

Cotford St Luke Primary School

Policy for the Administration of Medicines

Date: October 2025

Next Review: November 2029

Purpose and scope

This policy has been drawn up with guidance from and meets the requirements of:

- Dept of Health – Managing medication in Schools Guidelines Mar 2005
- Health and safety at Work 1974
- Disability Discrimination Act 1995
- Misuse of Drugs Act

This policy covers the administration and storage of medication for employees and pupils of Cotford St Luke Primary School.

General Principles

- The school will provide the facility to store, administer and record individually prescribed medication which is required to be taken 4 times a day
- The school will NOT routinely hold a supply of non-prescriptive medications
- The school will assist children with long-term medical conditions by drawing up personal plans for the administration of medication
- The school will endeavour to notify all staff of pupil medical alerts and treatment regimes
- The school will train and monitor staff who are used in the process of assisting with the administration of medication
- The school will regularly review and update this policy
- The school will notify parents/carers, if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious diseases and the recommended treatment of head lice will be available on request.
- In the event that a child refuses to take prescribed medication (e.g.Ritalin) the school will advise the parent immediately and return any unused medicine to them.
- Medications that are not in their original dispensing containers will not be accepted by the school
- Parents will be advised that Cotford St Luke Primary School does not allow pupils to carry/ administer medication and that all such medication is to be handed in on arrival at school.
- Staff dealing with medication and personal care of pupils with medical needs will be informed of their roles and possible implications and full training will be given.
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.

Procedures

Prescribed Medication:

Medicines should only be taken into school or settings when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Schools will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. Medicines should always be provided in the original container as dispensed by the pharmacists and include the prescriber's instructions for administration

Cotford St Luke Primary School will not accept medication that has been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Medication must be handed in at the school office and be recorded on the appropriate form.

Controlled Drugs:

The Misuse of Drugs Act and its associated regulations control the supply, possession and administration of some medicines. Some may be prescribed as medication for use by children e.g. methylphenidate.

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescriber's instructions.

Controlled drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored in a locked non-portable container
- Controlled drugs, as with all medication, should be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist

Non-Prescriptive Medication:

The school will not hold or administer any non-prescribed medicines without a doctor's letter to support the need for them to be given during the school day.

Short Term Medical Needs:

In certain circumstances, where non-administration of a drug could be detrimental to the child's health, the school will hold antibiotics for administration throughout the school day. Please note that in most cases it is possible for antibiotics to be home administered and it should not be necessary for the school to give antibiotics during the school day. On the rare occasion that administration is required during the school day a doctor's letter should be supplied identifying the reasons.

Long Term Medical Needs:

Pupils with long term medical needs will have a care plan, including medical administration guidelines, drawn up on their arrival at Cotford St Luke Primary School.

Administration of medicines and Record Keeping:

Trained staff will administer prescribed and non-prescribed medication (Only when supported by a doctor's letter) and record the issue as per guidelines

Appendix 1 Parental agreement (Short Course)

Appendix 2 Parental Agreement (Long Term)

Appendix 3 Record of medicine administration to an individual child (Short Course)

Appendix 4 Record of medicine administration to an individual (Long Term)

Appendix 5 Record of medicine administered to all children in class

Appendix 6 Staff training record

Appendix 7 Authorisation for the administration of rectal diazepam

Educational Visits/ Sporting Activities:

The school's Off Site and Activities policy includes the declaration by parents of a pupil's medical needs.

The party leader is delegated responsibility for the storage and administration of prescribed and controlled medication.

Cotford St Luke Primary School will include all children in sporting activities, however adults should be made aware of the need for privacy and dignity for children with particular care needs.

Home to School Transport:

Currently the LA are responsible for the medical needs of pupils whilst being transported to and from school.

Employees/Staff/Trainees Medication:

The school will not hold or administer medication brought into school by a staff member. However, staff must ensure that any medication that they bring into school must be kept in their locker during the school day.

Safety of Medication Supplies:

Large volumes of medicine should not be stored. Medicines will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the pupil name, dosage and frequency of administration. Where two or more medicines have been prescribed, each must be in a separate container.

Pupils should be made aware of how to access their medication and who is allowed to administer. Emergency medication, such as asthma inhalers or EpiPens, must not be locked away. These must be kept in a clearly marked plastic container in the teachers' cupboard in the classroom. A second EpiPen must also be stored in the First Aid room in a clearly marked container on top of the drug cupboard. Refrigeration is available in the tall fridge in the kitchen for products that require temperature control.

Training:

Staff who administer medication will be trained in the correct procedures for giving, storage and disposal of medicines.

Correct hygiene and infection control procedures will be taught.

Safety precautions, such as disposable gloves/aprons/body fluid spillage kits will be available.

All staff involved with pupil personal hygiene should contact their GP with regard to Hepatitis B inoculations.

