



Education Trust

‘Inspiring the individuals of today, for a better society to tomorrow,
“Aspire, Belong, Collaborate”

ADMINISTRATION OF MEDICINES POLICY AND PROCEDURES

Review Frequency	Annual
Reviewed	19.12.2025
Next Review	December 2026
Agreed by Trustees	19 th December 2025



The school will administer medicines under the following circumstances:

- children with chronic illnesses or long-term complaints, such as asthma, diabetes or epilepsy.
- children recovering from short term illnesses but who are receiving a course of antibiotics, cough medicines, etc.

Procedures

- Children who have medicines prescribed by their doctor will be allowed to have them administered at school. Non-prescription medicine will be administered as long as it is in its original packaging.
- The medicines should be brought to school and delivered personally to the office. This must be clearly labelled with the contents, owner's name and dosage.
- Parents must sign a form available from the office which gives permission for the Head of School (or their nominee) to administer the medicines.
- If a child brings medical drugs to school without the Head being informed, any use or misuse of the drugs will be the responsibility of the parents.
- Parents are welcome to come into school and administer the drugs.
- Where prescribed medicines are “3 times a day”. The school will discuss with the parent/carer whether it is possible for these to be administered at home. This is the preferred method but the school will administer the medicine in school if this is not possible.
- All medicines should be returned to the parent for disposal, staff should not dispose of medicines.

It must be borne in mind, however, that a **Head of School or teacher cannot be required to administer medicine to a child**. In the event of a Head of School declining to do so it is the parents' responsibility to make appropriate alternative arrangements.

ADVICE ON SPECIFIC MEDICATION

Administration of the controlled drug Ritalin

The Ritalin tablets will be placed in a locked box and administered to the child by a First Aid trained assistant. A daily dispense record will be kept.

The administration of the Ritalin tablets should be witnessed by another person, teacher or member of support staff and then double signed on the daily medication sheet.



Anti-epileptic medicine

Regular medicine should not need to be given during school hours. An ambulance should be called during a convulsive seizure. An individual care plan should be made available to staff concerned. Actions should be in line with the care plan. For pupils who have emergency medication prescribed, this will be stored securely and staff will receive training on its administration.

Epi-pen or adrenaline for Anaphylaxis

This is used for a severe form of allergic reaction. Staff training on the use of this medicine is updated when required. Medicine is kept in a labelled cupboard in the classroom/year group area, inside a box which has the child's photo on the front where it is safe but most importantly accessible to trained staff. An ambulance should be called.

Insulin / Diabetes

In general, young pupils are on injections of Insulin night and morning, and thus do not require injections at school. It is, however, important that we should know that a pupil is diabetic and what measures need to be taken in the case of hypoglycemia (low blood sugar). Details about children with specific medical requirements are available from the class teacher, first aid assistant or from the school office.

Antibiotics

Should be dispensed according to the prescription. This medicine should be stored according to the instructions given by the doctor.

Self-Medication by Pupils

In the vast majority of cases, it will not be appropriate for primary aged children to self-medicate. However, the trust are aware that in some specific cases, where children have long-term illness or disability, there may be a practical need for self-medication. In such instances where this is deemed appropriate, the school will require a letter from a medical professional explaining the nature of the medication, its potential effects on other children, and its storage and administration schedule. The school will then draw up an individual plan with the family which will detail how the medication will be stored in school and administration arrangements specific to the child.

Asthma Inhalers

Asthma can be a life-threatening disease and attacks can start very rapidly. It is therefore vital that asthmatic pupils have instant access to their inhalers. If the pupil's age and ability allow, it is entirely reasonable to allow them to keep their inhalers on their person. Older pupils are usually able to decide for themselves when to take their inhalers and how to use them. Younger pupils will have been taught how to use their inhalers but may need some assistance. Some pupils prefer to leave their inhalers in the classroom and to use them there under supervision as and when necessary.



The risk to another pupil who might try a friend's inhaler is extremely low. These inhalers are not addictive; neither do they give any pleasurable experience.

Analgesics (Painkillers)

Staff should never administer analgesics in school unless they are prescribed for specific conditions or specific prior written permission has been received from the parent. If analgesics have been prescribed for onset of pain only when required, then parents will be informed that these have been administered. The rules listed earlier must be adhered to.

Health and Safety Responsibilities

The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LA, asking advice if in doubt, then there should be no difficulty in meeting health and safety obligations. This approach will also ensure that head teachers, governors and staff remain within the protection of the LA's insurance policies.

While no staff member can be compelled to give medical treatment to a pupil, it is hoped that the support given through parental consent, the support of the Torbay Council through guidelines, and the help of the School Health Service will encourage them to see this as part of the pastoral role. Where these arrangements fail, it is the responsibility of parents / carers to make alternative arrangements.

As a rule, medication should be recorded on arrival and "in date" checked. All medication administered should be recorded. All medicines should be stored in a lockable cupboard / fridge in a room that is inaccessible to children.

Prescription medicines taken on school visits

Trip organiser will be aware of specific medical needs and take responsibility for prescribed medicines. These should be stored and dispensed safely following the school's procedures listed above. The trip organiser has to make an assessment of the risks, introduce control measures and communicate the control measures to all staff.

For residential visits where pupils are a distance from home, the health and permission form will ask parental permission to administer painkillers or antihistamine. Wherever possible, parents will be informed before the medication is administered even if they have given permission on the form.

Further guidance can be found in DfE "Managing Medicines in Schools and Early Years Settings" March 2005

Action Plan for Policy Document:



Heads of School, HR

1. Review all forms termly: Torbay peach form and information provided by parents to establish specific medical needs.
2. Establish medical alert list: update electronic records and notify all staff concerned with the child using Every Child Matters register
3. For audit and safety reasons staff should record medicines received and returned to parents. Dispense records should also be maintained.
4. Ensure secure and safe storage of medicines. Access and key protocol established.
5. Maintain register of trained staff on site. Encourage further staff training. All staff administering medicines should have appropriate training and guidance.



DETAILS OF AMENDMENTS

October 2019

- Updated in line with statutory requirements.
- Updated to include Self-Medication by Pupils

September 2020

- Updated: Removal of reference to Devon specific form

September 2022

- General Review

September 2023

- Updated to clarify that non-prescription medication can be administered providing it is in the original packaging and the parent/carer has completed the permission form (p2)
- Updated to clarify that where prescribed medication is “3 times a day” parents/carers will be encouraged to administer this at home (p2)
- Anti Epileptic Medication – updated to clarify that emergency medication may be held for pupils
- Residential Trips - Updated to clarify that school requests permission from parents to administer painkillers or antihistamine when on residential trips

December 2024

- Review – no amendments

December 2025

- Review – no amendments



