



Queen's Park C.E./U.R.C.
Primary School

Administering Medication in School Policy

September 2025

To be reviewed September 2026

With God, everything is possible (Matthew 19:26) #everythingispossible

Our vision for Queen's Park C.E./U.R.C. Primary School
With God, everything is possible (Matthew 19:26) #everythingispossible

Through our continued service to our community and rooted in our Christian Values, the opportunities we provide inspire our children and adults at our school to learn, to grow and to flourish. We are committed to developing our children into confident individuals who make a positive difference through developing a respect for themselves, each other and the world around them. For with God, everything is possible. (Matthew 19:26)

Our Core Christian Values

Love
Forgiveness
Trust
Respect
Honesty
Hope

Intent

Queen's Park C.E./U.R.C Primary School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

For the purposes of this policy, **"non-prescription medication"** is defined as any non prescribed or over the counter medicine. Medication which hasn't been prescribed by a doctor from the chemist requires a "care of the chemist" sticker to enable school staff to administer the medication. **"Prescription medication"** is defined as any drug or device prescribed by a doctor. **"Controlled drug"** is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

This policy operates in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Allergen and Anaphylaxis Policy
- Asthma Policy
- Complaints Procedures Policy
- Early Years Policy
- Child Protection and Safeguarding Policy

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- Health and Safety Policy

Roles and responsibilities

The governing board is responsible for:

- The monitoring of the implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and supporting pupils to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing an administering medication parental consent form prior to them or their child bringing any medication into school.
- Discussing medication with their child prior to requesting that a staff member administers the medication.

Training staff

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All learning assistants will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise

where there is no designated administrator of medication available in a class, pupils can still receive their medication from a trained member of staff.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations for individual children with specific medical conditions:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Training for administering AAls

All school staff will receive annual training on allergies and anaphylaxis, including the administration of AAls (e.g. epi pens). As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAls in the case of an emergency.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAls are.
- How to administer an AAI safely and effectively
- How to make appropriate records of allergic reactions.

Receiving, storing and disposing of medication

Where possible medicine should be given at home, however, we also realise that occasionally this is not possible. In the event that this is not possible, the procedures below will be adopted.

Receiving prescribed medication from parents

The parent/carers of pupils who need medication administered at school will be required to complete and sign an administering medication parental consent form at the school office. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents will be renewed on receipt of new medication.

Trained staff will administer non-prescribed medicines as long as it has the child's name and dosage on a dispensing label on the medication.

The school will only store and administer prescribed medication. The school will store a reasonable quantity of medication, e.g. a maximum of four weeks' supply at any one time.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

Storing pupils' medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard. Certain medications (e.g. ADHD medication) will be stored in the school safe in the office, which will be locked at all times.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
 - The pupil's name.
 - the name of the medication.
 - The correct dosage.
 - The frequency of administration.
 - The expiry date.
- Stored alongside the accompanying administering medication parental consent form.

Medication that does not meet the above criteria will not be administered.

Disposing of pupils' medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Where medication is to be administered three times per day, school will encourage parent/carers to administer this outside of school hours. In exceptional cases, it may be agreed with a member of the senior management team that this can be administered in school.

Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the staffroom, classroom or the school office.

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken. School will not administer the first dose of any course of medication; this will need to be completed by parent/carers.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional. Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a pupil refuses to take their medication, staff will not force them to do so, but will inform parent/carers so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. Records will be stored electronically on CPOMS by the member of staff who has administered the medicine.

Non Prescription Medication

The school is aware that pupils may, at some point, suffer from minor illnesses and ailments of a short-term nature, and that, in these circumstances, health professionals are likely to advise parents to purchase over the counter medicines, for example, paracetamol and antihistamines.

The school will work on the premise that parents have the prime responsibility for their child's health and should provide schools and settings with detailed information about their child's medical condition as and when any illness or ailment arises. To support full attendance the school will consider making arrangements to facilitate the administration of non-prescription medicines following parental request and consent.

Pupils and parents will not be expected to obtain a prescription for over-the-counter medicines as this could impact on their attendance and adversely affect the availability of appointments with local health services due to the imposition of non-urgent appointments being made.

If a pupil is deemed too unwell to be in school, they will be advised to stay at home or parents will be contacted and asked to take them home.

When making arrangements for the administration of non-prescription medicines the school will exercise the same level of care and caution, following the same processes, protocols and procedures as those in place for the administration of prescription medicines.

