# Medical Needs – Administration of Medication Policy
# November 2025

**This policy should be read in conjunction with other medical policies, including Supporting Children with Medical Needs, the First Aid policy and Children with Health Needs that Cannot Attend policy.**

**PROCEDURES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL**

**Rationale**

As a caring and inclusive school we want all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care.

a) **Medical Equipment:**
It is the responsibility of the First Aid staff in school to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified ensure new stock is ordered by placing an order with the School Business Manager.

b) **Storage, administration and handling of Medicines:**
All medicines required on a regular or emergency basis, such as auto injectors, prescribed medications and asthma inhalers, are stored securely in the classroom of the child for whom they are prescribed and are handled by adults only. These medications are listed in the First Aid/Medical folder in the School Office, with expiry dates and any notes. Parents are asked to replace these medications as expiry dates approach.
For medication prescribed for short-term use only, such as antibiotics, parents are asked to deliver any medication to school via the School Office and to collect it at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that have been prescribed by a doctor, are in an original named container and have written parental authorisation for administration, are allowed in school.

c) **Timing of Administration of Medicines:**
Normally, unless there are specific medical reasons why this is inappropriate, medicines will be administered by a paediatric first aider at lunchtime.

d) **Parental Authorisation Forms:**
Before medication can be given in school, parents must complete the appropriate *Authorisation for*

*administering medicines in school* form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office. (Appendix 1)
All forms must be checked by authorised First Aid staff on a regular basis to ensure accuracy of information and expiry dates of medicines.

e) **Medicine Administration:**
Only Paediatric trained First Aid staff dispense oral medicine to children and supervise diabetic children administering their own insulin. Children with asthma can administer their own medication under supervision of a First Aider. The time, dosage and other information will be recorded by the First Aider (Appendix 2)

f) **Non-prescribed Medicines:**
Due to the increasing number of children receiving medication in school, **medicines that are not prescribed** by a doctor, such as cough lozenges etc. will not be administered by First Aid staff and are not to be brought to school.

g) **Administration of Antibiotics:**
The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

h) **Monitoring of Administration of Medicines:**
When a child receives regular medication (eg, asthma inhalers) in school, details are to be recorded on the Medication Log stored with that medication by the first aider administering/overseeing the process (Appendix 2). For short-term medications (eg, antibiotics), an entry will be made on the Parental Authorisation Form (Appendix 1) and the Daily Medical Register which is located in the First Aid/Medical file in the School Office (Appendix 3).

i) **Qualified First Aid Staff:**
Most staff hold an appropriate up-to-date First Aid Certificate and should attend renewal courses as appropriate. In addition, we have several qualified Paediatric First Aiders and Forest School First Aiders. Our current qualified Paediatric First Aiders are: **Alex Kiernan** and **Philippa Turner.** Our current qualified Forest School First Aiders are: **Clare Howe, Alicia Smith, Sarah Kennedy** and **Phil Day**. Most school staff have basic emergency first aid training.

j) **Educational Visits:**
A portable First Aid kit and individual pupils' medicines must be taken on all Educational Visits. This is the only time medication will be allowed outside the school. On such visits, medicines are to be transported and administered by a designated member of staff (see Educational Visits Policy and relevant authorised Risk Assessments for each visit).

k) **Unacceptable Practice when handling medicines in school:**
Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;

- if the child becomes ill, send them to the School Office unaccompanied or with someone unsuitable;

- penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments;

- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;

- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or

- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg, by requiring parents to accompany the child.

**PARENTS' SUMMARY OF PROCEDURES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL.**

Only medicines that have been prescribed by a doctor and which are still in their original named container will be administered by First Aid staff. Non-prescribed medicines, such as Calpol or throat lozenges, should not be brought into school.

The administration of antibiotics in school will only be permitted if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

Before medication can be given in school, parents must complete the appropriate authorisation form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the School Office.

Parents are asked to deliver any prescribed medication to school via the School Office and to collect them at the end of the day in the same way. If the child is at Breakfast Club/Out of School Club (St Leonards), parents should arrange with staff there to deliver/collect the medicine. Children should not be allowed to bring medicine into school themselves.

Medicines are normally administered during the lunch break.

Pupils with asthma administer their own medication under the supervision of a First Aider.