

'Together we grow'





Emmaville Primary School

Administering Medicines

Date	Review Date	Coordinator	Nominated Governor
October 2026	October 2028	Avril Armstrong and Giovanna Stirling	Bill Purvis

Introduction

This guidance has been written to ensure effective management systems are put in place for the administration of medicines. Some children, at a time in their school lives, may have a medical condition or illness, which may mean they have to take medication. For many this will be short-term.

We acknowledge that under the standard terms and conditions for the employment of teachers and teaching assistants there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. In school medicine will only be administered if it has been prescribed by a doctor to be taken 4 times a day.

Medicines that have been prescribed 3 times a day should be administered at home, before school in the morning, after school and before bed.

Parents/Carers can make arrangements to visit school at lunch time to administer non – prescribed medication to their child.

If during the school day, staff feel that a child is a little unwell, then



'Together we grow'





Emmaville Primary School

non-prescription medicines may be administered by staff, once they have received permission from the child's parent.

Aims

- To outline the procedures for administering prescribed medicines to pupils.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed Avril Armstrong and Giovanna Stirling to be responsible for the administration of medicines in school;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy is made available to parents/carers;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher/Coordinator

The Headteacher will:

- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- ensure all school personnel are aware of and comply with this policy;
- inform parents of the school policy via the school prospectus and school website;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy
- lead the development of this policy throughout the school;
- provide guidance and support to all staff;







- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources.

Role of the Designated Persons Avril Armstrong and Giovanna Stirling

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training provided by health care professionals, such as the Diabetic team from the RVI;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers, AAIs or administering insulin;
- Giovanna Stirling has responsibility for ensuring that all staff are aware of which pupils in school have asthma. It is her responsibility to keep an asthma register and to check the children's inhalers;
- Giovanna is also responsible for ensuring that there is an up-to-date allergy register which staff are aware of, and that children with allergies have an Individual Health Plan.

Role of School Personnel

School personnel will comply with all aspects of this policy.

Role of Parents/Carers

Parents/carers must provide:

- written permission by completing the Medication Consent Form;
- sufficient medical information on their child's medical condition;
- the medication in its original container;
- sufficient medicine for the dosage to be given in school.

. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication



'Together we grow'





Emmaville Primary School

- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements
- Expiry date.
- **The school will not accept medication that has been removed from the original container**

Administration of Prescribed Medicines

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure cabinet for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal.

Medication Record

The following information must be supplied by the parent/carer:

- Name and date of birth of the child;
- Name and contact details of the parent/carer;



'Together we grow'





Emmaville Primary School

- Name and contact details of GP;
- Name of medicines;
- Details of prescribed dosage;
- Date and time of last dosage given;
- Consent given by parent/carer for staff to administer medication;
- Expiry date of medication;
- Storage details.

Security

- All medications will be kept in a secure place and accessible only to the designated persons.
- A small secure fridge will be used for medications that need to be kept cool.
- Any unused medication will be carefully disposed of.

Educational Visits

On educational visits a First Aider will also attend in order to administer medications. The First Aider and the staff accompanying the children on the visit should be made fully aware of the medical needs of children, the procedures for administration of medication and the relevant emergency procedures.

Sporting Activities

In line with our Inclusion Policy, the school will facilitate the participation of children with medical conditions in the P.E. curriculum or out of school sports clubs, wherever appropriate. Some children may need to take precautionary measures before or during exercise and may need to have immediate access to their medication. We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs.

Staff supervising sporting activities should be aware of medical conditions, medication requirements and emergency procedures. Any restrictions should be appropriately recorded in a child's Individual Healthcare Plan.



Emmaville Primary School

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus;
- the school website;
- the Staff Handbook;
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- school events;
- meetings with school personnel;
- communications with home such as weekly newsletters and of end of half term newsletters;
- reports such annual report to parents and Headteacher reports to the Governing Body.

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

Headteacher:	Avril Armstrong	**Date:**	October 2026
Chair of Governing Body:	Bill Purvis	**Date:**	October 2026