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# St Nicholas at Wade CEP School

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## Administration of Medicine in School and Medical Care Policy

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Reviewed by: Taralee Kennedy

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To be reviewed: Sept 2027

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## **Vision: Building a foundation of safe and compassionate medical care**

In the parable of the Wise and Foolish Builders (Matthew 7:24-27), Jesus



reminds us that strong foundations help us stand firm through life's challenges. This principle guides our medical care: by providing clear, reliable, and compassionate support for children's health needs, we help create the stable foundation they need to thrive in school.

Our procedures for administering medicine ensure that children are looked after with accuracy, dignity, and care. Whether managing long-term conditions or providing first aid and short-term treatment, we act thoughtfully and responsibly to prioritise each child's health and safety.

By working closely with families and healthcare professionals, we "build on the rock" – creating a secure environment where every child is supported, protected, and able to flourish.

The board of Governors and Staff of St Nicholas at Wade Church of England Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

The school recognises that children may at some time have medical conditions, which affect them. These may be short term or require long-term management. The school has an expectation that when medical conditions are effectively managed, all children will be able to participate in the full range of curricular and extra-curricular activities.

### **Please note that parents should keep their children at home if acutely unwell or infectious.**

- Parents are responsible for providing the Head Teacher with comprehensive information regarding the pupil's condition and medication.
- Parents need to update the school when changes occur to the details of their child's medication or condition.

- Prescribed medication will not be accepted in school without complete written or verbal instructions from the parent.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- Each item of medication must be delivered to the school office in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with a dispensing label which has the following information:
  - Pupil's Name.
  - Name of medication.
  - Dosage.
  - Frequency of administration.
  - Date of dispensing.
  - Storage requirements (if important).
  - Expiry date.

**The school will not accept items of medication that are not prescribed (with the exception of Calpol) and medication that is not in labelled containers.**

- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a closed medicine box or in the fridge.
- The school will keep records, which they will have available for parents.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
  - The school will not make changes to dosages on parental instructions.
  - School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
  - For each pupil with long-term or complex medication needs, the Head Teacher, will ensure that a Medical Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
  - Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
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- Although there is no statutory responsibility that requires school staff to administer medication, staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
  - The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
  - All staff will be made aware of the procedures to be followed in the event of an emergency.
  - Before any medicine is administered to a child, parent/carers must complete a school medicine form (Appendix A) to enable staff to administer medicine. Staff will complete necessary form (Appendix B) recording and signing the time administered.

(See also the First Aid Policy)

## **ADHD**

- A diagnosis of AD(H)D is holistic and requires partnership with parents, pupils and relevant multi-agencies in the cycle of assessment, intervention, monitoring and review.
- Medication is an important part of the treatment of the child.
- Dosage must be given at the specified time and details entered on the medication form.
- It is the parent's responsibility to alert school of any changes in dosage and to complete a new Medicines form.

### **Anaphylactic Shock**

- All members of staff have been trained to administer an epipen. Pens are kept in the appropriate classroom.

### **Asthma**

- All inhalers are kept in the classrooms.
- A child having an attack should never be left unattended.
- Attacks of asthma often cause panic – staff should stay calm and reassure the child.
- Try to encourage the child to breathe slowly and deeply and to relax.
- If the child does not respond to the inhaler, contact the office as soon as possible for assistance.
- All staff need to be aware of any asthmatic in their care.

### **Epilepsy**

- If a child has a fit, contact the office immediately for assistance.
- During a fit, remove objects away from the child until they have recovered – do NOT attempt to restrict the child.
- As soon as the child is relaxed or 'floppy' enough, try and roll them into the recovery position.
- After a fit allow a child to relax somewhere quiet or even sleep – the nurture room would be the best place.
- If a fit is long lasting, i.e., longer than 60-90 seconds, further medical help may be needed.
- All staff need to be aware of any epileptic in their care.

### **Head Lice**

Any reported outbreak of head lice should be reported to school. Parents/guardians will be advised on an appropriate course of action as advised by the local health authority.

# Appendix A: Parental agreement for setting to administer medicine

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

Name of school/setting	ST NICHOLAS AT WADE CE PRIMARY
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage, Method and Timing	
Quantity received	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container with the pharmacy label**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	<b>School Office</b>

Parent/Carer Signature:

Date:

