Policy for

Administering medicines

Approved by	FGB
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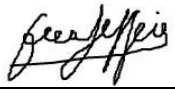
Headteacher	

Signed…Steve Dunn….Role… CoG…

Ownership: FGB

Contents Page No

Policy Statement 3
Aims and Objectives 3
Administration 3
Routine Administration 4
Non-Routine Administration 4
Procedure for Administration 4
Contacting Emergency Services 5
Medical Accommodation 5
Training 5
Storage 5
Disposal 5

Appendix A: administration of medicines/treatment' consent form
Appendix B: record of prescribed medicines sheet
Appendix C: Staff training record

ADMINISTRATION OF MEDICINES POLICY

Name of School	Stockbridge Primary School
Date of Policy Issue/Review	October 2026
Name of Responsible Manager	Emma Jefferies
Name of Headteacher	Emma Jefferies

Policy Statement

Stockbridge Primary School will undertake to ensure compliance with the relevant legislation and guidance provided by Hampshire Health in Education (link here) with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Stockbridge Primary School is held by the person named as the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Supporting pupils at school with medical conditions* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - prescribed medicines
  - non-prescribed medicines
  - maintenance drugs
  - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed in line with the Health & Safety policy (once every 3 years) or following any significant change which may affect the management or administration of medicines.

Administration

The administration of medicines is the overall responsibility of the parents. 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.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate (eg. where the medicine is required to be taken 4 times a day) following consultation and agreement with, and written consent from the parents (see Appendix A; consent form for administration of medicines). Where medicines are required to be taken only 3 times a day, it is our policy for this to be managed by the parent.
- Prescribed medicine should be sent to school in the original container which is clearly labelled with the name of the child, in date and with clear instructions for use signed by the parent. All prescribed medicine brought into school should be handed directly to the Admin Officer, and stored centrally on a shelf in the medical room, or in the medicines fridge in the School Office if required. A record is kept of all medicines received, the date of receipt and the expiry date.
- Medication will be kept in a bag in each classroom which is clearly labelled as the medication bag and kept near the children at all times. It will go out to playtime and lunchtime and be brought back in at the end of each play. Clubhouse will collect the bag at the start of after school care and return it to the hook in each class before the end of the session. The bag will contain medication for any child who has prescribed, regular medication eg. epipen, inhaler and a list of who this medication is for, the dosage, expiry date and any specific notes will be contained in each bag. Some children, who have multiple medications will have their own medical bag with all associated medication in them which will be managed in the same way as detailed above. This bag is personalised to them and should not contain other children's medication.
- It is important that any child who uses an inhaler or epi-pens takes it with him/her when engaged in activities off-site eg sports events, educational visits, etc. This is the responsibility of the group leader to ensure it is with the child throughout the off-site activity.

Non-prescribed medicines

- It is our policy only to take responsibility for the administration of Piriton, Calpol and Paracetamol as directed by parents. A supply of each will be supplied by School and stored at School. This is to be used in exceptional cases only.
- Before administering non-prescribed medication, the school office will contact parents to check consent and ensure the child has not had previous medication which may result in over-medicating.
- We will not take responsibility for any other non-prescribed medicines (eg.cough mixtures provided by the parents) as this responsibility rests with the parents.
- A child should not bring non-prescribed medicines into School for self-administration under any circumstances, these include throat lozenges and rescue remedy.
- (NB Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor).

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, an Individual Health Care Plan will be written for the child concerned.

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
    - Injections of adrenaline for acute allergic reactions
    - Rectal diazepam for major fits
    - Injections of Glucagan for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.
- No member of staff will be asked or expected to carry out such procedures if they have either a) not completed relevant training or b) feel uncomfortable with procedures.

Administering mediation on residential visits

Prescribed medication

In variance to the above, if on a residential, staff may administer medication prescribed 3 times a day where the child will be with them for the full 24hr period. Records will be kept as outlined below. Medication to be administered 4 times a day or more regularly than this eg. eye drops every 2hrs, will also be administered by staff and records kept as they would be in school

Non-prescribed medication

Whilst normal policy, as outlined above, applies to non-prescribed medication, travel sickness tablets may be administered during residentials which involve coach or minibus travel.

