Administration of Medicines Policy

1. Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. Garfield Primary School is committed to ensuring that children with medical needs have the same right of access as other children.

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication.

2. The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours. However, this might not be practicable and in such a case parents/carer may make a request for medication to be administered to the child at school.

If medicine needs to be administered during school time, then a parent or carer must bring it to the school office and fill in the Agreement to Administer Medicine (Appendix1). Medication must not be given to the class teacher or brought into school by the child themselves. If medication is for a short-term condition, any remaining medication must be collected from the office by a parent or carer at the end of the school day.

It is the parent's responsibility to ensure that the medicine is in-date and to monitor when they need to replace it.

3. Prescription Medication

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bed time. Parents are encouraged to ask the GP to whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration or via instructions from the hospital in an official letter. The exception to this is insulin which must still be in date but will generally be available to school inside an insulin pen or a pump, rather than in its original container. We will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases it is necessary for staff administering the medicine to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

An Agreement to Administer Medicine form (Appendix 1) must be completed and signed by the parent / carer. No medication will be given without the parent's written consent.

Prescribed medication, other than emergency medication, will be kept in the school office, either in the First Aid Box or the refrigerator as appropriate. All emergency medicines (asthma inhalers, epi-pens etc.) are kept in the child's classroom and are readily available. Parents must provide a set of two EpiPens to be kept in the class medical bag.

4. Long Term Medical Needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils, involving the parents and the relevant health professionals. Refer to the "Supporting Pupils with Medical Conditions Policy" for more information.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an EpiPen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.
Under the EYFS statutory framework that came into effect on 1 September 2025. Staff administering medicines to children in the EYFS **must** be trained to do so, if this requires medical or technical knowledge.

5. Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore, it is imperative that controlled drugs are strictly managed between the school and parents. Ideally controlled drugs are only brought in daily by parents, but certainly no more than four week's supply and the amount of medication handed over to the school should always be recorded. Each time the drug is administered it is recorded, including if the child refused to take it. If pupils refuse to take medication, school staff will not

force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services. The person administering the controlled drug will monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication will be recorded as being returned to the parent when no longer required. If this is not possible it will be returned to a pharmacist. It will not be thrown away.

6. Administering Medicines

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an EpiPen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all staff trained in administration of medicines will be maintained by the office. The office will maintain a record of staff trained in specialist medication for children with Health Care Plans.

When a member of staff administers medicine, they will check the child's Agreement to Administer Medicines form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form.

Training for diabetes is done on a case-by-case basis for the child.

7. Emergency Inhalers/EpiPens

In line with "Guidance on the use of emergency salbutamol inhalers in schools" March 2015, the school will keep emergency reliever (blue) inhalers for the emergency use of children whose own inhaler is not available for any reason. They will be stored in the cupboard in the school hall, along with appropriate spacers. Parents must sign a "Consent form: Use of emergency salbutamol inhaler" (Appendix 2) to consent to their child being allowed to use the emergency inhaler.

In line with Benedict's Law 2026, emergency EpiPens will be kept in school. These will be stored in the cupboard in the school hall.

8. Self-Management

It is important that as children get older, they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils.

Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action). Children should know where their medicines are stored. All pumps are kept in the class medical bags.

Storage & Movement of Medical Bags

All asthma pumps are stored in dedicated **Class Medical Bags**. Ensure the bag moves with the class throughout the day:

- **In Class:** Stays inside the classroom during normal lessons.
- **Playtime / Breaks**: Taken directly to the First Aid Station.
- **Lunchtime**: Taken to the Main School Hall (for eating and indoor/outdoor play).
- **Specialist Lessons & Assemblies**: Taken along to PE, Music, and Assemblies.
- **Extended Care**: Must accompany students attending Breakfast Club and After School Club.

9. Refusing medication

If a child refuses to take medication staff should not force them to do so but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

10. Offsite visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures.
Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specialist medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers and EpiPens must be taken for all children who suffer from asthma or allergies.

Travel Sickness - Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete an Agreement to Administer Medicine form.

Residential visits – All medicines which a child needs to take should be handed to the teacher in charge of the visit. The parents will sign a consent form for any medicines which they need to take during the visit. Parents need to confirm that their child has received these medicines at home previously without side effects.

11.Disposal of Medicines

The school will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. This will be recorded in Medical Tracker. Parents/carers will be notified of any that need to be replaced.
Parents/carers are responsible for ensuring that date-expired medicines are returned

to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.
Sharps boxes should always be used for the disposal of needles. If any child requires regular injections (e.g. Insulin), they will have their own sharps box which can be taken offsite with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.

Staff indemnity is provided by the EFA in respect of first aid and medication administration.

REGULAR MEDICATION FORM - Appendix 1

AGREEMENT TO ADMINISTER MEDICINE

We will not give your child medicine unless you complete and sign this form. We have a policy that staff can administer prescribed medicine, if you would like a copy of the policy, please ask for one. Completed forms should be returned to the school office

Name:	Class:	D.O.B:
Medical condition or Illness		
Medicine: (Name/ type of medicine – as described on the container)		
Date dispensed:	Expiry date:	
Dosage and Method		
Timing:	Special precautions (if any):	

Any side effects that the schools should know about:	
Self-administration:	YES/ NO (please ring relevant response)
Any necessary procedures to take in an emergency:	
PARENT CONTACT DETAILS	
Name:	Daytime Tel:
Relationship to child:	Mobile:
Name & phone number of GP:	
I understand that all medicines should be handed into the school office at the start of the day	
I understand that I am responsible for monitoring expiry dates. I accept this is a service that the school is not obliged to undertake. I understand that I must notify Garfield School of any changes in writing. I agree to my child receiving emergency treatment if the need should arise; I understand that an ambulance will be called in such an emergency.	

Parent's Signature:	Print Name:	Date: