



## Lostock Hall Primary School

### Policy for Administering Medication at School

The purpose of these guidelines is to clarify the school's position with regard to the administration of medicines. This policy applies to all children including those in EYFS.

#### **1. Introduction**

This policy outlines the procedures for managing and administering medication to pupils during the school day. It aims to ensure the safety, wellbeing, and inclusion of all pupils with medical needs in accordance with DfE statutory guidance: Supporting pupils at school with medical conditions (2015, updated 2017) and relevant health and safety legislation.

#### **2. Aims**

##### The school will:

- Support pupils with medical needs to ensure full access to education.
- Ensure medication is stored, administered, and recorded safely.
- Work in partnership with parents/carers, healthcare professionals, and pupils.
- Ensure staff are appropriately trained and confident to administer medication.

#### **3. Roles and Responsibilities**

##### The Governing Body:

- Ensures the school has appropriate policies, arrangements, and insurance in place.
- Monitors effectiveness of the policy.

##### The Headteacher:

- Ensures staff are aware of the policy and understand their roles.
- Ensures appropriate training is provided for staff administering medication.
- Ensures risk assessments and Individual Healthcare Plans (IHPs) are implemented where appropriate.

##### Staff:

- Administer medication voluntarily only if designated, instructed or trained appropriately.

- Follow the procedures in this policy.
- Maintain accurate records.

#### Parents/Carers:

- Provide written consent for medication administration.
- Deliver any medication personally to the school office (not to class teachers or via their child).
- Accept and acknowledge that school staff are not medical professionals and the school is under no obligation to administer temporary medicines (e.g. antibiotics). Such medicines will only be administered during the lunch break, when designated staff are not otherwise engaged in their normal duties.
- Provide medication in its original packaging, clearly labelled.
- Inform the school of changes to a child's medical condition or treatment.
- Collect all unused or expired medication.

#### Pupils:

- Are encouraged to manage their own medication with support where appropriate.
- Must never carry medication in their school bag or clothing.
- Must never share medication with other pupils.

#### **4. Medication in School**

Medication will only be accepted if it is prescribed by a UK-registered health professional, clearly labelled, in-date, and provided in the original packaging. Non-prescription medication will not be administered except in exceptional cases with written parental consent and Headteacher approval.

#### **5. Storage of Medication**

All medication is stored securely in a cupboard or fridge. Emergency medication such as inhalers or EpiPens is easily accessible to staff. Controlled drugs are stored in a locked, non-portable container.

#### **6. Administration Procedures**

Medication will be administered only by designated staff. Before administering, staff must check the child's identity, medication label, dosage, and timing. After administration, the Medication Administration Record (MAR) must be completed and parents notified if a dose is missed or refused.

#### **7. Individual Healthcare Plans (IHPs)**

IHPs will be created for pupils with chronic or complex medical needs. These plans include diagnosis details, medication, emergency procedures, and review dates.

## **8. Emergency Procedures**

Staff will call 999 in an emergency and follow NHS or IHP protocols. Parents will be contacted following emergency service notification.

## **9. Training**

Staff administering specific or complex medication will receive health professional training annually, if deemed appropriate or when needs change.

## **10. Record Keeping**

The school maintains records of medication received, MARs, training logs, and IHPs in accordance with GDPR.

## **11. Trips and Off-Site Activities**

Medication and IHPs will accompany pupils on trips. A dedicated member of staff will support administration and risk assessments will be updated.

## **12. Disposal of Medication**

Parents must collect unused or expired medication. Medication uncollected by term-end will be returned to a pharmacy.

## **13. Review of the Policy**

This policy will be reviewed every two years or earlier if legislation changes.

## **14. Definition of Responsibilities**

- Parents or guardians have prime responsibility for their child's health and are responsible for ensuring that they are well enough to attend school.
- There is no legal duty which requires school staff to administer medication. This is a voluntary role and staff who volunteer to do so have the support of the school.
- It is the responsibility of the prescribing doctor to specify the dose and medication required, the dispensing pharmacist to ensure the correct name and dosage are clearly visible on the container, the parent to ensure the school fully understands the instructions and the person administering the medicine to check that the correct medicine is given in the correct dose to the correct child.

## **15. Procedures**

- Parents who request that school staff administer medication to their child must complete a medication request form available from the school website. The school only administer temporary medicines e.g. antibiotics at 12 noon. It is the parents' responsibility to communicate any changes to instructions given on this form to the school in writing. No child will be given medication unless this form has been completed. Medication should only be brought to school when essential.