In the event of any medication required to be administered during a residential, it shall be only administered by the group leader who must maintain possession of the medication at all times, with the exception of epi-pens and inhalers which remain with the child in case of an emergency. Each child with medication should have it in a clear, labelled and sealable bag and the administration form should be with the leader and medication at all times.

Residential staff from the operating company should be made aware of any medication on site and the child's needs should they affect the running of the residential or present additional care needs.

Procedure for Administration

A Medical Questionnaire is completed when a child first starts at the School or pre-school. Any needs are discussed with the parents about the level of care required. Any 'No' questionnaires are stored with the child's office records. These records are updated annually.

Individual Health Care Plans (IHCP) will be completed for children with a significant need and reviewed annually (or sooner if the need arises) by the School First Aider at Work and in discussion with the parents to ensure their continuous suitability.

An Asthma Plan (AP) and an Allergy Action Plan (AAP) will be completed for each child with those requirements and reviewed annually by the School First Aider at Work. All the IHCP, AP and AAPs are stored in the pink and white spotty file in the Medical Room. A whole school list of medical requirements is at the front of the file and shared with all staff at Staff meetings and LSA meetings. A class list of medical requirements is also at the front of each class register.

Any child required to have medicines will have an 'Parental Agreement for School to Administer Medicines' consent form completed by the parent and kept on file (see Appendix A). Should the dosage of the medicine change, the parent will be required to complete a new form which will be duly signed and dated. Without this form, we will continue to give the amount as prescribed and agreed on the existing form.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file (see Appendix B1 & B2).

If a child refuses to take medication the parents will be informed at the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity. This may initially involve treatment by the Emergency First Responders. Should a parent not wish their child to be treated by the Emergency First Responders, a note from the parent stating this should be logged on file otherwise, the Emergency First Responders will be allowed to treat the child whilst waiting for ambulance and/or paramedic assistance as the school acts in Loco Parentis.

Medical Accommodation

The School office or Medical room will be used for medicine administration/treatment purposes unless circumstances dictate otherwise eg. incident on playground and child should not be moved. The sofa in the Headteachers office may also be used should the child need to lie down or have to wait more than is reasonable for their parent to arrive.

Training

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

A 'staff training record' sheet will be completed to document the level of training undertaken – this is kept in the H&S folder 2 with all other first aid and training documentation and a blank template available in Appendix C.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Storage

The storage of medicines is the overall responsibility of the responsible manager who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be 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 to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

At the end of the Summer term, all medicines are returned to the parent for checking and updating before the start of the new school year.

Disposal

It is not the responsibility of Stockbridge Primary School to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

APPENDIX A

Parental Agreement for School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name of school	Stockbridge Primary & Pre-School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Self-administration – y/n	□ Yes □ No
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Procedures to take in an emergency	
I understand that I must deliver the medicine personally to	Office Staff

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Relationship to child	
Daytime telephone no.	
Address	
Name of GP	
GP telephone number	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) ..... Date .....

APPENDIX B1

Record of Prescribed Medicines Given to a Child in School

Name of School/Setting	Stockbridge Primary & Pre-School
Name of Child	
Group/Class/Form of Child	
Date of Birth of Child	

No.	Date	Time	Medicine Given	Dose	Signature

APPENDIX B2

Stockbridge Primary & Pre-School

RECORD OF REGULAR PRESCRIBED MEDICINES GIVEN TO A CHILD

Child's First Name ..... Surname .....

Date of Birth ..... Class .....

Medicine name	Strength	Form (eg syrup/tablets)	Amount needed	At which time (s)

Date	Quantity Received	Quantity returned	Expiry date	Staff Signature

Month: Year:

	Time	Amount Administered	Balance	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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APPENDIX C

Staff Training Record for Medicine Administration & Treatment

Medicine administration or treatment procedure for which staff training is being provided
…… …… ……

Instructor	
Designation	
Signature	
Date	
Review Date	

I have received written & verbal instructions to enable me to carry out the above procedure
I understand the procedure and feel confident to carry out the procedure unsupervised
I understand the actions required if problems occur during or after the procedure

Date	Name	Designation	Signature