



POLICY NAME:	Medicines in School Policy
Frequency of review:	2 Years
Reviewed On:	May 2026
Reviewed By:	Kerry Darby
Next review (date):	May 2028

Rationale:

We believe that all children should be enabled to reach their full potential. We value children's individuality and diversity and celebrate success in all areas.

In support of this, at the Pines, we are committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps the school will take to ensure as full access as possible to learning and school life for all children that require medication.

Aims

This policy is designed to support the following aims:

- To support regular attendance of all pupils
- To ensure staff understand their roles and responsibilities in administering medicines
- To ensure parents understand their responsibilities in respect of their children's medical needs
- To ensure medicines are stored and administered safely

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. As such, children should not return to school for 48 hours from the last episode if they have been vomiting or suffering with diarrhoea. Similarly, children should not return to school for at least 48 hours into a course of antibiotics.

Legal Obligation to Administer Medicines

There is no legal obligation that requires school staff to administer medicines. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. However, the school will, where appropriate, administer medicines to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils. Furthermore, in an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Where we, as a school, agree to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

Medicines in School (Prescription Medicines)

Medicines should only be brought to school when it is essential i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day.

Prescribed Medicines

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. In support of the school and the child we would encourage parents to discuss this with the prescriber. In turn, prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

All medicines must be taken directly to the school office by a responsible adult. In addition to the prescription information all medicine should be clearly marked with the child's name and class name.

The appropriate dosage spoon, where applicable, should be included with all medicines sent to the school.

Medicine will only be accepted for administration in school in the completion of the appropriate form by a parent or carer.

Safe Storage of Medicines

The school will only store and administer medicine that have been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated.

Emergency medicines such as inhalers and Adrenaline Auto-Injectors are kept in a clearly identified container with a photograph of the child and their name on the front (supplied by the parent) and should include a protocol for the administrator (e.g. asthma card) These boxes are stored in the classroom and/or the Medicine Cupboard (Staff room) so that they can be easily accessed by the staff team. Parents are responsible for ensuring that the medicine and protocols are in date.

Staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits. Children who require emergency

medication will not be able to participate in school trips if they do not have their medication in school to take with them.

Safe storage of medicines (Controlled Drugs)

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded. It will be stored in a locked non-portable container (located in the School Office), and only specific named staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. The school is aware that passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Refusing Medication

If a child refuses to take medication, staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.

Parents'/Carers' responsibility

In most cases, parents/carers will administer medicines to their children themselves out of school hours, but where this is not possible, parents/carers of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents/carers must complete the parental agreement form kept in the office before a medicine can be administered by staff; Primary school children may be able to manage their own medication, under adult supervision but again, only with parental agreement given through the appropriate paperwork.

It is also the parents responsibility to ensure that all medicines kept in school (especially Adrenaline Auto-Injectors and asthma inhalers) are indate.

Children with long-term or complex medical needs

- Parents/carers should provide the school with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made between the parents/carers, the school and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school.
- Parents/carers must provide the school with a copy of the child's specific medical protocols/health care plan as provided by the child's medical professional team. The school will use this as its guidance to respond to the child's listed medical needs.
- Parents/carers are responsible for ensuring that all medication kept in school e.g. asthma pumps, Adrenaline Auto-Injectors, are kept up to date.
- Parents/carers are responsible for providing a suitable container for the medication to be stored in, which is clearly labelled with the child's name and has an up-to-date photograph of the child. The container must also include the child's medical protocols form/health care plan.
- Parents/carers are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most important condition where this applies is asthma. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan/medical protocols form.

Non-prescription Medicines

In general, non-prescription medicines are not administered in school and pupils should not bring them to school for self-administration.

Non-prescription travel sickness medication will be administered by staff provided they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form. The medication must be suitable for the pupil's age. It must be supplied by the parent (not the school) and must be in its original packaging, with manufacturer's instructions included. The school will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

The medication will be stored and administration recorded as for prescription medicines.

Spare Adrenaline Auto-Injectors

In line with *Benedict's Law* and the Department for Education guidance on supporting pupils with medical conditions, the school may hold a supply of spare adrenaline auto-injectors (AAIs) for emergency use. These devices are intended for use in the event of suspected anaphylaxis where a pupil's prescribed AAI is not immediately available, is damaged, out of date, or where an additional dose is required whilst awaiting emergency services. Spare AAIs will only be administered to pupils who have been diagnosed as being at risk of anaphylaxis and where written parental consent has been provided. The school will ensure that spare AAIs are stored securely yet remain easily accessible to trained staff, and that all use is recorded and reported to parents/carers in accordance with statutory guidance. Staff identified to administer AAIs will receive appropriate training in recognising the signs and symptoms of anaphylaxis and in the correct administration of adrenaline auto-injectors.

Pain Killers

The school will not routinely administer paracetamol (or Ibuprofen) routinely as its primary use is to control raised temperature for which a child should be at home. Pain killers such as paracetamol and aspirin must not be brought to school by pupils. In certain exceptional circumstances, the Head Teacher (with parents consent), may authorise pain killers to be administered by school staff in which case, the same routines as for prescription medicines

Staff Training

At The Pines we seek to ensure that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, Adrenaline Auto-Injectors, insulin. Records are maintained of all training completed by staff.

Emergency Procedures

In a medical emergency, first aid is given (as appropriate), an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed in the plan will be followed followed, and a copy of the health plan is given to the ambulance crew.

Instructions for calling an ambulance are prominently displayed:

- In the main school office
- In the Staff room
- In the pre-school building (where relevant)