



Dodworth St John CofE Primary Academy Administering Medicines Policy

Approved by:	Governors	Date: January 2026
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All Staff – 5 x Rights:

The following 5 x Rights must be acknowledged by all staff involved in the administering of medication to any pupil and prior to dispensing any medication:

1. **Right Patient** - Two members of staff to check the pupil is the intended recipient of the medication.
2. **Right Drug** - Staff to check the actual medication matches both with the intended child and also the consent medication document.
3. **Right Time** - Staff must ensure they have checked if the medication has been given by parent prior to school dispensing any.
4. **Right Dose** - Staff to check the medication package/bottle and also the consent medication document.
5. **Right Route** - Staff to ensure there is clear indication on the consent document relating to route (e.g. mouth, skin, eyes etc)

Aims of this policy:

1. To explain the procedures for managing prescribed medicines which may need to be taken during the school day.
2. To explain the procedures for managing prescribed medicines on school trips.
3. To outline the roles and responsibilities of school staff

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICATION

Introduction

The administration of medicine is the responsibility of parents and carers. In cases where the administration of medicines is routine and straightforward and where the parent asks the Academy to act in loco parentis the following preconditions will apply:

1. The Academy must be informed if a child brings any medication into school.
2. Parents must complete a form of consent for the administration of medicines/treatment at the Academy office.
3. Only medicines and treatments prescribed by a doctor for a specific child will be accepted, other than medication via a pharmacist such as tablets for travel sickness if an educational visit is planned. In this instance the parent must still complete and sign the Academy's consent form.
4. Clarify that medication must be in original packaging: All medicines must be provided in their original pharmacy-labelled container, with the child's name, prescribed dose, method of administration and expiry date clearly visible. The school will not accept any medication decanted into unlabelled containers or without pharmacy labelling.
5. The instruction, which can be made on the Academy's consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.
6. The Academy will encourage children to take responsibility for their own medical care under the supervision of either the office staff or an appropriate teaching assistant. This may cover self-administration of medicines, using an inhaler or giving their own injection.
7. Teachers will not usually be required to administer medicines (unless they have specifically agreed to do so).
8. Any medication for children attending school for less than 4 hours should be given by parents prior to arrival unless a specific arrangement has been made with the teacher.

General Principles

Children with chronic illness or disability, who need to take prescribed medicines during Academy hours, will be supported in this and helped to lead as normal and happy life within the Academy as possible. Relevant staff will receive regular training to administer certain medication e.g. for a child who requires emergency epilepsy drugs.

Children with Asthma:

- a. Children who have inhalers should have them readily available where necessary.
- b. For younger children, the inhalers should be kept in a safe and accessible place, usually within their classroom. For children in upper Key Stage 2, expectation will be that they are encouraged to take responsibility for their own inhalers and spacers if relevant.
- c. If necessary the inhalers should be taken to all physical activities.
- d. Inhalers must be labelled with the child's name and clear guidelines of administration.

It is the overall responsibility of the parent/carer to regularly check the condition of their child's inhalers and ensure that they are in full working order and have not run out although it is good practice for staff in each area to check at varying intervals throughout the school term.

Allergies

Children who have severe allergies and need epipen medication (such as a nut allergy) will have their medication retained close to hand at all times with a spare epipen being kept centrally in the school office.

Designated staff will undertake epipen training at regular intervals and a clear list of appropriately trained staff displayed in the school office.

All staff to be made aware of the identity of children who suffer from anaphylaxis including any external personnel in school and also the school kitchen employees.

Storage of Medication

All medicines should be handed to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession (except inhalers).

All medication must be stored according to the dispenser's instructions (pay particular attention to temperature if relevant).

All medication must have the name of the pupil clearly marked on it.

Disposal of Medicines

Staff should not dispose of medicines at any time.

Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.

Parents should collect medicines at the end of the agreed administration time period.

