



Wallsend Jubilee Primary School

Administration of Medication Policy

Governance	Chair Of Governors
Version	2
Policy Officer	David Harrison
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Statutory	

Version History Log

Version 1	Description of Change	Date/Author
Version 2	Updated to reflect revised guidance on non-prescription medication	Louise Carbado January 2026

This policy applies to: All Pupils

Statement of the Policy

It is the aim of Wallsend Jubilee Primary School to support any child who has medical needs or requires on-going medication during school hours or whenever the child is in our care.

The purpose of this policy is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency.

Background to the Policy:

Parents or guardians have prime responsibility for their children's health and should give schools sufficient information about their children's medical condition and treatment or special care needed at school.

- There is no legal duty which requires staff to administer medication; this is a voluntary role. Staff who assist with any form of medication, **in accordance with the procedures detailed within this guidance**, are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that the procedures are followed as described here.
- Unless children are acutely ill they should attend school. To facilitate this it may be necessary for them to take medication during school hours; however this should only be **when essential**. Where clinically appropriate medicines can be prescribed in dose frequencies, which enable it to be taken outside of school hours. Parents should be encouraged to ask the prescriber about this. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.
- Written agreement from parents/guardian is required prior to administering any medication (forms available in school office).

- Written confirmation of instructions from a health practitioner is required prior to administering prescribed medication.
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer
- The school will have a system of record keeping. Records of all administration and disposal of medications must be kept in accordance with document retention regulations. (Forms held in school office)

Role of School Staff

The Headteacher has overall responsibility for implementing the policy and procedures for dealing with medical needs. All parents have access to the policy via the school's website or via the front office.

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention.

The **School Business Manager/Headteacher** oversee all Health Care Plans, Asthma Plans, Epilepsy Plans and Personal Emergency Evacuation Plans for pupils, and will have an initial meeting with parents/carers of children with any relevant medical condition to gain an understanding of their needs and write the plan accordingly. It may be necessary, with the parent/carer's permission, to liaise with the medical professional for full understanding. The **SBM/HT** will then cascade this information to the class teacher of the child and they will also be made aware of what action should be taken if an emergency should arise. Any training requirement which arises following admission of or diagnosis of a child with a medical condition, will be arranged through School Health with the support of the Local Authority.

All supply staff will be made aware of medical needs and back up cover will be provided when the member of staff responsible is absent or unavailable.

At different times of the school day, other staff may be responsible for these children (e.g. teaching assistants, midday supervisors) and accordingly, they too will be informed of any medical needs of the child in question.

Employees who undertaken the administration of medication and health care within their role:

- shall receive training and advice
- shall have their training updated appropriately
are responsible for notifying the school when their training requires updating and for ensuring this is arranged
- shall administer medicine in an appropriate space

- shall check, before medication is administered, the child's identity is established by checking with another competent adult, who should also confirm the correct medication is being administered and countersign the administration record
- shall follow directions for administration provided in writing by the health practitioner.
- shall record details of each administration
- shall ensure that a child is never be forced to accept medication and where medication is refused, parents will be informed.

Staff involved in specific complex procedures e.g. medication via gastrostomy tube, oxygen therapy, will receive a certificate following training accreditation confirming their ability to perform the procedure.

Role of Parent/Carer

Parents/Carers are a child's main carers. They are responsible for making sure that their child is well enough in the first place to attend school. If a child is generally unwell, they should not be in school until they are fit to take part in the normal school day activities. If a child is unable to attend school because of illness, the school should always be informed by 9.30am on the first day of absence.

For children with more complex medical requirements or conditions, as outlined above, schools may draw up a Health Care Plan in consultation with parents, staff and the child's medical practitioner, where possible.

If medication is required to be administered, an "Administration of Medication form" will need to be completed and signed by the parents/carers. The school will maintain the Pupil Medication Record, noting the date, time and dose of medication given and initials of the staff member administering the medication.

It is the responsibility of the parent/carers to provide the child's school with any change of information about their medical condition and any treatment required. It is also the responsibility of parents to deal with the disposal of any medicines no longer required / left at the end of treatment. These will only be handed to a parent/carers.

All medicines will be returned to parents/carers at the end of each academic year, along with a new Administration of Medication form to be completed and returned with new medication in the following academic year, if medicine still needs to be taken.

Where possible, medication should be administered at home. It is recommended that medication that is required three times a day is administered before school, on pick up, and at bedtime wherever possible.

Off-Site Activities and School Trips

Pupils with medical/health needs are positively encouraged to participate in such activities wherever safety permits. It is the school's policy to ensure that a trained first aider accompanies every school trip and is equipped with a HSE compliant fully stocked first aid kit, and an accident book.

The first aider accompanying the trip/activity will liaise with office staff who are familiar with the child's medical condition and treatment to ensure that medication administration information is readily available and that the medication is packed into the first aid kit to support the pupil's needs. Staff supervising off site activities and trips should ensure they are fully aware of the relevant health care or medical needs of the pupils in their care.

Emergency Situations

In some situations, however, it may be necessary for professional medical care to be sought immediately, e.g. suspected fractures, serious eye injuries, serious head injuries, acute illness or other serious medical conditions that will not respond to first aid treatment. The school will call an ambulance in such cases and communicate the situation to the parents/carers.

