



*'Committed to improving the life chances of all children, wherever they may be'*

# Administration of Essential Medication Policy

**Approved by:**  
Forest Park Primary  
School Local  
Governing Body

**Date:** 01.09.2023

**Last reviewed on:**

**Next review due  
by:** 01.09.2024

# Administration of Essential Medication Policy

1. It is at the discretion of the Headteacher or other members of the Senior Leadership Team whether medication prescribed by a doctor may be accepted and given to a pupil during the school day, and will always be limited to essential medication only that needs to be given in 4 daily doses
2. It is the responsibility of the parents/carers to supply information about the medicines that their child needs to take into school and of any changes to the prescription. Parents/carers are required to complete and sign a *Appendix 1 parental agreement for setting to administer medicine* form that asks for this information.
- 2b. Non-prescription medication should never be given to a pupil in school.

**Please note that the guidelines state that a child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

3. Medication brought into school should be in its original container complete with its original chemist label. The medicine should not be out of date. Medicines should not be transferred from one container to another, meaning that only medicines as supplied by a chemist should be brought into school. The label should clearly state-
  - Name of the pupil
  - Date of dispensing
  - Dose and frequency
  - Precautions/special storage instructions
  - Name of medication
  - Expiry Date
4. The medication will be kept safely and be accessible when required but restrict open access to pupils. All medicines will be kept in the school office and /or in the fridge.

Certain medication requires special storage e.g. stored away from light, or within a certain temperature range. These details will need to be recorded on the *Appendix 1 parental agreement for setting to administer medicine*
5. All medication administered to pupils throughout the school day are required to have to relevant paperwork filled out. See appendices below. This also includes inhalers (see Asthma Policy). Once the relevant paper work has been completed by the parent/carer and signed by a member of SLT (including SBM) a copy should be kept with the pupil medication and a copy given to medication/first aid lead (SBM).

6. The school will keep an individual record for each pupil when medication has been administered. The administration of any medication will be recorded with two signatures. These will be archived in the pupil records.
7. If an individual refuses to take their medication, school staff will not force them to do so. The school will call parents/carers about the refusal and this should be recorded.
8. If the school has any doubts about the medication procedures/instructions they will check with the parents/carers and/or the Our Health 5-19 Hub before taking further action.
9. A member of the school office staff will check the expiry dates before taking medication from parents/carers.
10. Any expired medication will be sent home with parents.
11. In the event of a pupil being out of school on an educational visit, an appropriately trained member of staff will be responsible for the administration of prescribed medication during the visit.
12. In the case of maladministration of medicine the following steps will be taken;
  - i. The child will be monitored
  - ii. Parents will be contacted and advised
  - iii. 111 will be called to seek advice
  - iv. An investigation will be begin into the cause of the maladministration
  - v. Following the investigation, mitigation will be put in place and where relevant, training will take place.

## References

National Service Framework: Standard 10-Medicines for Children & Young People 2004 DOH. DFES

Supporting pupils at school with medical conditions. DOH. December 2015

# Appendix 1: parental agreement for Forest Park Primary School to administer medicine

Forest Park Primary School will not give your child medicine unless you complete and sign this form, and Forest Park Primary School (FPPS) has a policy that staff can administer medicine

Date for review to be initiated by	
Name of school	<b>Forest Park Primary School</b>
Name of Child	
Date of Birth	
Group/Class/Form	
Medical condition or illness	

## Medicine

Name/type of medicine (as described on the container)	
Expiry Date	
Dosage and method	
Timing	
How should medicine be stored	
Special precautions/other instructions	
Are there and side effects that FPPS needs to know about?	
Self-administration- y/n	
Procedures in an emergency	

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

## Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	(agreed member of staff)

**The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Forest Park Primary School staff administering medicine in accordance with the school policy. I will inform Forest Park Primary School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.**

Signature	
Date	