



Reedley Primary School
Policy for Administration of Medicines – September 2025

Introduction

Children who are ill and require prescription medication may often be considered too ill to attend school. There are, however, circumstances where prescription medicines need to be taken whilst the child is in school.

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. This is purely a volunteer role. Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed;
- Or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

Under no circumstances must any medication, including non-prescription drugs such as paracetamol, be administered without parental approval.

Purpose

This policy aims to ensure that any medication held in school is safely stored and correctly administered with the proper consent of parents/carers. This is necessary in order to protect children and avoid poisoning or adverse reaction.

Practice

Parents are discouraged from sending medications to school. In cases where medication should be administered 3 times a day, this could be done before school, immediately after school, and at bedtime for example. We recognise that there are exceptions to this, and in such circumstances the following guidelines should be followed:

Only prescription medicines, clearly labelled for use by the named child by a pharmacist, which need to be taken during the day, may be administered.

However, this relies on a member of staff being willing to do this. Alternatively, parents may choose to administer the medicines themselves.

(On the guidance of Ofsted - see appendix) The term 'prescription' refers to written instructions from a doctor or dentist. Most pharmacists cannot write prescriptions and can

only prepare the medicine as instructed by a doctor or dentist. However, they can recommend (prescribe) over-the-counter medicines such as teething gels, when children are teething, or painkillers, when children have a temperature. Qualified nurse independent prescribers and pharmacist independent prescribers, can prescribe any licensed medicine for any medical condition they have been trained to specialise in. For nurses, this includes some controlled drugs.

School staff can give medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed by a doctor, dentist or an appropriately qualified pharmacist or nurse.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the school office and handed to an Authorised Person (e.g. School Business Manager/Assistant or Pupil Support Lead), in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

Child's name, date of birth, date of dispensing, name of medication, dosage, frequency of administration, storage requirements and expiry date.

The school will not accept items of medication in unlabelled containers.

Storage of medicines

Medicines are kept in the medicine cabinet in the locked conference room. Epi-pens are stored in the locked safe in the school hall and some life-saving medicines are kept in locked cupboards in the key stages. Spare epi-pens are securely stored in a locked box in the school hall. Keys for this are located in the locked safe, school office, PE store and staff room.

Reliever inhalers (usually blue) must be accessible to children with asthma at all times. School staff ensure inhalers are always accessible for when the children need them. These inhalers must be carried by adults whenever children undertake physical activities outside the school premises and on school trips. School require two inhalers in school. One is kept for use in the classroom and another in the staff room, in clearly labelled bags for use by breakfast/ after school clubs. Breakfast club staff are made aware of location of medicines by the Pupil Support Lead and request they complete any necessary training if required (e.g. use of epi-pens).

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should add to medical tracker only if they have personally administered, assisted or witnessed the administration of the medicines.

When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled and kept in a secure place, out of reach of children. Medicines that need to be refrigerated are stored in the

fridge in locked conference room. These should be clearly labelled and kept separated from any foodstuff.

Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers of the refusal, as a matter of urgency on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased or changed.

It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. School will inform parents when supplies are running low.

The school will only make changes to dosages on medical advice and not on parental or carer instructions.

School staff will not dispose of medicines. Medicines which are in use and in date should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer.

For each pupil with long-term or complex medication needs, the Class teacher ensures that a Care Plan is drawn up, in conjunction with the appropriate health professionals. This is reviewed at least once a year.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision. Children are not permitted to carry their medication with them in school.

Staff who volunteer to assist in the administration of specialist medication (eg EpiPen, epilepsy medication) will receive appropriate training/guidance through arrangements made with the health service/ private companies. All staff will complete anaphylaxis training for the use of epi-pens.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed due to a medical condition.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Any comfort aid such as 'cough sweets' should be sent to the office or stored by the class teacher and collected by the parent/carer at the end of the school day. These may be administered to a child throughout the day.

Record Keeping

The following information must be completed and signed by the parent on a medical consent form:

- Name and date of birth of the child
- Name of parents/guardian, and emergency telephone number
- Name of medicines
- Consent given by parents/guardian for staff to administer these medicines
- Expiry dates of medicines
- Storage details
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If the parent/carer is unable to provide the information then the medicine cannot be administered in school.

The person administering the medication will record on Medical Tracker and notify the parent using the notification system on the tracker. If deemed necessary a phone call to the parent as well is made.

Medicines are NEVER given to a child other than the one for which it was prescribed apart from inhalers/EpiPen's purchased as 'spares', which will be kept by the school, and would only be used on the instruction of a medical professional.

Policy to be reviewed September 2026

Medication Consent Form – Reedley Primary School

Name of child: Date of birth:	Class:
Name of parent/carer: Emergency contact number(s) of parent/carer:	
Illness/condition: Name/type of medicine: Expiry or use by date of medicine: Can child self-administer medicine? Yes/No	
Dose: Any special guidance: Day/ time of medication: Consequences if medication or treatment missed / action required: Possible side effects:	
Storage details: Emergency Procedures:	

Parent/Carer – Please read and sign if you agree to the following statement:

I sign to give permission for a staff member to administer the following medicine to my child, in line with the required dosage. I understand that this task is being undertaken voluntarily and in a spirit of general care and concern. I am aware that school staff will make every effort to administer this medication on time and as required.

