

Long Row Primary and Nursery School



Medicines Policy

Date Approved : 17/11/25

Review Date : November 2026

Signed:

Headteacher: _____

Date: _____

Chair of Governors _____

Date: _____

Medicines Policy

Introduction

This policy sets out our approach to the administration of medicines. This policy will only apply to pupils who are: -

- Suffering from chronic illness or allergy
- Recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines.

Children who are unwell should not be sent to school.

Parental Responsibility

Parents should be aware that it is their responsibility to inform the school of their child's medical needs whether long or short term. Parents must notify the school as soon as possible of any changes in these needs. An individual health care plan will need to be completed for longer term needs.

To help avoid unnecessary taking of medicines at school, parents / guardians should:

- be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime
- ask the family doctor if it is possible to adjust the medication to avoid school time doses

In the case of inhalers/Epi Pens it is the parents' responsibility to ensure these are not passed the expiry date, this is to ensure we always have medication in date within school. All medication held in school should be checked at the end of each half term by parents/carers.

Medicines in School

Prescription Medicines

We ask parents to only send prescription medicines into school when essential i.e 4 times a day. We would urge parents to administer doses of medicines before/after school times or if a lunchtime dose is necessary to come into school to administer the medicine themselves. Where this is not possible school will only be able to accept medicines that have been prescribed by a doctor, dentist or qualified nonmedical prescribed e.g. nurse, physiotherapist. Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescribers instructions for administration.

Parents will be required to complete a parental consent

Any medicines brought into school will be stored safely out of pupil reach in the office fridge should this be necessary. Inhalers are kept in the classroom with the child for ease of access unless parents request otherwise.

Where a child requires a controlled drug to be administered, staff will be trained to administer this in line with prescribers instructions and school guidelines. Controlled drugs once in school will be securely stored and returned to parents for safe disposal when no longer required.

Non-Prescription Medicines

Where a child requires a non-prescription medicine school would prefer that doses are given before/after school or by the parent themselves if a dose needs to be taken at lunchtime.

If this is not possible and the child is well enough to be at school, then the following will apply.

Parents must

- Ensure the medication is in its original container, clearly stating what they are and maximum dose and frequency
- Complete a parental consent form
- Ensure the medication is given in at the office along with a completed form for safe storage.

Procedure for Admin of medicines in school

- All medicines administered in school MUST be accompanied by written consent/instructions from the parent
- Non-prescription medicines will only be administered in line with this policy
- If in any doubt the member of staff administering the medicine should check with a parent or health professional before taking further action
- Staff administering medicines will check parental consent before giving medicines to pupils

The administration of any medicines is on a voluntary basis by staff.

Off Site Visits

On off site visits the class teacher will be responsible for ensuring that pupil medication is taken along on the trip and that one of the nominated staff for the administration of medicines is taken along on the trip. Any child needing medication must remain either with the class teacher OR nominated member of staff who will be responsible for safe storage and administration of the pupil's medication.

Disposal of medicines

In the case of prescribed medicines. Parents MUST call into school to collect these at the end of the day.

Codes of Practice

These will be kept in the medicine administration file and have been drawn up with advice from Health Authorities and paediatricians.

Review

This policy has been agreed by Staff and Governors of Long Row Primary School and will be reviewed every year by the Staff in consultation with the Governors.

Signed:

Headteacher: _____

Date: _____

Chair of Governors: _____

Date: _____

Form 2 – Parental Consent for Schools/Setting to Administer Medicine

The school will not give your child medicine unless you complete and sign this form, and has a policy that staff can administer medicine, and staff volunteer to do this.

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

Name of School/SettingLong Row Primary School.....

Date

Childs name Class

Medical condition or illness

Medicine

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

Date dispensed (prescribed medicine only)

Expiry date

Name & phone number of GP

Dosage and methodTiming – when to be given

Special precautions

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

Procedures to take in an emergency

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 understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I understand to supply the school with the drugs and medicines in the original duplicate labelled containers, provided by the Dispensing Chemist.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

I will inform the school immediately, 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 and I hereby absolve the school and it's Governing Body from any responsibility arising from my child taking medication in school.

Contact Details – First Contact

NameDaytime telephone number

Relationship to childAddress

I understand that I must deliver the medicine personally to a member of staff

Date Signature (s)

Record of Medicines Administered to all Children

Approved by Full Governors Committee 17/11/25. Minute number .FG/25/112. Review
November 26

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