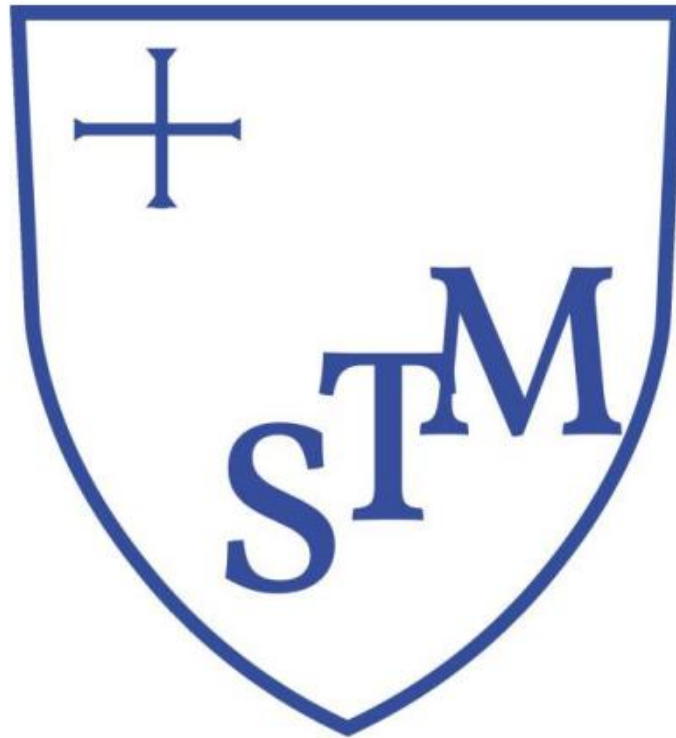


St Martin's C of E Primary School



Administration of Medicines in School Policy

May 2026

Procedures

Medicines should only be taken at school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. St Martin's Primary School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless in particular circumstances as outlined in the policy.

No pupil will be excluded from a school or from curricular or extra-curricular opportunities because of his/her medical needs unless a risk assessment deems it necessary; in this case, every effort will be made to adapt an opportunity for the child's needs. It is the duty of parents/carers to ensure that the correct medical information is supplied in the case of residential visits on the forms supplied.

If a child needs to take medicine on a daily basis, parents/carers are asked to inform the school. If medicine is required to be taken in the daytime or any other medical intervention required during the school day, this is the responsibility of the parent/carer. Drugs and medicines, with the exception of inhalers and epi-pens, are not usually allowed on school premises for the health and safety of other pupils. Should this cause problems, parents/carers are invited to discuss the matter with the DSL, Head teacher or SLT. Should a mutual agreement be reached about the administration of medicine, a medication consent form will need to be completed (Appendix A).

Receiving Medication in School

No medication should be accepted into school unless it is prescribed by a doctor, dentist, nurse prescriber or pharmacist provider and clearly labelled with:

- The child's name
- The name and strength of the medication.
- The dosage and when the medication should be given
- The expiry date
- Any special storage arrangements

It will be suggested to parents that where possible, medicines are taken outside of school hours (e.g. before school, after school and at bedtime).

All medication must come into school in the original, labelled, child proof container from the chemist. **It is important that the actual medication as well as the medication box is labelled.**

When a child requires two types of medication each should be in a separate container. On arrival at school all medication should be handed to the main office and a consent form (Appendix A) completed, which will outline the above information required.

A few medicines may be needed by the pupils at short notice e.g. asthma inhalers. In all cases pupils must have access to inhalers within their own class first aid box. Any medication taken by a child (inhalers etc) should be recorded on the child's medicine log sheet (Appendix B).

Storage of Medication

Any medication received into school, will be securely stored and accessible to staff. A secure cabinet is located in the staffroom and by the main office. Some medication may need to be stored at low temperatures and must therefore be kept e.g. in the fridge located in the staffroom.

Epi-pens and inhalers will be safely stored in classrooms, in a labelled pouch, in the class first aid boxes.

First aid boxes should be taken outside during breaktimes and PE sessions, so that emergency medication is accessible. During lunchtime first aid boxes are placed in the hall conservatory as a central location.

Medicines should be taken on all off-site activities involving the children, if administration is required while off site. Medicines must be labelled with the child's name by the parent/carer or with the prescription label. The first aider will carry the medicine and the child will be placed in the group with the first aider.

Administering Medication

Teachers', support staff and office staff conditions of employment do not include the administering of medication or the supervision of pupils who administer their own medication. However, staff may volunteer to administer medication. Any staff willing to accept this responsibility will receive proper training and guidance, if appropriate (e.g. Emergency Virtual Response and Epi-pen training) and parents will be asked to make staff aware of the possible side effects of the medication where these occur. In order to administer medication, a fully completed parental written consent form (Appendix A) is required and this needs to be countersigned by a member of the SLT, who will check that the information on the form matches the pharmacy label. Any medication administered needs to be recorded on the form and two staff signatures are required (Appendix B).

See additional guidance *Management of children with medical needs in schools*

Emergency Medicines

This type of medication must be readily available in an emergency. A copy of the health care plan must be kept with the medication and must include clear, precise details of the action to be taken.

Asthma Medicines

Immediate access to reliever medicines is essential. The reliever inhalers of all children are kept in the classroom first aid box for easy access.

