

Journeying together with God

**Bramley St Peter's C of E (VA)
Primary School**

ADMINISTERING MEDICINES GUIDELINES

*Ratified by the Governing Board on 18th September 2025
To be reviewed annually
Review due September 2026*

The purpose of this policy is to put into place effective management systems and arrangements to support children with medical needs in our school. Also, to provide clear guidance for staff and parents/carers on the administration of medicines.

This policy has been written in accordance with, and with reference to:

- The school's *Medical Conditions policy* (from PG505 LCC)
- PG505 *Supporting Children with Medical Conditions in School* documents (LCC)
- The Department for Education (2015) *Supporting pupils at school with medical conditions* ([click here](#))

Rationale

“Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.”

Department for Education (2015) *Supporting pupils at school with medical conditions*

Bramley St Peter's C of E Primary School is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Legal Requirements

There is no legal or contractual duty on staff to administer medicine; anyone caring for children including teachers and all non-teaching staff have a common law duty of care to act like any reasonable prudent parent. Staff need to make sure children are healthy and safe. In some circumstances, the duty of care could extend to administering medicine and/or taking action in an emergency.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

Long Term Medical Needs

As a school, we need to know about any particular needs before a child is admitted, or when a child first develops a medical need. In these cases, a written Individual Health Care Plan (IHCP) (see appendix 1) is made through consultation between the school, parents/carers and relevant health professionals.

By the careful management of medication, and the support of relevant professionals, the school can often find solutions to enable the child to attend school and still receive any prescribed medicine.

All medication should be brought into school by an adult and handed in to Breakfast Club or the main school office. No child should bring in medication or have medication in their care (e.g. in their school bag) during the school day. This is for the safeguarding of all pupils in the school.

All medication (with the exception of asthma inhalers and Adrenaline Auto-Injectors [AAIs]), will be kept under strict supervision by the office staff and school first aiders. Staff and pupils, for whom the medication has been prescribed, should have access.

Only the instructions given by the child's doctor will be followed for prescribed medicines. These must be clearly labelled on the child's medication. Calpol and paracetamol based medication can be administered even if it is not prescribed. This will only be done if clear written instructions are shared by parents detailing a dosage and set time for the administration and will only be administered for a maximum of 3 days in succession. A note (see appendix 4) will be sent home to notify parents of the administration of Calpol or paracetamol-based medication. All other medicines, including aspirin and ibuprofen, must be prescribed.

A full record will be kept for all medicines administered at school (see appendix 2). This should be completed by the person who administered the medicine and logged appropriately. Advice can be sought one of the main first aiders or the Head/Deputy.

No substitute will be made if the child has no medication in school, but the parents/carers will be notified in order for further medication to be brought in.

No medication will be given without a written consent form fully and clearly completed by a parent/carer (see appendix 3).

Short Term Medical Needs

Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance).

The school will only accept medicines that are:

- prescribed by a medical practitioner (unless the medication is calpol or paracetamol based).
- in date.
- to be administered more than 3 times per day. NB there will be some leeway given for children who attend Breakfast Club and After School Club.
- in their original container, as dispensed by a pharmacist.

- in containers with labelling identifying the child by name and with original instructions for administration, dosage and storage. Clear timed instructions are required for the administration of calpol or paracetamol based medication.

Inhalers

Children with asthma need to have immediate access to their reliever inhalers when they need them.

- Inhalers should be readily available and kept in the red medical basket alongside their Asthma Action Plan in the classroom with the child's name and dose clearly visible.
- All medical plastic zippy wallets and inhalers must be clearly labelled and include guidelines on administration.
- All inhalers in school must be logged on SIMS in the medical notes and conditions section.
- We will contact parents/carers if the child's inhaler is not working or has been completely discharged.

Epi Pens

All other emergency medicines, such as adrenaline pens, are stored in the red medical basket in the child's classroom. If the child is working off site, for example on an educational visit, the medicine should be removed from there and taken by a member of staff who accompanies the child on the visit.

We will never accept medicines that have been taken out of the container as originally dispensed nor, make changes to dosages based only on parental/carer instructions. The instructions on the label from the prescriber are the only instructions we can accept.

Roles and Responsibilities

Parent/Carer

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to Breakfast Club staff or the school office in person.
- For children with an inhaler in school complete and sign the use of emergency salbutamol inhaler form (appendix 5).
- For children who have an Adrenaline Auto-Injector (AAI) in school, parents/carers must complete and sign the Use of Emergency AAI Consent Form (Appendix 6).
- For children with asthma must complete and sign the parental agreement medical form (appendix 3).
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in school in date – particularly emergency medication, such as adrenaline (Epi) pens.

Headteacher

- To ensure that the school's policy on the administration of medicines is implemented.
- Identify members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- Ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs.

- Ensure that parents/carers are aware of the school's policy on the administration of medicines.
- To monitor the school's policy on the administration of medicines is routinely reviewed and adapted if necessary.

Staff

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction.
- Complete the 'administration of medicines' record sheet each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.

Sporting Activities

At Bramley St Peter's C of E Primary School, most children with medical conditions can, and indeed are positively encouraged to, participate in physical activities and extra-curricular sport. However, any restrictions on a child's ability to participate in P.E. should be recorded in their individual health care plan. Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Health care plans are completed and updated regularly for children who have conditions such as asthma, epilepsy, diabetes or anaphylaxis.

Educational Visits

It is good practice to encourage children with medical needs to participate in safely managed visits. Staff need to consider what reasonable adjustments they can make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It would also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent/carer or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

Children Refusing Treatment

If a child refuses to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures. The procedures may either be set out in the policy or in an individual child's health care plan. Parents/carers should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, our emergency procedures should be followed.

