Administration of Medicines Policy

St Agnes C of E Primary School

Approved by:	Mrs Sue Gittins
Last reviewed on:	September 2026
Next review due by:	September 2027

Policy for Administration of Medicines to Pupils and care of those who may fall ill at school. Excluding pupils who have medical conditions

Aim: To provide a service to parents and children for minor ailments.

Rationale:

- To ensure children who require medication and staff are protected at all times when administering medicine.
- Self-administration of medicines will be allowed providing guidelines are followed.
- Parents may visit school at appropriate times to administer medication.

Guidelines:

1. Self-administration of prescribed medicines or children's painkillers (such as calpol) will be permitted with parent's permission following this procedure:

    - Written details from parents must be sent to the school office, written advice must also be provided on the storage of medicine, ie. refrigeration if necessary Information about dosage and the last time it was administered must be provided. This **must be** the pharmacy printed sticker on the bottle and not hand written advice from the parent/carer.
    - Access to the medicine will be given to the child at the appropriate time only and when administered will be recorded in a medication book stored in the school office and signed by 2 members of staff.
    - All medicines must be brought to the school office by the parent/carer of the child and they will be signed in and out by the parent/carer.
    - All medicine should either be in a blister pack or bottle with syringe.

4. If a child becomes ill during the school day parents or carers will be sent for.

5. If a child becomes seriously unwell or is injured an ambulance will be called immediately and parents and relatives informed. If a child's parents or carers cannot be contact the school will act in loco parentis for the safeguarding, medical needs and welfare of the child.

6. If a child is permitted by Doctors to attend school while needing to take medicine, either because they are suffering from chronic illness or allergy, such as asthma, or because they are recovering from short-term illness and are undergoing a course of treatment needing antibiotics, it will be the parents responsibility to conform with our policy.

Data Protection Statement
The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration / Admissions Data	Name D.O.B. Address Telephone Medical Issues Parental Details	Well-Being of Your Child Communication	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System Paper Version is Shredded	Held On File Throughout Child's Time At School Passed Onto New School When Moving Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	