



Ashford Oaks Primary School

Oak Tree Road, Ashford, TN23 4QR

Administration of Medicines in School September 2025

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Signed: Rob Cooke  Chair of Governors	

This policy applies to pupils that have a short term medical illness. Children with long term medical needs should refer to the Medical Needs policy.

Sections

1. Managing medicines during the school day
2. Managing medicines on trips and outings
3. Roles and responsibilities of staff supervising the administration of medicines
4. Parents' written agreement
5. Policy on children taking and carrying their own medicines
6. Record keeping (Appendices)
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1. Managing medicines during the school day

Medicines should only be taken during the school day when essential. **They must be in the original container including the prescriber's instructions. Medicines must be handed into the school office by parent(s)/carer(s) and NOT left with the child. At the end of the school day, staff must hand medicines back to parent(s)/carer(s) NOT to the child.**

Medicines fall into two types:

- a) Prescription medicines; and
- b) Non-prescription medicines

Prescription Medication

- Antibiotics that are required **three** times a day can be managed at home (before school, after school and at bedtime) and will **not** be administered by the school. However the school will administer antibiotics that are prescribed **four** times a day.
- The only exception to this will be for those children attending wrap-around care (both morning **and** afternoons), where administration of three doses of medicine in an appropriate timescale will be difficult. This will be decided and agreed with parents/carers on a case-by-case basis.
- A member of school staff may only administer a drug for whom it has been prescribed, according to the instructions when a parent/guardian has provided signed consent (**See Appendix 1**).
- If agreed with the parents the school may look after the drug on behalf of the child. ☐ The school will keep the prescription medicine in a designated secure place.
- The school will keep a record for audit and safety purposes (**See Appendix 2**).
- Prescription drugs will be returned to the parents when no longer required. If not collected, they will be disposed of at a local chemist.
- Controlled drugs such as Ritalin and insulin will have a separate individual care plan and medicine will be kept in the designated secure place. Epi Pens will be kept in the respective child's class with class teachers/TA's taking responsibility for safe keeping.

Non-prescription Medication

- Non-prescribed medicines can only be given to children when parents have given written permission (**Appendix 1**) and for no longer than **two** consecutive school days.
- The school will only administer **one** dose of over the counter medicines i.e. Calpol/Ibuprofen/paracetamol after **13:00 hours** to avoid any chance of overdose. Parents/Guardians are to provide first dose before school.
- **Parents/Guardians to provide school with pain relief medicine.**
- Eye and ear drops, teething gels, cough syrups, lozenges, herbal remedies will **not** be administered without a prescription.
- If the child requires regular doses of non-prescription medicine throughout the school day, then the parent or responsible adult must come in to school to administer.

The school will take responsibility for one dose of medicine to be administered during the school day which should be at a time agreed that will cause the least disruption to the child's learning i.e. lunch time. If this is not agreeable then the parent or nominated responsible adult may be invited in to administer the dose.

Children absent from school on the grounds of medicine administration will be recorded as unauthorised absence.

The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

2. Managing medicines on trips and outings

- All children are encouraged to take part in visits. Where necessary, class teachers, TAs and Assistant Heads will carry out a specific and additional risk assessment for the child. Medicine will be administered if feasible and with agreement of the parent.

The risk assessment will include the name of the member of staff who will be responsible for the safe storage and administration of the medicine.

3. Roles and responsibilities of staff managing or supervising the administration of medicines

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency.

Specific advice and support from the Schools Nursing Service will be available to staff who agree to accept responsibility, as delegated by the Headteacher, for administering medicines and carrying out procedures.

In the event of legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible.

The Headteacher is responsible for day-to-day decisions, such as:

- Ensuring staff receive advice, support and awareness raising training
- Ensuring all relevant information about pupil needs is shared
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

4. Parents' written agreement

The attached form (**Appendix 1**) is to be completed and signed by the parents for the administration of medicines to their child. When drugs are administered, the school will keep a written record which is managed by the Pastoral Support Team.

It is the responsibility of parents to ensure that medicines sent to school are 'in date'. All medicines should be collected by parents at the end of the school day if only one bottle of medicine has been prescribed.

If medication has not been collected by the end of the school term, or after treatment has ended the medicine will be disposed of. If new supplies are required, it is the responsibility of the parents to supply medication as needed.

5. Policy on children taking and carrying their own medicines

Only children of secondary school age may legally carry their own prescription drug (e.g. insulin or Epi pens). Asthma medication can be kept in or near the children's classrooms. It must be taken on school trips. Please refer to the Medical Needs Policy for long term illness care plan administration.

6. Record keeping

Appendices

1. Parental Agreement for School to Administer Medicine
2. Record of Medicines Administered to all Children
3. Administered Asthma Pump Record
4. Class Room Medicines Audit

7. Storing Medicine

All prescription and non-prescription medication will be kept locked and secure in either the designated fridge, or the medicines cabinet, located in the community room. Epi-pen storage as per '**Prescription Medication**'

Staff can use the Class Room Medicines Audit form (Appendix 4) to record the expiration date of any medicines kept in class. The Medical Needs FLO will contact parents/carers with any queries or concerns regarding their child's medicine and care plan.



Appendix 1

Ashford Oaks

Parental Agreement for School to Administer Medicine

Ashford Oaks will not give your child medicine unless you complete and sign this form

Childs Name:	D.O.B
Year Group:	Class:
Medical Condition/Illness:	
Name of Medicine:	
Date Dispensed:	Expiry Date:
Dosage & Method:	When to be given:

Contact Details

Name:	Daytime Telephone number:
Relationship to child:	
Name and Phone number of GP:	
Signature:	Date:

I give consent to Ashford Oaks staff administering medicine in accordance with their policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Appendix 3 – Administered Asthma Pump Record

[illegible]

Appendix 4 – Class Room Medicines Audit

[illegible]