

# The Canons CE Primary School



## ADMINISTRATION OF MEDICATION IN SCHOOL POLICY 2025

This policy has been accepted by The Canons CE Primary School Board of Governors.

**Signed**

Chair of Governors

Head

Date     October 2025

Review Date October 2028

A few children, whilst fit to attend school, may require medication during school hours. In addition, it may be necessary for children with long term complaints or chronic illness such as asthma or diabetes to receive medication. The following guidelines are designed to give direction as to the procedures and arrangements which should be observed when dealing with this subject.

### **Parent/Carer's Responsibility**

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours and parents/carers should make arrangements to administer medicines at home. However, when it is thought necessary for a student to take medication during the school day, a written consent form must be completed by the parent/carers giving clear instructions regarding the required dosage. A doctor's (or health professional's) note should also be received to the effect that it is necessary for the medicine to be administered during school hours.
- Prescriptive medication must be in date, labelled and brought into the school in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. With the exception of insulin which should be in a pen or pump, not its original container.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication should never be administered without first checking maximum dosages and when the previous dose was taken.
- Non-prescribed medicines should not be given unless we have received confirmation from the Head Teacher and only be in exceptional circumstances.
- It is the responsibility of the parent/carers to maintain adequate supplies contained within the diabetic containers.
- Herbal, holistic, homeopathic and/or natural products must be given at home.
- It is the responsibility of the parent/carers to collect any medications from school when the student is no longer taking that particular medication. If it is not collected, medicines will be safely disposed of.
- It is important that a parent/carers provides an up-to-date record of home and work contact numbers in case of emergency.

### **School's Responsibility**

#### **Short-term medical needs**

All short-term prescribed medication needs to be brought to the school office and a medication form completing by a parent or parent guardian (medicines must not be handed to the class teacher).

The office staff will:

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day.
- Never make changes to written dosages based on parental instructions.
- Oral medication will be stored in the staff room fridge if required
- Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits.
- Students should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be stored safely but not be locked away within the child's classroom
- Staff may administer medicines in accordance with the prescriber's instructions. A record will be kept of all medicines administered to individual students, stating what, how and how much was administered.
- A Medical book is kept to record the use of insulin taken by all diabetic students. Insulin is kept in a cabinet within the students classroom Diabetic 'hypo' containers are clearly labelled and in the first aid cupboards.
- The school will work closely with the school nurse/doctor/hospital and parents to assist students with long-term or complex medication needs and their self-management of medication.
- When a school trip has been organised, the school ask that any medication is handed to the named member of staff with responsibility for administering medication. This member of staff will then complete the details of the medication and administration requirements in the medical book and will also log medication given during the school trip.
- Parents should be informed if their child has been unwell at school.
- Medication should be handed over to the Rainbows staff by the class teacher to give to parents if the medication is to go home at the end of the School day and the child is in our 'after school' provision'

### **Asthma and the use of inhalers - Epipens**

- All Inhalers/Epipens need to be brought to the school office and a medication form completing by a parent or parent guardian (medicines must not be handed to the class teacher).

The office staff will:

- Only accept inhalers/Epipens if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Parents are asked to collect any inhalers/Epipens at the end of the school term, and to provide new and in-date medication at the start of each term.
- Never make changes to written dosages based on parental instructions.
- Inhalers/Epipens will be stored in the Classroom.
- Staff have completed relevant asthma/Epipen training.
- Children will take all inhalers/Epipens with them on any school trips/off site activities