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that
hope
Love to learn and Learn to Love.

'Let all that you do be done in Love'

1 Corinthians 16:14

example of Jesus Christ and the Good news

He brings inspire St George's to be a place of

and a caring and inclusive community in which we all

Love to learn and Learn to Love.



St George's CE Primary and Nursery School

Policy for the Administration of Medicines in School.

<u>Date agreed:</u>	May 2026
<u>Review Date:</u>	May 2028

Introduction

At St George's CE Primary School, we believe in upholding the health and welfare of all pupils. We also believe that all children have a right to be educated and should not be excluded purely as a result of requiring medication. Although school staff have a professional and legal duty to safeguard the health and safety of pupils, the administration of medicine is ultimately the responsibility of parents/carers.

Responsibility

Neither the Headteacher nor any member of staff has a duty to administer medication. Participation in the administration of medicines in school is on a voluntary basis. Individual decisions on involvement must be respected. **Whilst every care will be taken in administering medicine, school cannot be held responsible for any failure to carry this out for whatever reason. School will not take any responsibility for any side effect resulting from the administration of medicine.**

Advice for Parents

Parents/carers are asked to telephone school if their child is absent for any reason. School should be notified by 9am on the first day of absence whenever possible and each day that their child is off. Parents/carers are advised that pupils who are unwell should not be sent to school for instance if a child has a high temperature this means he/she has an active infection and should be off school. If he/she has diarrhoea and or vomiting, he/she also needs to be off school. Minor coughs and colds are not a reason to be off school.

Other medical problems requiring medication need to be discussed with school on an individual basis.

If a child has been prescribed treatment by a GP, parents are asked to keep the child at home and administer at least one full day's treatment, to ensure that the child does not suffer any allergic reaction.

To help avoid unnecessary taking of medicines at school,

Parents/carers should be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not have to be taken at lunchtime, *eg Antibiotics which need to be given three times a day can be given before school, at 3.30pm when the child goes home and then at bedtime. or*

Parents/Carers can ask the family doctor if it is possible to adjust the medication to avoid school time doses.

Where **occasionally** this cannot be arranged, parents/carers are encouraged to note that if the pupil needs a dose of medicine at lunchtime, wherever possible, the parent/carer should come to school to administer the medicine.

Parents are asked to inform school of any long-term medical needs that their child may have. It may be necessary to complete a healthcare plan for any pupil with ongoing medical needs. School would need to be informed of changes to a child's medication and any side effects so that they could be aware and support the child.

Labelling of medicines

Children should not bring medication into school themselves.

Medication which needs to be taken in school time should be handed over by the parent/carer to a member of staff in the office and the parent/carer also inform the class teacher so they are aware. Parents/carers need to also fill in a consent form available from the office.

Medication should be clearly labelled with

- Name of pupil
- Date of dispensing
- Dose
- Storage instructions
- Name of medicine

- Expiry date.

Storage

Medication will be stored in a locked cupboard in a designated place within the office. This is intended to be a quieter environment to prevent any errors. School should not give medication which is new in case of allergic reactions. A child starting medication should begin this at home and be stabilised there for 24 hours.

Administration of Medicine

Two members of staff can administer the medicine. The Headteacher needs to be aware of which children are having medication administered within school.

To avoid the risk of double dosing in schools the Headteacher will clarify who is responsible for administering medications. As an extra precaution, staff who administer medication routinely consult the record form before any medication is given.

Two members of staff who are willing can administer and check any medications which need to be given in school. Both staff members need to read and check together the name of the pupil, name of medicine, the dose and dispensing instructions (ie times of dosage) and expiry date.

The Headteacher will ensure that all relevant staff are aware of pupils who are taking medication and who is responsible for administering the medication; and that this person would be routinely summoned in the event of a child on medication feeling unwell, as they will be aware of any symptoms, if any, associated with the child's illness which may require emergency action. Other trained staff who may be required e.g. first aider should be summoned as appropriate.

Before administering the medication, both members of staff will:

- Read out loud the written instructions/parental consent for each child prior to supervising or administering medicines, and check the details on the parental consent against those on the label of the medication;
- confirm the dosage/frequency on each occasion, and consult the medicine record form to ensure there will be no double dosing;
- be aware of symptoms which may require emergency action, e.g. those listed on an individual healthcare plan where one exists;
- check that the medication belongs to the named pupil and is within the expiry date
- record on the medication record form all administration of medicines as soon as they are given to each individual.

- Follow the Emergency Action Card: Medical Incident protocol in case of any errors being made.

Children who suffer from asthma and need inhalers will keep them with the Class Teacher so they are readily available. Records of frequency of use are kept with the inhalers so that this can be shared with parents.

Children who are able to administer their own inhalers can do so.

The above requirements for correct labelling apply to inhalers also. Children who have severe allergies and are prescribed an epipen have their photos and allergies displayed in the staff room and kitchen. Their medication is kept in individual labelled boxes in the office. Staff are given training updates from the school nurses yearly on anaphylaxis and asthma.

Children with Individual Health Care Plans have these plans reviewed annually but are updated if medication is changed.