



ADMINISTERING OF MEDICINES IN SCHOOL POLICY

November 2025

Imagine, Believe, Achieve

“Let us run the race before us and never give up” Hebrews 12:1

Introduction

Matlock Bath Holy Trinity CofE Primary School has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day. The purpose of this policy is to ensure that safeguarding procedures for the administering of medication to children within school time, are strictly adhered to by all staff and parents at all times.

Most children will require the short-term administration of medication during their time at school and others may have long term health needs, such as asthma.

Prescription and non-prescription medicines

a) Prescription medicines

Medicines should only be taken to school 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 should only accept medicines that have been prescribed by a health professional. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions and patient information leaflet (PIL) for administration. They should also be accompanied by a fully completed parental consent form *See Appendix 1 Form A*. School *should never* accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

b) Non-prescription medicines

Non-prescription medicines are those which can readily be bought "over the counter" and children do not need to take them. They should only be administered within school hours if absolutely necessary e.g. Paracetamol, Ibuprofen etc. These medicines will be encouraged to be given before or after the school day. A fully completed parental consent form (Appendix 1 Form A) must be completed and handed to the Headteacher or the school office and talked through with the parent to ensure clarity of requirements.

Receipt of medicines

Staff must have a record of the medicines they have received and what they will be required to administer. Parents must be given a consent Form A to complete before any medication can be given. Staff must know and have a record stating:

- the child's name for whom the medicine is intended;
- the name of the medicine;
- the dosage needed and the time;

Residential trips:

All medication that may be needed for a longer period of time, such as the Key Stage 2 Residential trips, must be given to the trip leader, along with the correct forms completed and signed and discussed with the member of staff in charge. This medication must be given to the leader in original packaging with labels on, in a storage bag or container clearly named. There must be enough supply provided to ensure correct amounts can be given for the duration of the trip.

This is the sole responsibility of the parents. Separate recording sheets for each child should be used to ensure clarity of administration. Where needed, alarms on phones should be used to ensure the correct dose is given at the correct time, whilst adhering to the school's Mobile Phone Policy at all times.

Self-administration of medicines:

Where possible, and where age-appropriate, children will be encouraged to administer their own medicine under the strict supervision of an authorised member of staff, and if parental permission is given – this will be indicated on Form A when giving consent to administer. This will then be recorded on the appropriate form, located in the 'Administering Medicines' folder in the Headteacher's office with a signature.

Staff administering medication:

All staff are first aid trained in our school and are all authorised to administer medication to the children, following the school procedures and ensuring it is recorded accurately within the folder located in the Headteacher's office.

Safe storage of medicines:

In our school, all medicines are stored in a lockable first aid cupboard which is located in the office, or in the container in the refrigerator in the staff room; whichever is indicated to staff by the parents. Only authorised staff can access these. It is the responsibility of the parents to ensure that medicine is taken home when finished or is out of date.

Medicines need to be stored so that the products:

- are not damaged by heat or dampness;
- cannot be mixed up with other people's medicines;
- cannot be stolen;
- do not pose a risk to anyone else;

The Headteacher is responsible for making sure that medicines are stored safely.

Hygiene and Infection control:

All staff follow normal precautions and follow basic hygiene including hand washing before and after administering medication. Disposable gloves and aprons are located in the first aid cupboard in the staff room to use as needed, particularly with spillages of blood or other bodily fluids. Disposal of dressings etc is done through the use of yellow bags, tied up carefully and placed in the outdoor bins.

Confidentiality:

All information about children, including medical details, is always classed as confidential by all staff and follow the GDPR guidelines for keeping this information stored safely. Records are kept locked in the Headteacher's office, which can only be accessed by authorised staff. Information about individual children and their medical needs, is only shared where and when it is deemed appropriate thus ensuring each child is safeguarded.

Responsibilities of staff: Procedure for administering medication:

Any member of staff may be allocated to administer medicine in school; the most appropriate will be asked – usually the School Business Assistant. The staff member is responsible for ensuring the dosage is given at the correct time – children should not be relied upon to go and ask for their medication.

a) Procedure:

- Check the child's name, prescribed dose and expiry date on the label.
- Cross reference this to the form completed by the parent.
- Read the instructions carefully and ensure the record for administering medication has been referred to, to ensure a dose has not already been given.
- Wash hands.
- Complete the record sheet so it is clear what has been administered, when and by whom.

If staff have any concerns regarding the administering of medicine to a child, they must consult with the Headteacher first, or in his absence, the School Business Assistant. The parent may then be contacted to clarify any issues. If a child refuses to take their medication, under no circumstances will they be forced to do so. Parents will be contacted & a plan will be discussed.

Record keeping:

Staff use RM Integris via their laptops or their tablets. Information about medical needs is found on each child's records, which can be accessed via these devices. The 'Administration of Medicines' record folder is kept in the Headteacher's office, where completed forms by parents are stored in chronological order, as well as the day to day record for the administering, where the date, time, dose and staff signature are recorded.

Emergency Procedures:

All staff have access to emergency contact numbers for each child in school. This paper folder is locked in the Headteacher's office. Office and teaching staff have access to this remotely via RM Integris.

Any child, or member of staff, who has a condition which may require rapid intervention will have a Care Plan in place. This will be shared with all staff, but in the strictest confidence. The Care / Treatment plan should be followed carefully, under the guidance of the Headteacher as appropriate.

Parents must be notified as soon as possible, whilst remaining calm at all times.

On completing our school's admissions forms, permission is sought for contacting the family GP, or taking the child to hospital as may be necessary. This record is made known to staff through a list in each class register. It may be safer to call an ambulance. If a hospital visit is deemed the most appropriate decision and the parent cannot be contacted, the child must always be accompanied by a member of staff who is contactable throughout through the use of their mobile phone. Staff at school must continue to attempt to contact the parents. The staff member must stay with the child until the parent arrives at the hospital. In any circumstances, the Headteacher must be consulted throughout, as appropriate without endangering the child.

Following any serious incidents, the staff member involved will be offered support, through the use of DCC counselling service for example.

First Aid Training:

Matlock Bath Holy Trinity CofE Primary School always ensure that the whole staff team are qualified Paediatric First Aiders. First aid courses are undertaken every 3 years to ensure the certification remains valid.

Appendix 1:
Form A



Form A - Parental Consent for Schools to Administer Medicine

MBHT will not give your child medicine unless you complete and sign this form in line with the school policy.

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

Date

Childs name

Date of birth

Class

Medical condition or illness

Medicine

Name/type of medicine/strength
(as described on the container)

Date dispensed

Expiry date

Dosage and method

Timing – when to be given

Special precautions

Any other instructions

Are there any side effects that the
School/Setting needs to know about?

Self administration

The above information is, to be the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with the School 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 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 _____

Parent's signature _____

Print name _____