



POLICY FOR ADMINISTRATION OF MEDICATION IN SCHOOL

Agreed by the Governing Board on 16th October 2025

Policy will be reviewed October 2026 and updated in line with Department for Education (DfE) guidance.

POLICY FOR ADMINISTRATION OF MEDICATION IN SCHOOL

1. Purpose

This policy sets out how Nateby Primary School manages the administration of medication to pupils. The school is committed to supporting pupils with medical needs safely, fairly, and consistently, while ensuring their right to access education.

2. Scope

This policy applies to all staff, pupils, and parents/carers of Nateby Primary School. It covers both prescribed and non-prescribed medication.

3. Principles

- Medication will only be administered when essential and where it would be detrimental to a child's health or school attendance if not given during the school day.
- Parents/carers retain the primary responsibility for their child's health and must provide the school with accurate information.
- Staff will not administer medication unless proper consent, records, and safe storage arrangements are in place.
- Staff volunteering to administer medication will receive appropriate training and support.

4. Responsibilities

Parents/Carers

- Provide the school with up-to-date medical information.
- Complete and sign the **Parental Agreement to Administer Medication Form**.
- Supply medication in its original, clearly labelled container.
- Collect any unused/expired medication promptly.
- Follow the 'Should I keep My Child Off School?' NHS guidance

Staff

- Administer medication only with written parental consent.
- Check the "Five Rights" before giving medication:
 1. Right child
 2. Right medication
 3. Right dose
 4. Right time
 5. Right method/route
- Record all administrations in the **Medication Administration Record (MAR)**.
- Report concerns, refusals, or errors immediately to the Headteacher.

Headteacher

- Ensure this policy is implemented consistently.
- Designate trained staff to administer medication.
- Ensure staff receive training for specific medical conditions (e.g., asthma, diabetes, anaphylaxis).
- Maintain secure storage facilities for medicines.

5. Procedures

Prescribed Medication

- Will only be accepted if prescribed by a GP or hospital.
- Must be in the original packaging with the dispensing label (child's name, dosage, frequency).
- Medication will not be accepted if unlabelled or repackaged.

Non-Prescribed Medication (over the counter medicine)

- Will now be administered if required e.g. Antihistamine, Paracetamol for maximum of 3 days or as advised on packaging.
- Medication will not be accepted if unlabelled or repackaged
- An opt in consent link will be sent to all parents annually. Parents must let school know if this changes.
- A member of staff will contact you before administering any non-prescribed medication.

Storage

- All medicines will be stored securely in a locked cabinet or fridge as required.
- Controlled drugs will be stored in a secure, non-portable container and logged carefully.

Administration

- Two members of staff should, where possible, witness administration.
- Pupils should self-administer where appropriate (e.g., inhalers, epipens) under supervision.
- Records must be completed immediately after administration.

Refusal to Take Medicine

- Pupils cannot be forced to take medication.
- The refusal will be recorded and parents/carers contacted promptly.

Medical Emergencies

- Staff will call emergency services immediately if required.
- Individual Healthcare Plans (IHPs) will be developed for pupils with long-term medical needs.

6. Training

- Staff will receive training in administering specific medications (e.g., epipen, insulin).
- Whole-school training in first aid and emergency response will be maintained. Paediatric First Aid is also held by relevant members of staff and renewed as required.

7. Monitoring and Review

- The Headteacher will review records of medication administration regularly.
- This policy will be reviewed annually and updated in line with Department for Education (DfE) guidance.