



Procedure for the administration of medication

Committee	Finance and Premises
Frequency	Annually
Reviewed	October 2025

Procedure for the administration of medication

The purpose of this document is to put in place effective procedures and arrangements to support children with medical needs in our school and to provide clear guidance for staff and parents/carers on the administration of medicines. This procedure must be read in conjunction with other policies such as, but not limited to, the First Aid Policy and the Supporting Children with Medical Conditions Policy.

Staff responsibilities

All members of staff have a duty to maintain professional standards of care and to ensure that children are safe. However, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

All staff, including supply staff and peripatetic teachers, will be informed of children's medical needs and Individual Healthcare Plans shared where this is relevant. They will also be informed of any changes to their needs as and when they arise.

Some staff have been trained to deliver First Aid in an emergency. In addition, some staff have had specific training to administer Adrenaline Auto Injectors and to manage diabetes. A list of trained staff is displayed in the staffroom, SENCo office and main office.

Wiltshire Local Authority takes vicarious liability for the actions of staff provided those actions are taken in good faith and in accordance with LA policy and practices.

Parent/carer responsibilities

It is the responsibility of parents/carers to

- Inform the school of their child's medical needs
- Provide any prescribed or over the counter medication required in the original packaging supplied by the pharmacy. If the medication is prescribed the packaging must have a label stating
 - ✓ The child's full name
 - ✓ Name of medicine
 - ✓ Dose and frequency of medication
 - ✓ Any special storage arrangements
- Checking that the medication has not passed its expiry date
- Collect and dispose of medications as requested by the school.

Over the counter medication i.e. paracetamol will not be given unless, in very exceptional circumstances, parents have given written consent for a clearly specific reason which has been agreed with a member of the senior leadership team. Aspirin will only be administered if prescribed by a health professional.

At the start of the year parents/carers must update Arbour regarding their child's medical needs. The information must be updated as and when required throughout the year to ensure the school has the most relevant information. Information required includes

- Details of children's medical needs
- Details of regular medication taken, including known side effects
- Details of intolerances
- Details of allergies
- Name of GP/consultants
- Special requirements e.g. dietary needs
- Emergency contact details

- Cultural and religious views regarding medical care

Administering medication

Few medicines need to be taken during normal school hours and in most cases can be given before school, after school and at night. However, on some occasions medications have times or conditions stipulated on the prescription label which requires medication to be taken during the school day.

Where children require medication such as tablets, cream or medicines, any request for staff to administer medication must be made in writing using a form available from the office. The completed form and medication must be handed to a member of the office staff who will check the accuracy of the information provided on the form and the medication before accepting it. The medication will be stored in the medical cupboard in the main office or in the fridge where required. Some controlled medication will need to be securely stored but where they can be easily accessed in an emergency. If medication needs to be sent home daily a parent/carer must collect it from the office, we are not able to give medication to children to take home.

When staff administer medication they will record the date, time and dosage on the recording form. The administration of medication will be witnessed by a 2nd member of staff who will check the medication details, including checking the details on the prescription label match what is being administered (name of child, name of medication and dose). Both members of staff will sign the administration of medication form.

Storage of medication

All medications are stored in the medical cabinet in the main office or Fridge in the staffroom. The exceptions to this are inhalers and Adrenaline Auto Injectors which are stored in the class medical grab bags, which accompany the class when they move around the school or take part in offsite visits. Insulin may be stored in an insulin pump carried by the child or in the fridge.

Individual Healthcare Plans

Individual Healthcare Plans are recommended where conditions fluctuate or where there is a high risk that emergency intervention will be needed, they may also be supportive in cases where medical conditions are long term and complex. However, not all children with a medical condition will require one. The school, healthcare professionals and parents/carers will agree, based on evidence, when a healthcare plan is required and when one would be inappropriate or disproportionate.