The Cornovii Trust

Pear Tree Primary School

incorporating PiPs

Before and After School Club

Administration of Medicine Policy

'Being Our Best Selves'

Date agreed	September 2026
Date for review	September 2029 (or earlier if necessary)
Headteacher	Nikki Casey
Chair of Governors	Jo Hillman
Signed on behalf of the Governing Board by Name:	Signature: Date:
Signed on behalf of the school by: Nikki Casey	Signature:  Date:

Introduction

We strive to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for administration of all medicines at Pear Tree Primary School is held by the headteacher but delegated to our Admin Team.
All medical information is treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the Health Guidance for Schools document. All staff have a duty of care to follow and co-operate with the requirements Of this policy.

Aims and Objectives

Our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- Prescribed medicines
- Non-prescribed medicines
- Maintenance drugs
- Emergency medicine

Administration of Medicines

The administration of medicines is the overall responsibility of parents/carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

Prescribed Medicines

It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from, parents/carers.

Non-prescribed Medicines

Non-prescribed medicines will be administered at the discretion of the headteacher. Requests to administer non-prescribed medicines will be considered on a case-by-case basis.

Maintenance Drugs

It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from parents/carers. On such occasions, a health care plan is in place for the child concerned. Wherever possible, the parent should come into school to personally administer medicine to their child. In this way the parent can be sure that the medicine has actually been administered. If this proves to be impossible the school will help, provided that the parents fulfil the following conditions:

- Parents should deliver the medicine personally to the school office or via PiPs staff if a child has attended this club prior to school so that it can be locked away. Medicines should NOT be brought into school by children.
- The quantity or volume of medication brought into school should not exceed the child's daily recommended intake.
- When the medicine is first delivered to school, parents must complete a medication consent form at the school office and sign it on the first day that the school is authorised to administer the medicine. This also states the timings for medication, the dosage and any other helpful information.
- All medicine containers should be labelled with:
    - The child's name.
    - The required dosage.
    - The time of medication.
    - Any other relevant information.
- It is understood that whilst the school will make every effort to adhere to parents' requests, no responsibility can be accepted for missed dosage etc. If medication is deemed to be so critical it is questionable whether the child should be in school.
- It is clearly understood that verbal messages from children will NOT be acted upon.

Training

Where staff are required to carry out non-routine more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

Storage

The storage of medicines is the overall responsibility of the headteacher who ensures that arrangements are in place to store medicines safely. Secure storage is located in our main school office.
The storage of the medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.
It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities.

Disposal of Medicines

It is the responsibility of the parents/carers to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal. 'Sharps boxes' are always used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate.