

Managing Medicines in School Policy



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At Gastrells Primary School we recognise that most children will have short-term medical needs, such as finishing a course of antibiotics, at some point during their school life. A small number of children may also have longer-term medical conditions that require medication or medical support during the school day.

While school staff are not legally required to administer medicines, the school recognises the importance of supporting pupils' health needs so they can attend school regularly and participate fully in school life.

This policy outlines the procedures for managing and administering medicines safely in school. It aims to ensure that staff and parents/carers understand the systems in place to support pupils with medical needs.

Procedures for Managing Prescription Medicines

- The school will normally only administer medicines that have been prescribed by a doctor, nurse or pharmacist and that are required to be taken during the school day.
- Wherever possible, parents/carers should arrange for medicines to be taken outside the

school day (for example before school, after school and at bedtime).

- medication must be administered during the school day, parents/carers must complete the school medication consent form to allow a nominated member of staff to administer the medicine.
- Pupils with long-term medical conditions such as asthma, diabetes or severe allergies may require medication during the school day. In these cases, the school will work with parents/carers and health professionals to ensure appropriate support is provided.
- Medicines must be brought to school by a responsible adult in the original container supplied by the pharmacist and clearly labelled with:
 - the child's name
 - the name of the medicine
 - the dosage
 - the method of administration
 - the expiry date
 - The school cannot administer medication unless it is clearly labelled and accompanied by the completed school medication request form.
 - A child under the age of 16 will not be given medicines containing aspirin unless prescribed by a doctor.

Roles and Responsibilities of Staff

- Children will not be given medication without written parental consent.
- Only authorised members of staff will administer medicines.
- Before administering medication, staff must check:
 - the child's name
 - the name of the medicine
 - the prescribed dose
 - the method of administration
 - the timing of the dose
 - the expiry date
 - any written instructions from the prescriber
- If staff are unsure about administering medication they should seek advice from the school office, parents/carers or a health professional before proceeding.
- Each time medication is administered it must be recorded in the school's medication record log. Where appropriate, the administration may be witnessed by another member of staff.
- Staff administering medicines will receive appropriate training where necessary.

Emergency Medication

Some pupils may require emergency medication for conditions such as asthma, severe allergies (anaphylaxis) or diabetes.

- Pupils with inhalers or adrenaline auto-injectors (such as EpiPens) should have these medicines readily accessible.
- Where appropriate, pupils may carry and administer their own medication with agreement from the school and parents/carers.

- Staff may administer emergency medication if they have received appropriate training and parental consent has been provided.
- Emergency procedures will be clearly outlined in the pupil's Individual Healthcare Plan.

Safe Storage of Medicines

- Medicines are stored safely in a locked cupboard in the main school office unless they need to be readily accessible for emergency use.
- Medicines requiring refrigeration will be stored in a clearly labelled container in a refrigerator.
- Pupils should know where their medication is stored and who holds responsibility for access.
- Parents/carers must collect medication at the end of each term or when it is no longer required.
- Expired or unused medicines will be returned to parents/carers for safe disposal.

Record Keeping

- A written record will be kept each time medication is administered to a pupil.
- Records will include:
 - pupil's name
 - name of medication
 - dosage given
 - date and time administered
 - name and signature of the staff member administering the medication
- These records will be kept securely.

Parental Responsibilities

Parents/carers are responsible for:

- Informing the school of any medical conditions their child has.
- Providing up-to-date medication that is clearly labelled and within its expiry date.
- Completing the school's medication consent form.
- Collecting medication at the end of the day where required (e.g. antibiotics).
- Ensuring that inhalers or other emergency medication are replaced before their expiry date.

Supporting Pupils with Long-Term Medical Needs

- Where a pupil has a long-term or complex medical condition, the school will develop an Individual Healthcare Plan in consultation with parents/carers and healthcare professionals.

The healthcare plan will include:

- details of the child's medical condition

- medication and treatment required
- possible triggers or symptoms
- emergency procedures
- contact details for parents/carers and healthcare professionals
- the role of school staff in supporting the pupil

Healthcare plans will be reviewed regularly and updated where necessary.

General Procedures for Illness in School

If a child becomes unwell during the school day:

- A member of staff will assess the situation and provide appropriate care.
- Parents/carers will be contacted if a child needs to be collected from school.
- School staff do not administer non-prescription medicines such as paracetamol unless specific arrangements have been agreed with parents/carers.

Hygiene and Infection Control

All staff should follow basic hygiene procedures when dealing with medicines or bodily fluids.

- Disposable gloves should be worn when dealing with blood or bodily fluids.
- Appropriate infection control procedures will be consistently and routinely followed.

Monitoring and Review

This policy will be reviewed every three years or sooner if guidance or legislation changes.

Medicines on Educational Visits

Staff will administer prescription medication to pupils when required during educational visits. Parents/carers should ensure they complete a consent form and provide a sufficient supply of medication in the pharmacist's container. Non-prescription medicines (e.g. travel sickness medication) will only be administered by staff on completion of the appropriate consent form, and pupils must not carry them for self-administration.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents/carers and/or health professionals at a suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of care plans will be taken by the person responsible.

Medicines on Residential Visits

The school acknowledges the common law 'duty of care' to act like any prudent parent/carer. This extends to the administration of medicines and taking action in an emergency, according to any provided care plan.

Occasionally, it may be necessary to administer non-prescription medicines, i.e. paracetamol, to pupils suffering acute pain from things like migraine, period pain, and toothache. Parents/carers must give written consent prior to the residential visit before a non-prescription medication can be given.

Staff will check that the medication has been administered without adverse effect on the child in the past, and parents/carers must certify this is the case. A note to this effect should be recorded on the consent form.

The school will keep its own supply of standard paracetamol tablets/liquid (e.g. Calpol) for administration to pupils during a residential visit. The medication will be stored and administration recorded as prescription medication. Pupils should not bring paracetamol (or other types of painkillers) on the residential visit for self-administration.

Emergency procedures

Emergency procedures are detailed in the first aid and health and safety policies. All staff should be aware of how to call emergency services and guidance on calling an ambulance is placed near the phone in the school office.

If a child is taken to hospital and their parents/carers are not available, a senior member of staff should accompany them.

Individual health care plans include details on how to manage a child in an emergency and who has parental responsibility should a child be taken by the member of staff to the hospital.

Training

The headteacher will ensure that staff have the appropriate training to support children with medical needs. This will include ensuring that all staff are aware of children with medical needs, what support these children need, as well as the likelihood of an emergency arising and what action to take if one occurs.

This will include ensuring that at least one member of staff is trained in the management of medication and in the administration of medicines.