



Administration of Prescribed Medicines

Agreed: December 2025

Next Review: December 2027

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‘They will soar on wings like eagles.’ Isaiah 40:31

Our values: compassion, integrity, respect, community, patience, awareness

As a school we recognise the importance of compassion and respect when looking after our children and keeping them safe and well.

Medicines should only be taken to schools when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. Schools and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Schools and settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

The Medicines Standard of the National Service Framework (NSF) for Children recommends that a range of options are explored including:

- a. Prescribers consider the use of medicines which need to be administered only once or twice a day (where appropriate) for children and young people so that they can be taken outside school hours
- b. Prescribers consider providing two prescriptions, where appropriate and practicable, for a child's medicines: one for home and one for use in the school or setting, avoiding the need for repackaging or relabelling of medicines by parents

Many children will need to take medicines during the day at some time during their time in a school or setting. This will usually be for a short period only, perhaps to finish a course of



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antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the day.

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

If children can take their medicines themselves, staff may only need to supervise.

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may either be set out in the policy or in an individual child's health care plan. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Parents should tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- c. name of child
- d. name of medicine
- e. dose
- f. method of administration
- g. time/frequency of administration
- h. any side effects
- i. expiry date

Form A will be used to record details of medicines.

Although there is no similar legal requirement for schools to keep records of medicines given to pupils, and the staff involved, schools in the Tilian Partnership will keep these records. Records offer protection to staff and proof that they have followed agreed procedures. Form B will be used.

Teachers' conditions of employment do not include a requirement to give or supervise a pupil taking medicines. However, when a child brings in prescribed medication (and does not refuse to take the medicine) a member of staff who has agreed to administer the prescription is able to administer, or supervise self-administration, of the medication where appropriate.



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Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Where a child needs two or more prescribed medicines, each should be in a separate container.

Non-emergency medicines will be kept in a secure place not accessible to children.

A few medicines need to be refrigerated. They will be kept in the staffroom refrigerator (which may contain food) but should be in an airtight container and clearly labelled. No pupils will have access to a refrigerator holding medicines.

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

The school holds a bottle of Calpol and antihistamine in a locked cupboard away from children which is used when a parent/carer can't get into school and not having this medication would mean the child was prevented from learning due to a minor ailment for example headache, period pain. In this instance the school will contact the parent/carer to ask if the medicine can be administered and whether medication has been previously administered. Written consent including name of medicine and dosage is required via email before any is given. The medicine log will be updated by school as a reference.

Anaphylaxis

Many pupils will have intolerances or minor allergic reactions to a variety of products, e.g. food, or environmental conditions, e.g. pollen allergy, which can be managed with a range of prescribed medicines. However, some pupils have an extreme allergic reaction to particular items, e.g. nuts, which can cause anaphylaxis. **Anaphylaxis is a severe and potentially life-threatening reaction to a trigger** such as an allergy. In these cases it will be necessary to inform all parents and staff members of the school of the allergens and ask them to check that products they send into school do not contain these allergens (a template for this is provided at the end of this policy). We recommend that this is sent out in hard copy, by email and a short text message sent to inform them of an important letter and that termly reminders are sent.



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FORM A

Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine

Name of Child: _____

Date of Birth: _____

Class: _____

Medical
condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container): _____

Date dispensed: _____

Expiry date: _____

Date to start administration of medication in school: _____

Date to end administration of medication in school: _____

Timing: _____

Special Precautions: _____

Are there any side effects that the school/setting needs to know about? _____

Self Administration: _____ Yes/No (delete as appropriate)

Procedures to take in an Emergency: _____

Contact Details

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

I understand that I must deliver the medicine personally to _____ [agreed member of staff] and 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.



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Date:

Signature(s):



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FORM B

Record of medicine administered to an individual child

Name of Child	Class	Name of medicine	Quantity received	Date & Time	Staff signature	Did child accept medication?

Template Letter

[On school headed notepaper]

IMPORTANT

Dear Parents

One of our pupils has a severe _____ allergy. If this pupil comes into contact with _____ [or comes into contact with a pupil who has eaten _____] then this could lead to an anaphylactic reaction. Anaphylaxis is a **severe and potentially life-threatening** reaction to a trigger such as an allergy.

Because of this the **school cannot accept products containing** _____ to be provided in lunch boxes or for eating at other times.

We would therefore ask you to check that items in packed lunches are free from _____ and to avoid the following specific products:

-
-

Due to the severity of the anaphylactic reaction, if staff become aware of products containing _____ in lunch boxes or pupils who have recently consumed products containing _____, they will have to remove the child with their lunchbox from the area to avoid contact. If this is the case, the office will contact you as soon as possible to inform you of this.

Thank you for your understanding in this matter.



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