



PENYBONT PRIMARY SCHOOL

MANAGING MEDICINES POLICY

Reviewed On	Next Review Date	Headteacher	Chair of Governors
14/09/2026	14/09/2027		

Policy on Administration of Medicines in School

The Local Authority requires schools to have policies and procedures in place to ensure the effective management of pupils' medical needs.

Penybont Primary aims to be an inclusive school, meet the needs of, and provide equal opportunities for all the pupils. Parents and carers cultural and religious views will always be respected. In trying to fulfil this aim, it is accepted that some pupils have special health needs which include taking medication in order that they can continue to attend school. There are also occasions when, under a doctor's instructions a pupil may need to take prescribed medication for a stated length of time.

All staff take notice of the following procedures:

- School staff have no legal responsibilities to administer medicines nor to supervise them while taking medicines. Staff may volunteer to assist in the administration of oral medicines.
- Only oral medicines that have been prescribed 4 times a day or more will be administered in school.
- A pupil may only take prescribed medication if the parent/carer has completed the school's permission form on the school app Reach More Parents (<https://app.weduc.co.uk/forms/index/app/id/140737488536674/user/0>). Medicine will not be administered without completion of this form.
- Only prescribed medication supplied by the parent/carer will be administered to the pupil.
- Pupils will take the medication only when supervised by an adult and witnessed by a second adult. This must be recorded (appendix 1)
- All medicines are kept with the person administering them and must be stored safely out of reach from the children. When medicines have to be refrigerated, they are kept in the fridge in the school office. This medication must be stored in a labelled airtight container.
- The school health nurse/other health care professional will support us in drawing up individual health care plans for pupils with specific health care needs as appropriate. Medication such as epi pens will be stored in the medicine cupboard in the school office and in the classroom cupboard.
- The school will also liaise with parents and carers on specific issues and seek their agreement before passing on information about their child's health to other school staff.
- Pupils' health needs are recorded on pupil admission forms.
- Parents/carers will deliver the medication to schools but where this is not possible the parents/carers should inform the school in writing that the pupil will hand in the medication to the school office upon arrival at the school.
- Where a pupil has long term or complex medical needs all the teaching staff including visiting and supply teachers, relevant support and lunchtime supervisors will be informed. However, supply teachers and Lunchtime Supervisors will not administer any medication.
- In an emergency situation the emergency services must be contacted immediately. The school admin officer/premises manager will ensure that the emergency vehicle has ready access to the school.
- If a pupil refuses to take advised medication, parents will immediately be informed. No member of staff will attempt to force a pupil to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.
- Staff will not administer creams or lotions, but if they are needed during school time, parents may sign the consent form on the school app Reach More Parents for the pupil to self administer. This also applies to inhalers, e.g. asthma inhalers.
- Staff will not administer ad hoc medication for minor complaints – these should be dealt with at home.

Prescribed Medication

Any medication requiring a medical or mental practitioner's prescription is defined as a prescribed medication. Examples may include asthma inhalers and antibiotics.

Administering Non-Prescribed Medication

Staff will NOT administer non-prescribed medication.

Legal Position

There is no legal requirement upon staff, teaching or non-teaching to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis. We may occasionally have some support staff who are responsible for the meeting of health care needs as part of their duties.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. We will work in close cooperation with parents, health professionals and other agencies to provide a suitably supportive environment for pupils with medical needs.

Parental/Carer Responsibilities

Parents/carers and any others who have legal responsibility for the care of children will:

- Keep pupils at home when they are acutely unwell.
- Request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.
- Be responsible for their child's medication. If a child requires medication during school hours (prescribed 4 times a day or more), arrangements for its administration will be agreed between the parents/carers and the school.
- Ensure any medication to be administered in school is clearly marked with the pupil's name, and delivered to the school office/class teacher. A consent form will be completed outlining the details of the medication to be administered.
- Check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.
- Advise the school in writing of any alteration to the prescribed dosage of medication.
- Consider if their child is responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the pupil suffers along with written details of the medication to be taken and the self administration routine.
- Advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day. If the pupil has school dinners, the parent/carers must write a letter to catering services informing them of the allergies.

Confidentiality

The school staff will treat medical information confidentially.

Infection Control

Staff should follow the basic hygiene procedures and ensure that hands are washed before and after medication is administered.

Staff Training

Staff are trained according to the specific needs of the pupils attending the school. All contracted teaching and support staff will receive paediatric first aid training.

Dealing with Minor Injuries

The above staff will deal with minor cuts and bruises etc. These will be cleaned and occasionally a plaster or cream may be applied to aid the healing process. Parents/carers should inform the school if their child has any allergic reactions to any cream or plasters and neither of these options will be administered. Please see the first aid policy.

Recording of Head Injuries

All incidents related to the head will be recorded on a slip and sent to parent / carers via the school app Reach More Parents. Pupils will also be given a wrist band to show they have had a head injury. Parents/carers are contacted if pupils are required to be taken home.

Reference to other Policies

- First aid;
- Health and safety
- Healthcare plans

Monitoring and Review of Policy

We will monitor our procedures in light of any incidents or revised guidelines from the authority. These will also be audited through review of our Health and Safety procedures. This policy will be reviewed by the Governing Body every two years or earlier if deemed necessary.

Record of medication administered in school[illegible]