Inhalers should be taken on all off-site activities involving the children.

- Inhalers must be labelled with the child's name by the parent/carer.
- The children will carry their own inhalers during off site activities (see above conditions).
- School staff are not required to administer asthma medicines to pupils (except in an emergency)

- All school staff will let pupils take their own medicines when they need to.

EpiPens

EpiPens should be clearly labelled and kept in the classrooms for immediate emergency access. All staff will receive regular updated training and be aware of children with individual health care plans, which are stored with the EpiPens.

- EpiPens should be kept in the class first aid box, which is taken to lessons outside the classroom and located centrally during lunchtime.
- EpiPens should be taken on all off-site activities involving the children.
- EpiPens must be labelled with the child's name by the parent/carer or with the prescription label.
- The first aider will carry the EpiPen and the child will be placed in the group with the first aider.

Where children need to have access to emergency medication, i.e. asthma inhalers and EpiPens, the following has been put in place:

All **asthma inhalers** and **EpiPens** are kept in classrooms and clearly marked with children's names. These are taken wherever the child is, in the class First Aid Box. These boxes include the Health Care Plan and consent to administer form from parents.

First aid boxes are taken to the hall conservatory at break and lunchtime and are collected afterwards. Clubs after school to follow the same procedures. The Senior Leadership Team carry out regular emergency drills to ensure that procedures, policies and staff response times are effective.

Each classroom contains detailed information per child in receipt of such medication that is protected by GDPR, but also available to any staff in the classroom. A medication map of needs is updated on a regular basis.

Designated staff have received the appropriate training for administering medicines. Any children that are deemed responsible to administer their own asthma medication will have this agreed by parents and staff in school. In these circumstances children will be able to administer their own medication. This will be subject to regular review.

Spare reliever inhalers will also be available in an emergency subject to parental consent, along with spare emergency EpiPens, these are located in wall-mounted cases by the caretaker's office, so are available at all times. These medications will only be administered to a child with a known medical issue and IHP or under direction of emergency services.

Analgesia (Pain Killers)

Where pupils regularly require analgesia (e.g. for migraine), advice will be sought and children will have a health care plan, if appropriate, detailing under what circumstances they may take analgesics. A small, individual supply of their medication should be kept in school in a locked cupboard, parental consent obtained (Appendix A) and a record kept on the administration of these medicines (Appendix B).

School aged children should never be given aspirin or any medicines containing aspirin.

Over the counter medicine and homeopathic remedies

These should only be accepted in exceptional circumstances, and be treated in the same way as prescribed medication. Parents must clearly label the container with the child's name, dose and time, and complete a consent form (Appendix A).

Controlled medication for ADHD

Where Ritalin and other similar controlled drugs are prescribed for children with attention-deficit hyperactivity disorder (ADHD), it will often need a dose at lunchtime in school. The medication will be kept in a locked cupboard, consent forms agreed with parents and administration will be logged. Only small amounts of the medication will be kept in school.

Confidentiality

Medical details provided should be treated as confidential and only shared with others with the parents/carers' consent on a need-to-know basis.

Linked documents:

First Aid Policy

Working Together to Safeguard Children

KCSIE

Management of children with medical needs in schools

Appendix A

St Martin's C of E Primary School



'I can do all things through
Christ who gives me strength'

Request for school to administer medication

You have indicated on the parental consent form that your child is currently receiving medication and/or treatment. The school will not give your child medicine unless you complete and sign this form, and the head teacher has agreed that school staff can administer medication.

Surname:	<input type="text"/>			
Forename(s):	<input type="text"/>			
Date of Birth:	<input type="text"/>	NHS No:	<input type="text"/>	M <input type="checkbox"/> F <input type="checkbox"/>
Address:	<input type="text"/>			
Post Code:	<input type="text"/>	Class	<input type="text"/>	
Condition/Illness:	<input type="text"/>			

Medication

Name/Type of medication (as per dispensary label):
For how long will your child take this medication?
Date dispensed:
Expiry date:
Dosage (amount) and method of administration:
Time(s) to be given:
Special precautions (if any):
Known side effects:

Self-administration:

Yes

No

Procedures to take in any emergency:

Contact Information

Family Contact 1:

Name:

Home Telephone:

Work Telephone:

Relationship:

Family Contact 2:

Name:

Home Telephone:

Work Telephone:

Relationship:

Parental Agreement:

I understand that I must deliver the medicine personally to _____
(name of staff member receiving medication) and accept that this is a service which the school is not obliged to undertake.

Signature:

Date:

Name (print):

Relationship to Pupil:

A copy of the schools Privacy Policy was issued to you when your child started at St Martin's, it can also be found on the schools website: [Privacy-Notice-Pupils-GDPR-2018.pdf \(st-martins.sandwell.sch.uk\)](http://st-martins.sandwell.sch.uk/Privacy-Notice-Pupils-GDPR-2018.pdf)

SLT Agreement:

Signed to confirm that the details given by the parent match the medication prescribed and that school agree to administer the medication.

Signature:

Date:

Name (print):

St Martin's Staff Trained to Carry Out Procedures

Name:	
Date:	
Area Trained in:	

Name:	
Date:	
Area Trained in:	

Name:	
Date:	
Area Trained in:	

Name:	
Date:	
Area Trained in:	

