



ADMINISTRATION OF MEDICINE IN SCHOOLS POLICY 2025

Date Issued:	November 2020
Prepared by:	Deputy Head Teacher
Review date:	November 2026
Date Adopted by Governing Body:	November 2020

(Please also refer to our Supporting Pupils at School with Medical Conditions Policy and our Asthma Policy)

Whilst all staff have a duty to take reasonable care for the health and safety of pupils in school, there is no contractual requirement for staff to administer medication or to support pupils who have medical needs. Where staff members do agree to participate in these duties, it is important to recognise that their participation is of a voluntary nature.

1. The Governors and staff of Durham Lane Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
2. Medication will usually only be accepted in school if it has been prescribed by a doctor. However, pain relief, such as Calpol, may be given to a child, at the discretion of the Head Teacher. (Any aspirin-based medicines such as Nurofen cannot be administered).
3. Medication will usually only be accepted if it cannot be timed outside the school day e.g. a 3 dose medicine can be given before school, after school and at bedtime, but a 4 dose requires a lunchtime dose at school.
4. Medication will not be accepted in school without complete written and signed instructions from the parent.
5. Medication will be administered whenever it is deemed reasonable/is needed, following the dosage on the packaging. A slip will be sent from the office to the class teacher to provide details about when medicine is to be administered.
6. Only reasonable quantities of medication should be supplied to the school and, in the case of long term medication, fresh supplies should be delivered in good time so that school staff do not have to request this from parents.
7. Each item of medication must be delivered, by an adult, in its original container and handed directly to the Headteacher or office staff.
8. Each item of medication must be clearly labelled with the following information:
 - Pupil's name.
 - Name of medication.
 - Dosage.
 - Frequency of dosage.
 - Date of dispensing.

- Storage requirements (if important).
- Expiry date.

9. The school will not accept items of medication which are in unlabelled containers.
10. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cupboard (or in the fridge in the server room when necessary).
11. The school will provide parents/carers with details of when medication has been administered to their child, if requested. If the medication is short term, the record will be provided after the course has finished. If long term, the record will be provided when new medication is brought into school.
12. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school (only relevant for asthma inhalers).
13. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication. Changes to dosage will only be accepted if school receives evidence from a doctor of the required change.
14. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.
15. 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. Any such decision will only be taken if there are no reasonable adjustments that the school can make.
16. The school reserves the right to withdraw the courtesy of administering and/or supervising medication if the child concerned does not co-operate fully with the staff carrying out these duties. This will also be the case if the child's parent requesting this does not co-operate fully with the school regarding the administration of medication.
17. This policy will be adhered to at After School Club although After School Club staff will administer a 3 dose antibiotic if necessary.

Changes made to policy

December 2018

Page 1- removed- section about school transport

Page 2- removed- medicine will be stored in the office

- removed -Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school (only relevant for asthma inhalers). - added- At After School Club, this policy will be adhered to although After School Club staff will administer a 3 dose antibiotic if necessary.

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Page 2- added However, pain relief, such as Calpol, may be given to a child, at the discretion of the Head Teacher. (Any aspirin-based medicines such as Nurofen cannot be administered). Page 2- changed and added- Medication will be administered whenever it is deemed reasonable/is needed, following the dosage on the packaging. A slip will be sent from the office to the class teacher to provide details about when medicine is to be administered.