The school will also ensure that the following requirements are met when agreeing to administer non-prescription medicines.

- Non-prescription medicines will not be administered for longer than is recommended. For example, most pain relief medicines, such as ibuprofen and paracetamol, will be recommended for three days use before medical advice should be sought. Aspirin will not be administered unless prescribed.
- Parents will be asked to bring the medicine in, on at least the first occasion, to enable the appropriate paperwork to be signed by the parent and for a check to be made of the medication details.
- Non-prescription medicines must be supplied in their original container, have instructions for administration, dosage and storage, and be in date. A care of the chemist label needs to be displayed on the medication box for school to administer.
- Only authorised staff who are sufficiently trained will be able to administer non-prescription medicines.

Paracetamol

The school is aware that paracetamol is a common painkiller that is often used by adults and children to treat headaches, stomach ache, earache, cold symptoms, and to bring down a high temperature; however, it also understands that it can be dangerous if appropriate guidelines are not followed and recommended dosages are exceeded.

The school is aware that paracetamol for children is available as a syrup from the age of 2 months; and tablets (including soluble tablets) from the age of 6 years, both of which come in a range of strengths.

The school understands that children need to take a lower dose than adults, depending on their age and sometimes, weight. The school will ensure that authorised staff are fully trained and aware of the [NHS advice](#) on how and when to give paracetamol to children, as well as the recommended dosages and strength.

Staff will always check instructions carefully every time they administer any medicine, whether prescribed or not, including paracetamol.

The school will ensure that they have sufficient members of staff who are appropriately trained to manage medicines and health needs as part of their duties.

The written consent of parents will be required in order to administer paracetamol to pupil and a care of the chemist label will be displayed.

Staff Trained in Administering Medicine 2024 - 2025

Michelle Leadbetter (SLT Office)	Kirsty Thomas (Year 4)
Mandy Hughes (SLT Office)	Chris Ellaby (Year 5)
Jessica Lockett (EYFS)	Elaine Thelwell (Year 1)
Kath Paton (EYFS)	Kate Quilliam (Year 5)
Lorraine Cafferty (Year 5)	Tracy Bates (Year 4)
Carly Holder (EYFS)	Jackie Harrison (Year 6)
Clare Jackson (Year 2)	Amber Monsvoll (HLTA)
Katie Brookes (Year 3)	Janet Cook (Year 6)
Kathryn Prescott (Year 1)	Judith Edgerton (Midday Supervisor)
Tracy Unsworth (GEMS/Year 1)	Georgie Trainer (Year 3)
Becky Willmott (Year 3)	Julie Haughey (Year 6)
Hannah Rylance (EYFS)	Amanda McDermott (GEMS/Year 1)
Amber Costello (Year 2)	Connor Brown (Year 6)
Bryony Hopkinson (Year 5)	

Individual Health Care Plan

For pupils with chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, their parent, the headteacher, the SENCO and any relevant medical professionals. The school nurse or relevant medical professional will provide school with the child's IHCP. The plan will typically outline:

- The medical condition and its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role

- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

The headteacher and SENCo will ensure that IHCPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by the SENCo in collaboration with the school nurse.

Educational trips and visits

In the event of an educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may include pupils carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

All medication except asthma inhalers will be carried by a designated staff member for the duration of the trip or activity. There will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication. All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

Medical emergencies

Medical emergencies will be handled in line with the First Aid Policy.

Monitoring and review

This policy will be reviewed annually by the governing board, SENCo and headteacher. The next scheduled review is September 2026.

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be

communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.

A copy of the parental consent form for administering medication:

FORM 10: Parental agreement for school/setting to administer medicine

The governing body will give you information about the medicines and how to use them, and the school/setting will give you a copy of this form. You must sign and return this form to the school/setting.

Name of child: QUINN, J. PAUL

Date of birth: 10/10/2008

Medicine: Aspirin

How often to take: Once a day

When to take: After meals

Are there any side effects that the school/setting needs to know about? No

Self-administration: No

Procedures to take in an emergency: See school/setting policy

Contact Details:

Name: School Office

Daytime telephone no.: 01234 567890

Relationship to child: Parent

Address: 123 Main Street, London, EC1A 1AA

I understand that I must deliver the medicine personally to (agreed member of staff) School Office

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date: 10/10/2023 Signature: [Signature]