



Have courage, grow roots, shine bright!

Policy:	Administering Medicines
This policy was reviewed:	September 2026
By name:	Sally Cooper
Position:	Chair of Governors
Signature:	S.Cooper



Core values: compassion, courage, resilience and responsibility.

Mission Statement

'Nurturing children to blossom into compassionate and resilient members of our community'.

Values and aims:

- To create a stimulating learning environment both indoors and outdoors where children feel safe, are eager to learn and have fun.
- To offer a broad and balanced curriculum which is enhanced through our unique characteristics.
- As a village school, maintain excellent communication and develop links with the community.
- To celebrate and share success however small.
- To foster an understanding of the wider world, encouraging imagination and a sense of wonder.
- To create the foundations for a lifelong love of learning.

Hazelbury Bryan Primary School

Administration of Medicine

Overview

Although regular school attendance is expected, if a child is ill they should remain at home until well enough to cope with the demands of the learning environment. Children who have an infectious childhood illness may return to school after the period in which they may pass the infection to other children and staff has elapsed. Where learners have been prescribed medications by a doctor, or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures for all children to attend school, where suitable, with medical needs or medication.

All staff are qualified in Emergency First Aid at Work. Mrs Sedgbeer oversees the organisation of first aid and medical needs within school. Our Paediatric First Aiders are: Mrs Errington, Mrs Scott, Mrs Colmer, Miss Bailey, Mrs Carr, and Mrs Tuke.

Objectives:

1. To provide an appropriate, safe policy in relation to the administration of medicine in school following national and local educational guidelines.
2. To clearly identify the responsibilities of the school and parents/carers in respect of a child's medical need.
3. To keep medication safe in school.
4. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
5. To make safe provisions for the supervision and administration of medication in school time.

Strategies

1. Only medication prescribed by a doctor, or authorised health care worker, will be administered in school, unless over the counter medicine, such as Calpol or Hayfever relief is needed.
2. Only members of staff that have been trained or authorised by the headteacher may supervise and administer medication. In an emergency, the headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must complete a medical form, as identified in school guidance and other documents: Parental Consent for administration of medication form (Appendix One). This needs to be given to the Office who will then liaise with the Headteacher. This form will be completed with the parent, if possible and then kept in the child's records in the school office, once shared with the Headteacher. If medication is to cease the parent needs to put this in writing to the Headteacher.

4. Parents must visit the school to discuss what is being requested and to agree to the procedures proposed by the school.
5. Medication must be sent into school in its original container with the pharmacist's original label and clearly stating directions for use.
6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator this will be stored in the fridge upstairs. All medication is stored out of reach of children within a locked cupboard.
7. It is the parents/carers responsibility to ensure there is sufficient, in date medication in school.
8. Two members of staff must be present when medication is administered and a record kept in a log including the date and time. This is for specific conditions only. Any reason why the medication is not given must also be recorded e.g. refusal etc.
9. When pupils needing medication are on visits away from school, the school will complete a relevant risk assessment including pupils with medical needs to its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parents will be requested to accompany them on such visits and outings.
10. In emergency situations, health professionals will be responsible for any medical decisions in the absence of a parent/carer. A member of staff (under the discretion of the headteacher) may accompany the child to hospital until the parent/carer arrives. Contact details must be taken with the child and given to emergency staff.
11. Catering staff will be informed regarding food allergies or anaphylaxis. A photograph and associated dietary requirements are displayed in the school kitchen, school office and staff room.
12. The school has an up to date medical record of pupils including those who have asthma. This medical record is updated annually alongside the allocated school nurse.
13. When pupils with specific needs e.g. epilepsy, diabetes are identified, training and support will be sought from health professionals.
14. Although we only administer medicine that is prescribed four times a day, we realise that there is sometimes a need for discretion such as during allergies or hay fever season.

Outcomes

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

APPENDIX ONE

Parental consent for administration of medication

This form must be completed in full and signed. The completion of this form does not act as a guarantee that the school will administer medication and the school may refuse to administer medication at any time. Any medication to be administered must have been administered previously by the parent to minimise the risk of adverse or allergic reaction to any new medication. All medication must be stored in its original container and be clearly labelled with the child's name. We will not administer any medicine where there is an error evident on the label of medication provided.

Name of Child:	
Date of Birth:	
Class:	
Medical Condition / Illness:	
Name of Medicine: (as described on container):	
Is the medicine prescribed?	Yes / No
May the medicine be self-administered?	Yes / No
Dosage and method:	
Timing(s):	

Duration of course:	
Procedures to take in an emergency:	
EMERGENCY CONTACT Name:	
Telephone Number:	
Relationship to Child:	
Signature:	
Print name:	
Date:	

FOR OFFICE USE ONLY:

<u>Storage location:</u>	<u>Medicine Cupboard</u>	<u>Fridge</u>
--------------------------	--------------------------	---------------

Record of Administered Medication

<u>Date</u>	<u>Time</u>	<u>Medicine</u>	<u>Dose given</u>	<u>Administered</u>
-------------	-------------	-----------------	-------------------	---------------------

		<u>Given</u>		<u>by:</u>

REVIEW OF POLICY

This policy will be reviewed annually by the Governing Board and updated sooner where changes in legislation, statutory guidance, safeguarding requirements, technology, or school practice requires this.