Risk Assessments:

Under the Health and Safety policy, risk assessments will be regularly undertaken with regards all aspects of medical treatment including, but not limited to:

- Storage of drugs
- Care Plans
- Hazardous Waste/Clinical Waste
- Administration of medication

Parental Responsibility:

The Parent/Carer is ultimately responsible for the child's medical needs, however, whilst at school every effort will be made, within the guidelines, to ensure that the medical needs are met.

Monitoring and Review:

This policy will be reviewed every four years, or before if necessary.

Signed



Headteacher – Mr M Wright

Date October 2021

Appendix 1 (short courses of medication)

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of school

Cotford St Luke Primary

Name of Child

Date of Birth

Class

Medical Condition or illness

Medicine

Name/type of medicine
(as described on container)

Date dispensed

Expiry date
Dosage and method

Timing

Special Precautions

Are there any side effects that the
school/setting needs to know
about?

Self administration

Yes / No (delete as appropriate)

Agreed review date

Procedures to take in an emergency

Contact Details

Name

Daytime phone no.

Relationship to Child

I understand that I must deliver the medicine personally to the School Office.

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date..... Signature.....Parent/Carer

Headteacher / Setting manager agreement to administer medicine

Name of School

Cotford St Luke Primary

I confirm that the school will administer the medication as per the instructions overleaf.

Date _____

Signed _____
(Headteacher)

Appendix 2 (Long Term Medication)

Parental Agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of school/setting

Cotford St Luke Primary School

Date

/

Child's name

Class

Name and strength of medicine

Expiry date

/

Dose and method

When to be given

Any other instructions

Number of tablets/quantity to be given to the school/setting

Note: Medicine must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact

Name and phone no. of GP

Agreed review date

/

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school/setting policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that it is my responsibility to ensure that the medication is replaced before the expiry date above.

Parents/Carers signature _____

Print Name _____

Date _____

If more than one medicine is to be given a separate form should be completed for each one.

Headteacher agreement to administer medicine

Name of School

Cotford St Luke Primary School

I confirm that the school will administer the medication as per the instructions overleaf.

Date _____

Signed _____
(Headteacher)

Return of Medicines

In the event that medication is no longer required or expired, it will be returned to parents who will need to complete the following:-

I confirm that the following medication has been returned to me:-

Name of medication

Expiry date

Signed Name (printed)

Date

Appendix 3

Record of medicine administration to an individual child (Short Course)

Name of school

Cotford St Luke Primary

Name of Child

Date medicine provided by parent

/

Class

Quantity received

Name and Strength of medicine

Expiry date

/

Quantity returned

Dose and frequency of medicine

Staff Signature_____

Signature of Parent for returned medicine_____

Date

/

/

/

Time given

Dose given

Name of member
of staff

Staff initials

Date

/

/

/

Time given

Dose given

Name of member
of staff

Staff initials

Date	/	/	/
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/	/	/
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/	/	/
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/	/	/
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 4

Record of medicine administration to an individual (Long Term)

Name of School Name of Child

Date medicine provided by parent Class

Quantity received

Name and Strength of medicine Expiry date

Dose and frequency of medicine

Quantity returned

Staff Signature _____ Signature of Parent for returned medicine _____

Date	Time	Dose Given	Any Reaction	Signature of Staff	Print Name
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Appendix 5

Record of medicine administered to all children in class_____

Name of school

Cotford St Luke Primary & Fledglings Extended School

Date	Child's name	Time	Name of Medicine	Dose given	Any reaction	Signature of staff	Print name
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Appendix 6 Staff training record – administration of medicines

Name of school

Cotford St Luke Primary

Name

Type of training received

Date training completed

Training provided by

Professional Title

I confirm that (Name of member of staff) _____ has received the training detailed above and is competent to carry out any necessary treatment.
I recommend that the training is updated (Please state how often) _____

Trainer's signature _____

Print name _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Print name _____

Date _____

Suggested review date _____

Appendix 7 Authorisation for the administration of rectal diazepam



ADMINISTRATION OF MEDICINES POLICY

Name of school

Cotford St Luke Primary & Fledglings Extended School

Child's name

Date of birth

Home address

G.P.

Hospital consultant

_____ should be given Rectal
Diazepam_____mg.

If he/she has a *prolonged epileptic seizure lasting
over_____minutes.

OR

*serial seizures lasting over _____minutes.

An Ambulance should be called for *at the beginning of the seizure

OR

If the seizure has not resolved *after _____minutes.

(*Please delete as appropriate)

Doctor's signature_____

Parents Signature_____

Date_____

*NB: Authorisation for the administration of rectal diazepam
As the indications of when to administer the diazepam vary, an individual
authorisation is required for each child. This should be completed by the child's GP,
Consultant and/or Epilepsy Specialist Nurse and reviewed regularly. This ensures
the medicine is administered appropriately.*

The Authorisation should clearly state:

- *When the diazepam is to be given e.g. after 5 minutes; and*



- *How much medicine should be given.*

Included on the Authorisation Form should be an indication of when an ambulance is to be summoned.