Wycliffe Church of England Primary School

Administration of Medication Policy

Ratified by the governing body: June 2026

To be reviewed: June 2027

Vision Statement

We nurture an aspirational family of hard-working, respectful individuals who work collaboratively to have a lifelong love of learning.

"Life in all its fullness" (John 10:10)

> *Our vision is to ensure that our school family are happy and fulfilled in a creative learning environment. This is flexible and caters to individual needs while developing a life-long love for learning through which all members can flourish. We nurture an aspirational family of hard-working, respectful individuals who work collaboratively.*

Rationale

- The Governors and staff of Wycliffe CE Primary School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.

- The Headteacher will accept responsibility for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so. However, staff are not obliged to administer medication in school.

- This policy covers the administration of medication in school and on trips or residentials. Where possible, the administration of all medication in school will be administered by Mr Asim Hussain, First Aider.

- Medication can only be accepted in school where it has been prescribed by a doctor or other medical professional. In other cases, e.g. where a pupil suffers regularly from acute pain, such as migraine, parents may request and must supply appropriate pain relief for their child's use. This will only be accepted with written consent from a GP or other medical profession.

- Medication will not be accepted without the written parental instructions as to administration. This should be provided in conjunction with the GP or other medical professional as appropriate. The Headteacher must approve the administration of the medicine.

- The Headteacher will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in school. Where there is concern about whether the school can meet a pupil's needs the Headteacher should seek advice from the school nurse or doctor, the child's GP or other medical adviser.

- If medication can be administered at other times out of school hours, for example: before school, after school and at bedtime, then school will not authorise the administration of the medication.

- Each item of medication must be delivered in its original container and handed directly to Mr Asim Hussain, First Aider or person authorised by the Headteacher. The school will not accept medication which is in unlabelled containers / unprescribed.

- Where a pupil travels on school transport with an escort, parents/carers should inform the escort of any medication sent with the pupil or should hand the medication to the escort for transporting to the school. Medication in school is taken on activities out of school.

- Medication MUST be dropped off by the parent, not the pupil, into school. This still applies for those children attending Breakfast Club. Members of staff who manage the main door between 7:45 – 08:00 are aware of where medicine authorisation form (Appendix) is kept and to **not** accept unprescribed medication.

- We require parents to complete our medication authorisation form (Appendix 1) when handing over medication which asks for the following information:
    Pupil's name
    Pupil's date of birth
    Name of Medication
    Dosage
    Frequency of dosage
    Date of dispensing
    Storage requirements (if necessary)
    Expiry date

- Where appropriate pupils will be encouraged to self-administer their own medication under the supervision of Mr Asim Hussain, First Aider or other staff supervision if necessary. Parent/carers of pupils will be asked to confirm in writing their consent to this. The Headteacher must approve pupils carrying and administering their own medicine. In deciding whether to permit this, the Headteacher will take into account the nature of the medication, the age of the pupil and the safety of other pupils.

- Where pupils require medication to be administered, schools should seek a view from the Nursing Service as to whether there are alternative approaches to the administration of medication as well as to seek clarification from the Nursing Service of the care plan which is prepared for school staff undertaking the pupils' care.

- Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the Headteacher in liaison with Health professionals.

- The Headteacher or his/her representative will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.

- Unless otherwise indicated, all medication to be administered will be kept in a locked medicine cabinet.

- Mr Asim Hussain, First Aider or other school member of staff administering the medication must record details of each occasion on Medical Tracker and send the notification to both parents when medicine is administered to a pupil.

- If pupils refuse to take medication, the school staff should not force them to do so. The school should inform the child's parents as a matter of urgency and may need to call the emergency services.

- Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child's medication. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication. (Schools should consider having procedures requiring parents at regular intervals – termly/annually – to confirm that the information currently held by the school is correct.)

- The procedures to be followed to implement this policy are set out in the procedures below and the appendices.

Administration of Medication in School - Procedures

1. Parents and carers are responsible for supplying school with all necessary information regarding their child's condition and medication. This should be provided in conjunction with the GP or other medical professional as appropriate. This information should be recorded on a standard form which records the request of the parent to the administration of medication which should be updated regularly – Appendix . A signed copy of this form should be kept in an accessible place near to the medicine, a copy in the pupil's file and a copy given to parents.

2. Where pupils require several medications parents should also sign to confirm that the combined medications have been administered to the pupils without any adverse effect and that approval has been obtained for their combined administration from a medical practitioner.

3. Medication can only be administered to pupils where parents provide such medication to the school and parents must specifically request in writing that the school administers it, through the appropriate forms.

4. All items of medication should be delivered to Mr Asim Hussain, First Aider or a member of the office staff, for the attention of the Headteacher, by parents, carers or escorts employed by the authority.

5. For monitoring purposes, adherence to the "Five Rights" of medication administration (Right Patient, Right Dose, Right Medication, Right Route, and Right Time) is essential. Staff supervision is required at all times. A child is permitted to self-administer medication only with signed permission from a parent or guardian. Reasonable adjustments can be made for individuals with an established healthcare plan, as necessary.

6. Each container should be clearly labelled with the following:
    a. Name of medication
    b. Pupil's name
    c. Pupil's date of birth
    d. Dosage
    e. Dosage frequency
    f. Date of dispensing
    g. Storage requirements (if applicable)
    h. Expiry date

7. Parents should be asked to make it clear whether medication needs to be kept in school or should be collected at the end of the day. This will need to be the parent's responsibility if the latter applies.

8. Parents must monitor the expiry of their child's medication and be responsible for bringing new medication into school.

9. Medication such as inhalers/epipens/ buccal midazolam/ creams will be kept in a red bag in the classroom. Anything that is in a glass bottle or needs to be prescribed at a particular time will be kept in the office as per the storage instructions. Medication that needs to be refrigerated goes into a locked container.

10. Long-term medication will be sent home at the end of the school year for parents to check. It is the parent/ carers responsibility to sign medication back into school in the new academic year.

11. In the event of an emergency, where a defibrator is required. Ours is located in the main entrance hallway/foyer.

12. All administration of medicine is logged by staff on Medical Tracker.

Appendices
Documentation

Emergency Anaphylaxis Kit

The school maintains an emergency anaphylaxis kit, which is stored in the school office in **Cupboard B1**. The cupboard is kept unlocked, and all staff members have access to this room via their staff access cards.

The kit contains the following EpiPens for use in the event of a severe allergic reaction:

- **Two 150 microgram (mcg) EpiPens** – for children under 6 years of age or weighing up to 30 kg.
- **Two 300 microgram (mcg) EpiPens** – for children over 6 years of age or weighing over 30 kg.

Appendix

Wycliffe CE Primary School

Instruction and authorisation for the administration of prescribed medication.

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name of medicine	
Last Administered	**Date: Time:**
Dosage Required	
Time medicine due	**……AM……PM**
Are there any possible side effects that the school need to be aware of?	**Yes/No**
If yes, please add details:	
Self-administration	**Yes/No**
Duration required; long term or short term	

N.B we will only administer medication that has been prescribed by a doctor to your child. Medicines must be in the original container as dispensed by the pharmacy, including the name of the child.

It is the responsibility of the parent/carer to collect any medication from the office. Any medication left uncollected 1 week after the specified duration time has ended, will be disposed of.

I give consent for a member of Wycliffe CE Primary school staff to administer medication to my child as stated above. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication.

Signed:…… Date:……

Relationship to the child:……

CEASE MEDICATION: My child no longer requires this medication.
Sign_____ **Date**_____

Office use only:

Added to SIMS on:		Class teacher informed on:	