



WESTON POINT
PRIMARY ACADEMY

STRIVE FOR EXCELLENCE

ADMINISTERING MEDICINES 2026-2027

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Academy Link: Mr J Everson

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Policy for the Administration of Medicines

Purpose

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in the school and to provide clear guidance for staff and parents/carers on the administration of medicines.

This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, health and safety.

All staff in schools have a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice that schools and settings will review cases individually and administer medicines in order to meet the all-round needs of the child.

However, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

Roles and Responsibilities

- Governors will ensure the school has an up-to-date medicines policy and that adequate staffing/training and resources are in place.
- The Principal is responsible for implementing this policy, ensuring staff are aware, and for designating a named medicines lead (Medicines Coordinator) responsible for maintaining records, checking storage/expiry dates and overseeing training.
- The named Medicines Coordinator will:
 - maintain a central register of pupils with medical needs and individual Healthcare Plans;
 - ensure parents complete consent forms and supply correct labelled medication;
 - ensure staff training is recorded;
 - ensure emergency medication locations and access arrangements are communicated to staff and visiting staff.
- All staff must ensure they follow the procedures in this policy and alert the Medicines Coordinator to any concerns.

Parents/ Carers

It is the responsibility of parents/carers to:

- inform the school of their child's medical needs
- provide any medication in a container clearly labelled with the child's name and dosage (only prescribed medicine will be administered)

- collect and dispose of any medicines held in school at the end of each term
- ensure that medicines have not passed the expiry date.

Parents must complete the medicine consent form before staff can administer medicine to a child. This form can be collected from the school office.

Administering Medication

This policy is written in line with the Department for Education guidance 'Supporting pupils at school with medical conditions' (DfE, latest edition) and the Early Years Foundation Stage statutory framework (most recent edition). The policy will be reviewed at least annually and updated immediately to reflect any changes in statutory guidance or local NHS guidance.

Only prescribed medicines or those issued on the written advice of a medical professional will be administered in school. Short-term prescribed antibiotics may be accepted if timing cannot be arranged outside school hours. Over-the-counter medicines (except approved child paracetamol supplied only with signed parental consent and following a separate school protocol) will not be routinely administered. Parents must supply medication in the original container with pharmacy label showing child's name, medication name, dose and expiry date.

Any member of staff, on each occasion, giving medicine to a pupil should check:

- Name of pupil to ensure they have the right patient
- Written instructions provided by the parents/carers or doctor to ensure they are administering the right medication, at the right time and in the right way.
- Prescribed dose (Note: ONLY Child Paracetamol is allowed Infant syrup 120mg (3months to 6years) or Six Plus syrup 250mg (6years to 12years)).
- Expiry date.

Parents/carers will be contacted immediately to clear up any discrepancies.

Emergency Medication

Pupils suffering from conditions such as asthma or anaphylaxis may have to receive medication, usually in the form of an inhaler or adrenaline pen, during the school day.

Written details of the treatment must be provided by the parent, the medication should be administered where possible by the child under supervision of an adult.

Emergency inhalers and adrenaline auto-injectors

- A list of pupils permitted to use emergency inhalers/adrenaline pens will be maintained centrally.

- Emergency inhaler location: Main office first aid cabinet — clearly signposted.
- Emergency adrenaline pen location: Staffroom (closest to hall). A clear, secure, but readily accessible storage and an identified adult to take the devices for off-site activities.
- Emergency medication kept in classrooms must be in labelled, locked medical cabinets accessible to trained staff and the pupil (if appropriate).
- A record of access/use of emergency devices (date, time, pupil, circumstances, action taken) must be maintained and parents informed immediately.

Any pupil having an asthma attack during the school day, should be recorded and parents informed immediately. The emergency services will be called as soon as a pupil shows signs of going into an anaphylaxis shock.

Storage

All medicine will be kept in a locked fridge in the school office

Where pupils need to have access to emergency medication, these will be stored in the classroom, in the medical cabinets out of the reach of other children. .

All medicine must be labelled with the pupil's name.

Disposal and end-of-term procedures

Parents must collect unused medicines at the end of each term. The Medicines Coordinator will notify parents before disposal.

Expired or uncollected medication will be disposed of safely — returned to pharmacy or through NHS sharps disposal where relevant.

Records

- All medicine administration records (and Healthcare Plans) will be stored securely in accordance with data protection legislation. Access will be restricted to staff who need to know.
- The Medicines Coordinator will audit medication records termly, check expiry dates, and report any issues to the senior leadership team and governors.
- Where a pupil self-administers (e.g., inhaler), this will be recorded and parents informed as usual

Refusing to take medication

If a pupil refuses medication, staff should:

- Record the refusal on the medicine administration record, including time and reason (if known).
- Inform the parent/carer immediately.
- If the medicine is life-saving (e.g., adrenaline), contact emergency services if advised by the pupil's Healthcare Plan or if the situation is deteriorating.
- Ensure an incident record is completed and escalate as necessary to senior staff.

Training

Training and advice will be provided by health professions for staff involved in the administration of medicines. Training for all staff will be provided on a range of medical needs, as and when appropriate.

Health Care Plan

Where appropriate, a personal Health Care Plan will be drawn up in consultation with the school/setting, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed annually.

School trips and off-site visits

- The trip risk assessment must identify pupils with medical needs and specify who will carry and be responsible for medicines. A copy of relevant Healthcare Plans and consent forms must be taken.
- Staff supervising trips must be trained to administer emergency medication if required. Emergency medication should be carried by a member of staff, not left in a minibus locker or with a pupil.
- For residential visits, procedures for storage, access and disposal of medication must be agreed with parents prior to departure.

Emergency Procedures

The Principal will ensure that all staff are aware of the school's planned emergency procedures in the event of medical needs.

Self management

All medicines must be held in the class medical cabinets or locked fridge in school office.

Where clinically appropriate and with parental consent, pupils may carry and self-administer inhalers or auto-injectors. A risk assessment and agreement will be recorded in the pupil's Healthcare Plan and staff will supervise where needed. For safety reasons, other medicines should not be carried by pupils without agreement recorded in the Healthcare Plan.