Calpol

There may be occasions where pupils require some pain relief (e.g. Calpol) and by taking this, the pupil is well enough to be or remain in school. Consent will be gained by parents and forms completed. Parents will be asked to provide Calpol where this may be a regular occurrence.

Trips and Outings

Children with medical needs are given the same opportunities as all other children in school. Staff may need to consider what reasonable adjustments they might need to make to enable children with medical needs to participate full and safely on visits.

Bespoke risk assessments should be carried out prior to a trip and shared with all accompanying staff.

One member of staff should be nominated (with a second as back up) to take responsibility for the administration of any medication during trips and outings.

Complex or Ongoing Medical Condition

Where a child has a complex or ongoing medical condition, an Individual Healthcare Plan (IHP) will be created in partnership with parents, relevant healthcare professionals, and the school. The IHP will outline the child’s needs, medication arrangements, emergency procedures and responsibilities.”

In the event of a medical emergency, staff will follow the child’s Individual Healthcare Plan (where applicable), administer emergency medication if trained and necessary, and contact emergency services immediately. Parents will be informed as soon as practicable.

Controlled Drugs

Some prescribed medicines are classified as controlled drugs. In these cases, the following procedures will apply:

- controlled drugs will be stored securely in a locked container within a locked cupboard;
- administration will be recorded in both the school medication log and a controlled drugs register;
- where possible, the administration of controlled drugs will be witnessed by a second adult; and
- controlled drugs will be returned to parents for safe disposal when no longer required or when expired.

Pupils who are prescribed controlled drugs may carry them only where this is specifically stated in their Individual Healthcare Plan and authorised in writing by their parent and healthcare professional.

Records

A record will be kept of all medicines administered to pupils. These records will be stored securely and retained in line with the Trust’s data retention schedule. The Headteacher will ensure records are reviewed periodically.

Roles and Responsibilities

Parent / Carer

1. Should give sufficient information about their child’s medical needs if treatment or special care is required.
2. Must deliver all medicines to a member of staff, and not give to child to hand in.
3. Must complete and sign the parental medication agreement form.
4. Must keep staff informed of changes to prescribed medicines if applicable.
5. Keep medicines in date – particularly emergency medication such as epipens.

Headteacher

1. To ensure that the school's policy on administering medicines is implemented.
2. To ensure there are members of staff in school willing to volunteer to administer medication to specific pupils as and when required.
3. To ensure staff receive support and appropriate training as necessary and in a timely manner.
4. To share information, as appropriate, about a child's medical needs.
5. To ensure that parents are aware of the school's medicine administration policy.
6. To ensure that medicines are always stored correctly.
7. To ensure that a record is kept of all medicines administered to pupils. These records will be stored securely and retained in line with the Trust's data retention schedule.
8. To review records periodically.

Staff

1. To check details are accurate and clear on prescription labels.
2. To ensure that the parent/carer completes a consent form for the administration of any medication.
3. To complete the 'administration of medicines' record sheet each time medication is given to a child.
4. To ensure medicines are returned to parent/carer at the end of a specific period.

If a child refuses to take medicines staff will not force them to do so but will note this in the records and inform parents as soon as is reasonably possible.

Staff Training

Staff who have agreed to take responsibility for administering medicines (e.g. epilepsy, inhalers, diabetes etc) will have regular appropriate training to be able to carry out the role responsibly. Designated staff who can administer epipens will be trained annually by the School Nursing Team.

Medication Error

In the event of a medication error or any incident related to the administration, storage, or handling of medicines, staff must report the incident immediately to the Headteacher. The Headteacher will ensure that:

- Parents are informed as soon as is reasonably practicable;
- Appropriate medical advice is sought where necessary;
- The incident is recorded in the school's incident log and medication records;
- Were required, the Local Authority, Trust or Ofsted are notified in accordance with safeguarding and health & safety procedures

The school will review any incident in order to identify learning points and to prevent recurrence.