Where a child has to be transported to hospital and it has not been possible to arrange for a parent/carer to accompany them, a first aider and another member of staff will attend with the child and remain at the hospital with them until a parent/carer arrives. Consent for all pupils to receive emergency procedures/medication has been received via the new GDPR consent form.

Consent is generally not required for any life saving emergency treatment given in school or in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions, which should be communicated to the medical staff for due consideration.

In the absence of the parents/carers to give their expressed consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate. The member of staff accompanying the child cannot give consent for any medical treatment, as he/she does not have parental responsibility for the child.

Prescribed and Non-prescribed Medicine

Prescribed Medication

Where a child is prescribed medication and it is not possible to administer the doses outside school time, this procedure will be followed by school staff. It is requested that where antibiotics are prescribed three times a day, these are given in the morning, on collection from school, and at bed time. This is in line with local authority guidance.

Non-Prescribed Medication

Non-prescribed medication, such as paracetamol and ibuprofen may be administered in school for a maximum of 48 hours, after which if symptoms are still present, a professional opinion should be obtained. This is in place to avoid absence whereby, by not administering the medication, a child's attendance at school would be affected. Parents/carers are to provide this medication, appropriately labelled and complete an "administration of medication" form as per normal practice. Non prescribed medication containing aspirin will not be administered at school.

Should there be an ongoing medical need for painkillers, an Individual Health Care Plan can be considered.

School will not provide any medicines for administration.

Administration of Medication - Procedure

1. All medication must be in the original container with the pharmacy prescription label bearing the child's details on it.
2. All medication **MUST** be clearly labeled with:
 - the child's name
 - the name and strength of the medication
 - the dosage and when the medication should be given
 - the expiry date
3. All prescribed medication (including homeopathic medicines) must be accompanied by a written confirmation by a health practitioner (e.g. GP, clinical nurse specialist, nurse practitioner, pharmacist) including the time/dose to be given in school.
4. Medicine must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer
5. If two medications are required, these should be in separate, clearly and appropriately labeled containers. Two separate consent forms are required.
6. On arrival at school, all medication is to be handed to a member of staff by the parent.
7. Each pupil receiving medication will have the following documentation:
 - Completed Administration of Medication form completed and signed by Parents/Guardians for school to administer medication
 - Confirmation of administration from a health practitioner for prescribed medicines via a pharmacy label bearing the child's details
 - Pupil record of medication administered

In addition, pupils with complex medical needs will have an Individual Health Care Plan (IHCP).

Storage of Medication in school

8. Medication must be stored securely in an accessible but restricted place known to the designated members of staff.
9. Once removed from the cabinet, medication should be administered immediately and never left unattended.
10. Controlled drugs will be kept in a locked cabinet with the key accessible from the School Business Manager's office.

11. Refrigerated medication will be stored in the fridge adjacent to the School Business Manager's office.

12. Asthma inhalers, auto-injectors, or other medication that may be needed urgently in an emergency will be kept in the classroom, or with the child, as per the health care plan.

Record Keeping

1. A system of record keeping will include:
 - Records of parental/guardian consent and/or health practitioner which should be reviewed and confirmed annually in the case of ongoing medication (eg inhalers, auto-injectors), in addition to ongoing updating if requirements change.
 - Record of administration of medication including amount administered and amount remaining (where possible) is to be kept in the administration of medication file.
 - Record of medication returned to the parent/carer wherever possible.
 - The return of medication to parents/carers at the end of each academic year to be either discarded or renewed, depending on which is necessary.
2. A parent/guardian request form should be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions.
3. The request form must include:
 - Child's name, class, date of birth
 - Reason for request - diagnosis
 - Name of medication, timing of administration and dosage of medication
 - Emergency contact names and telephone numbers
 - Signature of person making the request
 - Name and details of Doctor and/or health practitioner
4. Reasons for not administering regular medication (e.g. refusal by pupil) must be recorded and parents informed immediately/within the timescale agreed by the health practitioner.
5. The school must keep records of administration of medication in the administration of medication file.

Emergency Medication

6. Emergency medication is subject to the same request and recording systems as non-emergency medication, with signed CONSENT and written Individual Care Plan.
7. This type of medication will be READILY AVAILABLE.
8. Consent and Care Plan to be kept with the medication.

9. The Care Plan must be checked and reviewed annually.

10. It is the parents'/guardians' responsibility to notify school of any change in medication or administration.

Recording and administration of medication by staff

Appropriate members of staff will administer medication. They must have relevant training, where appropriate (for example, no training is required to administer oral antibiotics).

The staff member will:

- Review the Administration of Medication form
- Check the identity of the child
- Check the written instructions from parent/guardian on the Administration of Medication form
- Check the details of the medication label against the Administration of Medication form
- Check the expiry date and the prescribed dosage.
- Check the time of last dose, either recorded by a staff member or on the form filled in by parents.
- Measure out the prescribed dose, and check this with a colleague wherever possible.
- Complete the written record of dosage given, including date and time.
- Obtain countersignatory of a second staff member witnessing administration where required.
- In some cases it may not be possible to have a second witness to medication administration; the medication risk should be assessed to understand the detail. Where the administration is complex or high risk, there should always be a second staff member witnessing the administration of medication.

If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

Reviewed in January 2026 by Louise Carbado

Version 2