

St Peter's CE Primary School

Administering Medicine Policy

Mission Statement

Our Mission Statement

'Faith, Family, Future'

Jesus built his church upon the strength of St Peter – who was his rock. At St Peter's, we provide a solid foundation on which our community thrives through our rich, aspirational curriculum. As a family, we nurture and unlock individual potential through mutual love and respect; enabling all to flourish now and in the future.

'Each of you should use whatever gift you have received to serve others'

1 Peter 4 v10

Aim

The aim of St Peter's CoE Primary School is to ensure that all staff and parents/guardians are aware of the procedures to be taken in the administration of over the counter and prescribed medication to children.

Background

St Peter's CoE Primary School understands the safe and effective administration and management of over the counter and prescribed medication to be an essential part of its duties and procedures to safeguard the health and well-being of children in its care.

Many children have the occasional or regular need to take medication to keep them in good health and to ensure their well-being. St Peter's CoE Primary School is keen to ensure that the need for medical care, or the administration of prescribed medication, does not stop children from attending regularly and will therefore arrange for the administration of certain medication by advance agreement with their parents or guardians.

St Peter's CoE Primary School understands the importance of ensuring that medication is administered correctly. It understands that mistakes involving medication may be harmful to the health and well-being of a child and will do all it can to ensure that its policies and procedures are robust and reflect good practice in line with national guidance.

Policy

- To safeguard the health of children, certain over the counter and prescription medication (except asthma pumps) will be administered by the Headteacher, Officer Manager or a member of the SLT.
- The need for medication should be discussed with the child's parents/guardians along with all other relevant health details during the registration of a new child.

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- Children with complex or long-term medical or health needs will have a health care plan agreed with the parents/guardians which may well include a long-term plan for the administration of medication.
- Where St Peter's CoE Primary School agrees to administer the medication then written and signed consent must be obtained in advance from the parents/guardians which clearly specifies the date, time, dosage and name of the medication to be given.
- The medication to be administered must be brought in by the parents/guardians themselves and left with staff – the medication must be in its original container and bear its original label which must be legible and must have the name of the child on it. It must come with the appropriate item to administer the medication with that has clear measurements.
- Medication will only be administered by staff who have previously agreed to the role and who have received first aid training (where appropriate).
- When administering medication staff should do the following.
 1. Check that a signed consent form is in place.
 2. Check the administration record to ensure that the medication is due.
 3. Check the identity of the child.
 4. Check the label of the medication for the name of the medication, the name of the child, the strength of the medication and the expiry date of the medication.
 5. Fill in the record of administration book
- Staff should administer the medication as instructed on the label and as specified in the written permission from the parents – great care should be taken in ensuring that the correct amount is given by the correct route and, wherever possible, a second member of staff should check and witness the administration.
- Accurate, signed records should be kept of all medication administered, withheld or refused.
- Any children taking medication should be closely monitored and any side effects or reactions reported immediately to the Headteacher.
- Where a child refuses to take their medication no attempt will be made to coerce or make them take it but the refusal will be recorded and the parents/guardians informed immediately.
- All medication should be kept securely in the medical cabinet or locked fridge in the main office and any unused or surplus medication should be returned to the parent/guardian.
- If the medicine provided has not been prescribed for the child, has the wrong name on it, is out of date or does not match the medication or strength specified in the written permission, then staff must not under any circumstances administer it – where staff have any doubts then the parents/guardians should be contacted.
- **Medication MUST not be administered without the permission of the Headteacher or in her absence the Assistant Headteacher, who will sign the administration form which will have been completed by the parents/carers.**
- Where children are taking medication on a regular basis due to a medical condition, an IHCP (individual health care plan) will be written with the support of a medical professional.

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Medication staff will NOT administer

- Any prescription or non- prescription medication for eyes
- Any medication that requires training to administer (until training has been received)
- Throat sweets or over the counter cough medication

Management duties

Managers and senior staff in St Peter's CoE Primary School have a duty to:

- protect the health and safety of staff and children at all times
- ensure that all policies and procedures are effectively implemented
- regularly review and audit provisions in this area to ensure that policies, procedures and arrangements are adequate
- ensure that adequate numbers of staff are trained to administer medication to cover staff sickness, holidays and other absence
- arrange any training required
- monitor the administration of medication carefully to ensure the procedures are being carried out properly and that they are clear to all
- obtain feedback from staff highlighting any areas of concern or to identify training needs that they may have
- ensure that all staff and parents are aware of this policy
- ensure that relevant partner agencies are informed of this policy
- ensure that the policy is regularly reviewed and updated, including contributions from staff representatives, parents and partner agencies.

Staff duties

Only staff who agree to a role that includes the administration of medication should administer medication.

Staff who agree to a role that includes the administration of medication should sign a consent form to say they are willing to administer medicine.

Agreeing to a role which includes the administration of medication is a voluntary decision by staff and no pressure will be brought by the management to perform this role.

Staff in this organisation have a duty to comply with agreed policies and procedures at all times.

Training

- All staff will be made aware of this policy during induction and provided with necessary training relevant to their role.

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Applicability and scope

This policy applies to all staff and volunteers working for St Peter's CoE Primary School without exception. All staff have responsibility for ensuring that they work within the remit of this policy and in the manner in which they have been trained.

Responsibilities

Responsibility for the implementation, monitoring and review of this policy lies with the management of St Peter's CoE Primary School.

The designated person with responsibility for implementing the policy is the Headteacher.

Links to other policies

This policy links to other safeguarding policies including:

- Medical needs policy
- First aid policy

Signed: Headteacher.....

Chair of Governors

Dated:

Author: Toni Browne

Implementation date: September 2013

Last Reviewed: October 2025

Next Review: October 2026