Emergency Procedures

If an emergency occurs and a pupil must be taken to hospital by ambulance, in the first instance their parent/carer will be contacted. Should the parent/carer be uncontactable, delayed in arriving or if the

ambulance arrives before the parent/carer arrives, the child will be accompanied by a member of staff until their parent/carer arrives. Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

Disposal of Medicines

The school does not dispose of medicines. Parents/carers should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

Written by L Newlands (May 2016)

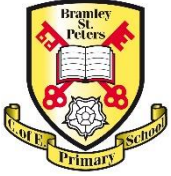
Reviewed by first aiders and R Esplin (Headteacher) – June 2017, June 2018, June 2019

Reviewed by V Brighthouse (First Aider) and B Finn (Deputy Head) – June 2020

Reviewed by B Finn (Deputy Head) – July 2021

Reviewed by R Esplin (Headteacher) and first aiders – June 2022, June 2023, June 2024, Sept 2024

Reviewed by C Butters (SENDCO) – July 2025



BRAMLEY ST PETER'S C of E (AIDED) PRIMARY SCHOOL

Individual Health Care Plan

Written in conjunction with advice from medical professionals

Name of child	
Date of birth	
Condition	
Date	
Class	
Review date	

Contact information

Family contact 1

Name	
Home phone	
Mobile number	
Work phone	
Relationship to child	

Family contact 2

Name	
Home phone	
Mobile number	
Work phone	
Relationship to child	

Medical professionals involved with the child	Name	Phone number
Clinic/hospital contact		
GP/Doctor		
Other -		

Describe the condition and give details of the pupil's individual symptoms:

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Daily care requirements (e.g. before sport, at lunchtime):

Include if the pupil needs specific support for their educational, social and emotional needs

Medication requirements:

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Describe what constitutes an emergency for the pupil and the action to take if this occurs:

Who is responsible in an emergency? (state if different for off site activities)

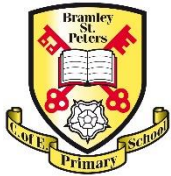
Arrangements for school visits/trips:

Staff training needed/undertaken – who, what, when:

Copies of the form sent to:

Signed (school) _____ Date _____

Signed (parent) _____ Date _____



BRAMLEY ST PETER'S C of E (AIDED) PRIMARY SCHOOL

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

For medicines to be taken over three times a day or at specific times.

Details of Pupil

Surname _____

Forename _____

Address _____

Post code _____

Gender Male / Female

Date of birth _____

Class _____

Medical condition or illness _____

Medication

Name of Medication (as described on the container) _____

Expiry date _____ How many days is the medication to be given for? _____

Directions

Dosage and Method _____

Timing _____

Notes/precautions _____

Any side effects to be aware of? _____

Procedures to take in an emergency _____

Contact Details

Name _____ Daytime telephone number _____

Relationship to pupil _____

Address (if not the one above) _____

The school will not give your child medication unless you have completed and signed this form. Staff will not administer medicine unless the parent/carer requests us to do so, but will supervise the taking of the medicine in line with the details on this form. Please Note – Medication will be given before lunch unless otherwise stated.

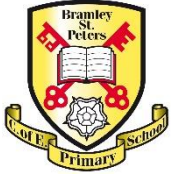
I understand that it is my responsibility to hand this medicine to a member of staff and must collect it once the course of medicine has finished.

The above information is, to the best of my knowledge, accurate at the time of writing and I will inform school of any changes to the details above. By signing I agree to these arrangements and absolve the school of any responsibility for any adverse reactions the child may have to the medication and from my child refusing to take the medication.

Please tick this box if you would like a member of staff to administer the medicine. Otherwise the child will administer it themselves.

Signature of parent/carer. Date

Appendix 4



Notification for the administration of medication

Name of child _____

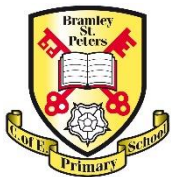
Medication administered _____ Dosage administered _____

Time medication administered _____

I can confirm that all the instructions given by _____ on the signed sheet were followed.

Signed _____ (member of staff) Date _____

This note MUST be sent home with the child on the date the medication was administered.



Notification for the administration of medication

Name of child _____

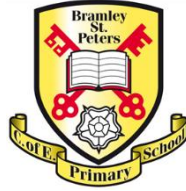
Medication administered _____ Dosage administered _____

Time medication administered _____

I can confirm that all the instructions given by _____ on the signed sheet were followed.

Signed _____ (member of staff) Date _____

This note MUST be sent home with the child on the date the medication was administered.



BRAMLEY ST PETER'S C of E (AIDED) PRIMARY SCHOOL

Use of Emergency Salbutamol Inhaler

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. I confirm that my child has a working and in-date inhaler. It is clearly labelled with their name, kept in its original prescribed packaging, and is stored at school for easy access when needed.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

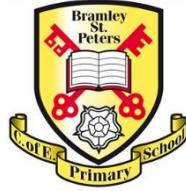
Signed:

Date:

Name (print).....

Child's name:

Class:



BRAMLEY ST PETER'S C of E (AIDED) PRIMARY SCHOOL

Child at Risk of Anaphylaxis / Use of Emergency Adrenaline Auto-Injector (AAI)

1. I can confirm that my child has been diagnosed with a severe allergy and has been prescribed an Adrenaline Auto-Injector (AAI).
2. I confirm that my child has a working and in-date AAI. It is clearly labelled with their name, kept in its original prescribed packaging, and is stored at school for easy access when needed.
3. In the event of my child showing signs of a severe allergic reaction (anaphylaxis), and if their prescribed AAI is not available or is unusable, I consent for my child to receive adrenaline from an emergency AAI held by the school for such emergencies.

Signed:

Date:

Name (print):

Child's Name:

Class: