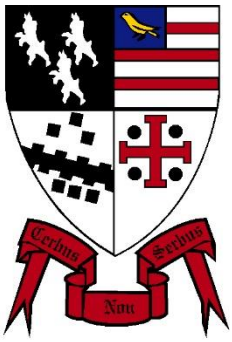
Grantham Villages' CE Primary Schools Federation





Marston Thorold's Charity Church of England Primary School

Medicines in School Policy

including Form AM1 (Parental agreement for School to Administer Medicine)

Approved by:	**EHT**	**Date:**	**September 2025**
Last reviewed on:	**September 2023 & 2025**		
Next review due by:	**September 2027**		

INTRODUCTION

This policy has been formulated from local authority guidance by school staff in conjunction with the Executive Headteacher. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

AIMS OF THIS POLICY

1. To ensure the safe administration of medicines to children where necessary and to help to support attendance.
2. To ensure the on-going care and support of children with long term medical needs via a health care plan.
3. To explain the roles and responsibilities of school staff in relation to medicines.
4. To clarify the roles and responsibilities of parents/carers in relation to children's attendance during and following illness.
5. To outline to parents/carers and school staff the safe procedure for bringing medicines into school when necessary and their storage.
6. To outline the safe procedure for managing medicines on school trips.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Early Years Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Complaints Procedures Policy

ROLES AND RESPONSIBILITIES

Executive Headteacher

- To bring this policy to the attention of school staff and parents/carers and to ensure that the procedures outlined are put into practice;
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy;
- To ensure that staff receive appropriate support and training;
- To ensure that parents/carers are aware of the school's Medicines Policy;
- To ensure that this policy is reviewed annually.

Staff

- To follow the procedures outlined in this policy using the appropriate forms;
- To complete a health care plan (see Supporting Children with Medical Conditions and Asthma Policy) in conjunction with parents/carers and relevant healthcare professionals for children with complex or long term medical needs;
- To share medical information as necessary to ensure the safety of a child;
- To retain confidentiality where possible;
- To take all reasonable precautions to ensure the safe administration of medicines;
- To contact parents/carers with any concerns without delay;
- To contact emergency services if necessary without delay;
- To keep the first aid room and first aid boxes stocked with supplies;
- Educational Visits Leader – see 'MEDICINES ON SCHOOL VISITS' below.

Parents/Carers

- To give the school adequate information about their children's medical needs prior to a child starting school;
- To follow the school's procedure for bringing medicines into school;
- To only request medicines to be administered in school when essential;
- To ensure that medicines are in date and that asthma inhalers are not empty;
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma.

SCHOOL ATTENDANCE DURING/AFTER ILLNESS

- Children should not be at school when unwell with a fever or high temperature, they can still attend school with a minor cold or cough;
- School follows the advice on 'Guidance on infections control in schools and other childcare settings' from the HSE for individual infections or illnesses.

Training staff

The executive headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff. The executive headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school, e.g. the school nurse.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Training for administering Adrenaline Auto-Injectors (AAIs)

The school will arrange specialist training for staff where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAIs will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAIs in the case of an emergency.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAIs are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAIs on site at all times.

Receiving, Storing and Disposing of Medication

Receiving prescribed medication from parents

The parents of pupils who need medication administered at school will be sent an administering medication parental consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present.

The school will store a reasonable quantity of medication, e.g. a maximum of **four weeks'** supply at any one time. Aspirin will not be administered unless the school has evidence that it has been prescribed by a doctor.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

Storing pupils' medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAIs, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard.

The school will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
  - The pupil's name.
  - the name of the medication.
  - The correct dosage.
  - The frequency of administration.
  - Any likely side effects.
  - The expiry date.
- Stored alongside the accompanying administering medication parental consent form.

Medication that does not meet the above criteria will not be administered.

Disposing of Pupils' Medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

Administering Medication

Medicines will not be accepted in school that require medical expertise or intimate contact;

All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession;

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the school nurse's office. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary

- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their individual healthcare plans (IHPs), and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. Medication administration will always be undertaken by two members of staff, both of whom will sign the Medicene record.

Non-Prescription Medicines

The school is aware that pupils may, at some point, suffer from minor illnesses and ailments of a short-term nature, and that, in these circumstances, health professionals are likely to advise parents to purchase over the counter medicines, for example, paracetamol and antihistamines.

The school will work on the premise that parents have the prime responsibility for their child's health and should provide schools and settings with detailed information about their child's medical condition as and when any illness or ailment arises.

To support full attendance the school will consider making arrangements to facilitate the administration of non-prescription medicines following parental request and consent.

Pupils and parents will not be expected to obtain a prescription for over-the-counter medicines as this could impact on their attendance and adversely affect the availability of appointments with local health services due to the imposition of non-urgent appointments being made.

If a pupil is deemed too unwell to be in school, they will be advised to stay at home or parents will be contacted and asked to take them home.

When making arrangements for the administration of non-prescription medicines the school will exercise the same level of care and caution, following the same processes, protocols and procedures as those in place for the administration of prescription medicines.

The school will also ensure that the following requirements are met when agreeing to administer non-prescription medicines.

- Non-prescription medicines will not be administered for longer than is recommended. For example, most pain relief medicines, such as ibuprofen and paracetamol, will be recommended for three days use before medical advice should be sought. Aspirin will not be administered unless prescribed.
- Parents will be asked to bring the medicine in, on at least the first occasion, to enable the appropriate paperwork to be signed by the parent and for a check to be made of the medication details.
- Non-prescription medicines must be supplied in their original container, have instructions for administration, dosage and storage, and be in date. The name of the child can be written on the container by an adult if this helps with identification.
- Only authorised staff who are sufficiently trained will be able to administer non-prescription medicines.

Paracetamol

The school is aware that paracetamol is a common painkiller that is often used by adults and children to treat headaches, stomach ache, earache, cold symptoms, and to bring down a high temperature; however, it also understands that it can be dangerous if appropriate guidelines are not followed and recommended dosages are exceeded.

The school is aware that paracetamol for children is available as a syrup from the age of 2 months; and tablets (including soluble tablets) from the age of 6 years, both of which come in a range of strengths.

The school understands that children need to take a lower dose than adults, depending on their age and sometimes, weight. The school will ensure that authorised staff are fully trained and aware of the NHS advice on how and when to give paracetamol to children, as well as the recommended dosages and strength.

Staff will always check instructions carefully every time they administer any medicine, whether prescribed or not, including paracetamol.

The school will ensure that they have sufficient members of staff who are appropriately trained to manage medicines and health needs as part of their duties.

The written consent of parents will be required in order to administer paracetamol to pupils, or a phonecall prior to medication. Two members of staff will be present when paracetamol or other medication is given and will sign the medicine record.

- This record will include:
  - Pupil's name.
  - The name of the medicine.
  - Dose given.
  - Date and time of administration.
  - Signature of the person administering.
- Only standard paracetamol will be given, not combination medicines which may contain other drugs.
- If paracetamol does not alleviate symptoms, the pupil's parents will be contacted again.
- Paracetamol will not be given following a head injury, or where a pupil has taken paracetamol containing medicine within the last four hours.

- Pupils who frequently require paracetamol will be asked to provide their own tablets which will be kept securely labelled in the school office; parents will be contacted by the office staff in these circumstances.

Medical Devices

Asthma inhalers and AAIs

The school will keep asthma inhalers and AAIs in the class bag which is moved around school or on trips with the class. The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Spare AAIs are not located more than five minutes away from where they may be required. The emergency AAIs can be found at the following locations:

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAIs in emergency situations. The spare AAIs will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation has been obtained, this will be recorded in the pupil's IHP.

Educational Trips and Visits

In the event of educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. Asthma inhalers, AAIs and other medication is carried by a designated member of staff.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication.

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

Medical Emergencies

Medical emergencies will be handled in line with the First Aid Policy.

For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the pupil who requires it, and is not locked away. For all emergency medication kept in the possession of a pupil, e.g. AAIs, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept by the school in the school nurse's office.

St Sebastian's CE Primary School

Form AM1 Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of child	
Date of birth	/ /
Class and Teacher	
Medical condition or illness	
Medicine	
Name/type of medicine *(as described on the container)*	
Date dispensed	/ /
Expiry date	/ /
Storage details (fridge etc)	
Length of course (2 day, 5 day etc)	
Dosage and method (5ml/10ml etc, oral, with/without water, before/after food)	
Timing	
Special precautions/instructions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No
Consequences if medication/treatment is missed or delayed & the action required.	
Procedures to take in an emergency	
GP Details	
Name and surgery details	
Telephone number	
Contact Details	
Name	
Contact telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Mrs Bedford or Mrs Parnham

Date _____ Signature(s) _____

This task is being undertaken voluntarily with genuine concern and care for your child's well-being. We will make every effort to administer this medication on time and as required but the member of staff responsible can make no absolute guarantees.

Marston Thorold's Charity CE Primary School

Form AM1 Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of child	
Date of birth	/ /
Class and Teacher	
Medical condition or illness	
Medicine	
Name/type of medicine *(as described on the container)*	
Date dispensed	/ /
Expiry date	/ /
Storage details (fridge etc)	
Length of course (2 day, 5 day etc)	
Dosage and method (5ml/10ml etc, oral, with/without water, before/after food)	
Timing	
Special precautions/instructions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No
Consequences if medication/treatment is missed or delayed & the action required.	
Procedures to take in an emergency	
GP Details	
Name and surgery details	
Telephone number	
Contact Details	
Name	
Contact telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Mrs Bedford or Mrs Parnham

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