Parent/carer consent: _____

Date: _____

Member of staff recording details: _____

Date: _____

Appendix

Giving medication to children in registered childcare by Ofsted A childcare factsheet

Introduction

This factsheet explains our understanding of the legal requirements for giving medication to children in registered childcare.

The requirements The Early Years Register Providers on the Early Years Register must meet the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (www.standards.dcsf.gov.uk/eyfs/site/resource/pdfs.htm).

There are three legal requirements that apply to all providers about giving medication to children.

POLICY

As a provider you must:

- have, and put into practice, an effective policy on giving medicines to children in your setting, which must include effective systems to support children with medical needs
- keep written records of all medicines you give to children, and tell parents about these records
- get written permission from parents for every medicine before you give any medication.

Deciding whether to give medication

You will need to decide what medication, if any, you will give and to make sure that parents understand your policy on giving medication.

The Early Years Foundation Stage does not specifically say you have to give medicine to children. If you do not want to give medication, you will need to consider what other measures you would need to take when children are in pain, have a long-term medical condition or otherwise need medication.

You will need to show that these other measures do not discriminate and they promote the good health of children. You must also make sure you make your policies clear to parents. When deciding what to include in your policy, you should make sure that you meet any legal requirement and consider if your policy promotes the good health of all the children you care for.

You should also consider if your policy reflects procedures for:

- who will give any medication
- how you store medication
- recording how you give medication,
- training staff if there is a specific medical need.

It should include the steps you will take if a child becomes ill or has a long-term medical condition.

If a parent or carer wants you to give their child medicine, you must get the parent's or carer's written permission and instructions showing the dose, how often it is given and so on.

If these instructions are from a doctor and exceed the dose recommended on the packaging you may want the parent to confirm in writing their agreement to you doing this.

This applies to each and every medicine a parent wants you to give. It does not apply to every time you give the medication. For example, you will need permission at the start of a course of antibiotics, but not for every time you give each dose of the antibiotic during the course of the treatment.

You should keep this information in a safe place.

'Prescribe' and 'prescription'

You must take account of the guidance set out in the Statutory Framework. This states that 'medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist'.

When we use the word 'prescribe' we mean medicine that is recommended.

Giving medication to children in registered childcare

When we use the word 'prescription' we mean written instructions from a doctor or dentist. Most pharmacists cannot write prescriptions and can only prepare the medicine as instructed by a doctor or dentist. However, they can recommend (prescribe) over-the-counter medicines such as teething gels, when children are teething, or painkillers, when children have a temperature. Recent changes in the law mean that qualified nurse independent prescribers, and pharmacist independent prescribers, can prescribe any licensed medicine for any medical condition they have been trained to specialise in. For nurses, this includes some controlled drugs.

So, you can give medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed by a doctor, dentist or an appropriately qualified pharmacist or nurse.

Over-the-counter medication

The legal guidance allows you to give over-the-counter medication such as pain and fever relief or teething gel. However, you must get written permission beforehand from parents. And, you must follow the same recording procedures as those for prescribed medication. You must only give medication when asked to do so by a parent and if there is an accepted health reason to do so.

The Statutory Framework recommends that children under 16 should never be given medicines containing aspirin unless a doctor has prescribed that medicine for that child. You

should make this clear to parents and take account of this when putting in place your medication policy.

If you already have written permission to give a particular over-the-counter medication to a child, and you need to, you do not have to get written permission every time you give it. However, you may consider it good practice to ask the parent to sign the written record, which you must complete, to confirm that you have told them that you gave the agreed medication.

This will allow you to prove you have let parents know that you gave the medication, as shown in the Statutory Framework.

Training for staff to administer medicines that require technical/medical knowledge

The legal guidance says that to give some medicines you need to have training by a qualified health professional. These are things such as injections. If a parent asks you to give medication for which your staff need training, you should first ask the child's parent about suitable training as they may have health professionals they work with.

Alternatively, you may enquire at your local health centre about specific training. If the training relates to generic medication such as administering EpiPens then your staff do not have to have training for each individual child. However, some children may require more specific medical interventions and in these cases you may want your staff trained in relation to that child's individual needs.

We do not regard asthma inhalers as medication that needs specialist knowledge to administer.

As with other medicines you will need to get written permission from parents and instructions on how much to give and what to do. These instructions can include demonstrations by parents as well as written guidance.

Many children are able to manage their own asthma inhalers from a very young age.

The Childcare Register Providers, must keep a written record of any medicine given to a child for whom childcare is provided.

This includes:

- the details of the product and the date you gave it;
- the name of the person who gave the medicine and the circumstances;
- a record of the parents' permission — or a carer, if the parent has identified another person.

There is no guidance relating to whether the medication is prescribed or not as long as you keep a written record.