- Any medication that needs to be refrigerated should be stored in the staff room fridge at Lostock Hall. All other medications are stored in the temporary medical cupboard in the PPA room.
- When a parent brings prescribed medicine to school it should be clearly labelled with the child's name and the permitted dosage. Written instructions are always required. The completed form should be filled in and passed on with the medicine to the front office staff; Mrs Palmer, Mrs Beckett and Mrs Bateman. Mrs Aldridge is the primary administrator and will be notified of the medicine. Mrs Palmer or Mrs Cox in Mrs Aldridge's absence will be secondary administrators. The medication and form will be shared with those necessary staff at the next available opportunity and those staff administrators will check, record and arrange for the medication to be stored securely and administered as prescribed.
- The medication must have a printed label giving the name of the drug and/or its generic name, the prescribed dose and frequency, expiry date and the full name of the child. Once checked it will be stored in either the temporary medicine cupboard or staff room fridge and Mrs Aldridge or her deputy will record this on the board in the staff room. Completed sheets are kept for the period specified in the school's medical file, also located in the temporary medical cupboard. An Administering Medicine record will be kept on file at school.
- Medicines that are prescribed in the short term, e.g. painkiller or similar medication is administered as requested by the parent to be taken during the day can be administered by any staff member. The class teacher/teaching assistant will usually take any children to Mrs Aldridge to administer the short-term medication as advised.
- Whenever possible parents should ask the prescribing doctor or dentist to specify doses which enable medication to be taken outside school hours.
- Non-prescription medication may be given in school on an occasional basis and when parental consent is given. In instances where a pupil regularly suffers from acute pain e.g., migraine, parents should supply appropriate pain killers for their child's use with written instructions about when they should be taken. Arrangements for the storage and dispensing of such medication are the same as for prescribed medication.
- EpiPens are kept in the PPA room in a labelled wallet. Information regarding use of EpiPens is on the wall in the staff room and all staff are trained yearly in their use. Any EpiPens that may be required should be taken on class trips. Two spare EpiPens are kept in the staff room to be used in an emergency. Parents' permission to use these in an emergency will be obtained.
- All staff should be familiar with normal precautions for avoiding infections. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of equipment.
- Children will be taught about the importance of hand washing. Catch It, Kill It, Bin It.
- Inhalers are kept in the PPA room in a labelled wallet. All inhalers that may be required should be taken on class trips and outside during class PE. Each classroom has an

emergency inhaler for use in an emergency. Parents' permission to use these in an emergency will be obtained.

- Medication for children with asthma is kept in the temporary medicines cupboard, in the PPA room, along with auto-injectors.
- Where children are going off-site for any reason, the teacher/teaching assistant should have the appropriate medication in his or her possession.
- Any time medication is administered a record is made and a copy kept on file. Parents of pupils are informed by the class teacher/teaching assistant of any medication administered during the school day and the time it was given. All medication or medical equipment must be clearly labelled with the pupil's name and full instructions for administering.
- Staff must sign the medication in and out sheet when taking pupil medication on trips and sports fixtures. Those with conditions such as asthma, diabetes, epilepsy, allergies requiring an auto-injector are required to hold a set of medication in school for administering by the First Aider.
- No medication can be administered without proper authorisation.
- If medicine is to be administered whilst the child is off site (i.e. trip). The designated staff member should check the child's name against the name on the medication package/bottle and dosage required as well as the list of medication administered to ensure that it has not been given already.
- It is the parents' responsibility to collect the medication from the school office at the end of the school day.
- It is the parents' responsibility to make sure all medication kept in school is in date. All expired or unused medication will be returned to the parent/carer for disposal at the earliest opportunity.
- For children that require long term medication, the parent and Mrs Aldridge will jointly complete an Individual Health Care Plan (IHCP) to ensure a shared understanding of the child's needs are accommodated and then shared with all relevant staff.
- All possible precautions are taken to ensure that children with allergies are not exposed to risk. Class teachers, playground supervisors and all first aiders are fully briefed by Mrs Aldridge on the child's condition.
- Emergency medication for pupils moving off site for a school trip is taken by the member of staff accompanying the children.
- There is emergency paracetamol, ibuprofen, Piriton, auto-injector that can be administered if authorisation is given by the parent. Emergency medication is taken on all trips and sports fixtures; but only used once the school has contacted the parent or written permission has been given.

### **Staff Medication**

- Staff medication is kept in the temporary medication cupboard or staff room fridge

- Staff who are taking medication that may “affect their ability to work with children” must inform the Headteacher as soon as is practically possible.

*January 2026*

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