.

Medication must be in its original packaging including the prescriber’s instructions. Only the prescribed/recommended dose will be administered - this cannot be changed unless written instructions are given from a medical professional. Medicine will not be administered using a ‘spoon’ as is often provided with some medicines. All medicines will be administered using 5ml oral syringes as this allows for accurate readings to be made. Syringes should be provided by the parent (available from chemists/GP), however syringes are available in the school Office during emergencies.

A medical form should be signed by the parent or guardian and retained in the school office for reference by staff involved. Relevant medical information will be shared with staff on a need-to-know basis in line with data protection requirements.

Where appropriate, pupils will be encouraged to take responsibility for managing their own medication, in line with their age and ability.

5 R's

When medication is administered, staff will remember to apply the 5 Rs to secure safety;

Right pupil - Identity check - Name, date of birth.

Right drug - Does the bottle/inhaler name the same drug that the parent has stated on the consent

form.

Right route – this will primarily be oral in school (with exceptions such as creams or emergency medication).

Right time - has there been sufficient time between doses.

Right dose - has the correct dose been prepared – 5ml Oral Syringes only

In cases where the child's medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan be prepared if applicable. In such cases, consultations on the Plan will include the school, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school. Individual Healthcare Plans will be reviewed annually or sooner if a child's needs change.

The Headteacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

Members of staff will be asked to volunteer to be involved in the administration of medication.

Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils must receive training from the School Nurse before administering any medication.

It is the responsibility of the Headteacher to ensure that new members of staff receive appropriate training. Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures. Staff training will be refreshed annually or as required.

A record should be kept of all the medicines and drugs administered by the members of staff responsible using Medication Administration Record (Appendix A). All medication administered must be recorded, witnessed and signed off by 2 members of staff.

Role of Staff

There is no legal or contractual duty on teachers to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the Government. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.

Those members of staff who volunteer to administer medicines or administer medicines

as part of their role within school must receive appropriate training. In all circumstances the Head Teacher will be the first point of contact regarding medicine administration. The Head Teacher will make the ultimate decision on whether or not medication can be administered.

Administration of medicines will be undertaken by the school's trained staff only.

Medications

Below is a description of medications that can and cannot be given at schools. Please note that it is the responsibility of parents to ensure that medication is in date and that they are replaced regularly. If a staff member gives any child medication then this will need to be logged. The school will take all reasonable steps to ensure safe administration of medication; however, parents retain responsibility for ensuring accurate information is provided.

Inhalers for Asthma

When appropriate, pupils in the Juniors (Y3-6) should assume responsibility for their own inhalers. Individually named inhalers are kept in Classes but parents should complete the school's Medical form before sending these in.

It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.

In the case of pupils in the Infants (N-Y2), the school can supervise the child using the inhaler.

The inhaler should be given to the class teacher or kept in the School office and written instructions given. As before, all inhalers should be regularly renewed and collected at the end of the school year. 'Steroid pumps (brown) are not normally required in school unless agreed in the child's healthcare plan.

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Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. The following should be noted:

- Where dosage is less than 4 times a day the school will not normally administer antibiotics. In this case, dosage could be administered before school, after school and before bed.
- Where dosage is 4 or more times a day the school will administer the medication at lunchtime. This will be done by a specified member of staff only.
- A Medical form must be completed giving full instructions for administration of the medicine.
- It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

Diabetes

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes must not be left unattended if feeling unwell, or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents / carers from the child's GP or Paediatrician and returned to the parents/carers when full for replacement.Staff supporting pupils with diabetes must receive appropriate training by the pupils' medical team.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept.

Other Medications

In the case of unusual prescribed medicines, this will be at the discretion of the Headteacher. In all cases, proper training will be provided by the appropriate healthcare professional.

In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Nut Allergies/Anaphylaxis (Epi Pens)

Medication for the treatment of nut allergies will be kept in easily identifiable containers in individual classrooms. Each container should be clearly labelled with the child's name and class.

Where Epi Pens are prescribed to pupils these are kept within classes. Annual training is provided to staff in using these Pens and what to do in cases of emergency.

Non-prescribed Medication

Unless in exception circumstances as agreed with the headteacher, the school will not administer medicine which is 'off the shelf' and not prescribed by a GP. This includes paracetamol, Calpol, Nurofen etc. Parents/ carers will be able to come into school to provide pupils with such medication as and when required.

Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Where Epi Pens have been administered staff must outline to the emergency services that there is ' a life threatening emergency' to bypass

any triage. Staff should never take children to hospital in their own car - it is safer to call

an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher. However, ultimate responsibility remains with the parents/carers.

In the absence of the Head Teacher, administration of medicines will be undertaken by the school's trained First Aiders only.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Medication that is required to be refrigerated will be stored in a specific section of the schools refrigerator.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the secure medication cupboard in the school or the school fridge in the office (depending on prescriber's instructions.) The key to the medication cupboard will be kept safely. Epi-pens and Inhalers should be readily available in classrooms and not locked away.

Disposal of Medication

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

School Trips/Visits

It is the part of the Inclusion Policy of the school that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise. It may be necessary to take medication for pupils on a school trip, i.e. Epi-pen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency. Staff need to ensure that all medication is kept with an adult at all times and that a log is kept of any medication that has been given to a child. In case of Emergency, medication should be given to the paramedics to administer when necessary.

Summary of Administration Procedure

- ☐ Medical permission form must be completed by the parent / carer.
- ☐ Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- ☐ Recommended / prescribed dose will not be exceeded without written permission from a medical professional.
- ☐ All medication given must be recorded and witnessed using our medical form in the school office medicine cupboard.
- ☐ Where appropriate, pupils will be encouraged to take responsibility for managing their own medication, in line with their age and ability.
- ☐ It will be the parent / carers responsibility to collect medication at the end of each school day (where necessary), unless other arrangements are agreed in writing in advance.
- ☐ Medication being taken out of school on trips or visits must be logged in and out with the school office and be the responsibility of a member of staff at all times.

Complaints regarding the administration of medication

Any concerns regarding the administration of medication should be raised with the Headteacher in the first instance.