

PARSLOES PRIMARY SCHOOL



Administration of Medication in School Policy

Approved by Governing Body: July 2026

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Parsloes Primary School

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Board of Governors and staff of Parsloes Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Executive Head Teacher 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.**

Please note that parents should keep their children at home if acutely unwell or infectious.

1. Parents are responsible for providing the Head of School with comprehensive information regarding the pupil's condition and medication.
2. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
3. Unless as part of a Health Care Plan, only medication that is required to be taken 4 times each day will be administered by school staff
4. Staff will not give a non-prescribed medicine to a child unless there are exceptional circumstances and there is specific prior written permission from the parents. This can only be agreed by the Head of School
5. Only reasonable quantities of medication should be supplied to the school in respect of long term medication, for example, a maximum of four weeks supply at any one time, (not including Asthma Inhalers or emergency medication).
6. Each item of medication must be delivered to the Head of School or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:
 - Pupil's Name.
 - Name of medication.
 - Dosage.
 - Frequency of administration.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.

The school will not accept items of medication in unlabelled containers.

7. Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet. This is with the exception of Asthma pumps, Epipens, Epilepsy medication or any medication that will be needed in an emergency situation.
8. The school will keep individual pupil records, which will be available for parents to view upon request.
9. If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
10. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
11. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
12. The school will not make changes to dosages as stated on the medication on parental instructions.
13. School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
14. All medication will be returned to parents at the end of each academic year. Parents should check expiry date and return medication to school at the start of the new school year, along with a new signed consent form.
15. For each pupil with long-term or complex medication needs, the Head of School, will ensure that a Health Care Plan is drawn up, in conjunction with the appropriate health professionals.
16. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.
17. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Nurse and if necessary the appropriate professional.
18. 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.
19. All staff will be made aware of the procedures to be followed in the event of an emergency.