



Thringstone Primary School

Believe and Achieve Together

Administration of Medicines Policy

Approved:	24.08.26
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Review:	Autumn Term 2029

1. Introduction

Thringstone Primary School is committed to supporting the health, safety and wellbeing of all children. We recognise that some children may need medication during the school day to enable them to attend school regularly and participate fully in school life.

This policy sets out the school's arrangements for the safe receipt, storage, administration and recording of medicines. It aims to ensure that medication is managed safely and consistently while supporting children with medical needs.

This policy should be read alongside the school's **Allergy and Anaphylaxis Policy**, which sets out the school's arrangements for managing allergies, anaphylaxis and the use of adrenaline auto-injectors (AAIs).

2. Aims

The aims of this policy are to:

- support children with medical needs to attend school safely and regularly;
- ensure medicines are received, stored, administered and disposed of safely;
- provide clear guidance for staff, parents and carers;
- ensure appropriate records are maintained;
- support staff in meeting their responsibilities confidently and safely; and
- comply with current legislation and statutory guidance.

3. Legal Framework

This policy has been developed with reference to:

- Children and Families Act 2014;
- Supporting Pupils at School with Medical Conditions (Department for Education);
- Medication Management Information and Guidance (Leicestershire County Council);
- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Equality Act 2010;
- Data Protection Act 2018 and UK GDPR; and
- Statutory Framework for the Early Years Foundation Stage.

4. Roles and Responsibilities

4.1 Board of Trustees

The Board of Trustees is responsible for ensuring appropriate arrangements are in place to support children with medical needs and for approving and reviewing this policy.

4.2 Headteacher

The Headteacher is responsible for:

- implementing this policy;
- ensuring appropriate procedures are in place for the safe administration of medicines;
- ensuring sufficient members of staff receive appropriate information, instruction or training where required;
- ensuring Individual Healthcare Plans are in place where appropriate; and
- monitoring the effectiveness of this policy.

4.3 Staff

No member of staff is required to administer medicines. However, members of staff who volunteer to do so will receive appropriate information, instruction or training where required. Staff administering medicines are responsible for:

- following this policy and any relevant Individual Healthcare Plan;
- checking medicines before administration;
- administering medication safely and appropriately;
- completing the required records immediately after administration; and
- reporting any concerns, errors or incidents to the Headteacher without delay.

4.4 Parents and Carers

Parents and carers are responsible for:

- informing the school of any medical condition affecting their child;
- providing medication in its original container with the pharmacy label or manufacturer's instructions intact;
- ensuring medication is in date;
- completing the school's consent form before medication is administered;
- replacing expired medication promptly; and
- informing the school of any changes to medication or dosage.

Where possible, medicines should be administered outside the school day. Parents and carers are encouraged to discuss alternative dosing arrangements with their healthcare professional where appropriate.

4.5 Children

Where appropriate, children will be encouraged to understand and take increasing responsibility for managing their own medical needs.

Children are expected to:

- follow staff instructions regarding their medication;
- inform a member of staff if they feel unwell or require medication; and
- never share medication with another child.

5. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) will be developed for children with long-term or complex medical needs where appropriate.

Healthcare Plans are developed in partnership with parents and carers, relevant healthcare professionals and school staff, and will normally include:

- details of the child's medical condition;
- prescribed medication and dosage;
- emergency procedures;
- storage arrangements;
- any staff training requirements; and
- arrangements for educational visits and other school activities.

Healthcare Plans will be reviewed at least annually, or sooner if a child's medical needs change.

6. Receiving Medication

Medicines will only be accepted into school where they are required during the school day and cannot reasonably be administered at home.

Before medication is accepted, the school will ensure that:

- written parental consent has been received;
- the medication is in its original container;
- the medication is clearly labelled with the child's name, dosage and administration instructions;
- the medication is in date; and
- appropriate instructions have been provided where necessary.

Medication should be handed directly to a member of staff by a parent or carer wherever possible. Children should not normally transport medication to and from school unless this forms part of an agreed Individual Healthcare Plan or relates to emergency medication, such as an inhaler or adrenaline auto-injector.

The school reserves the right to refuse medication that does not meet these requirements or where it cannot be administered safely.

7. Storage of Medication

Medicines accepted by the school will be stored safely and securely in accordance with the manufacturer's instructions.

- Prescription and non-prescription medicines will normally be stored in the school office or designated medical storage area.
- Medicines requiring refrigeration will be stored in a designated refrigerator.
- Emergency medication, including inhalers and adrenaline auto-injectors, will remain readily accessible at all times and will accompany children on educational visits and off-site activities where required.
- All medication will be clearly labelled with the child's name.
- Parents and carers are responsible for ensuring medication is replaced before its expiry date.

8. Administration of Medication

Medication will only be administered where written parental consent has been received and the requirements of this policy have been met.

Before administering medication, staff will check:

- the child's identity;
- the name of the medication;
- the prescribed dosage;
- the time the medication is due;
- that the medication is in date; and
- any specific administration instructions.

Medication will only be administered by members of staff who have volunteered to do so and have received appropriate information, instruction or training where required.

Where reasonably practicable, two members of staff should be present when medication is administered. One member of staff will administer the medication, while the second member of staff will check the medication and dosage and witness its administration. Where this is not reasonably practicable, for example due to staffing arrangements or in an emergency, a single authorised member of staff may administer the medication in accordance with this policy.

The school will only administer medication that is required during the school day. Wherever possible, parents and carers should arrange for medicines to be administered outside school hours.

The school does not normally administer eye drops, ear drops or topical creams and lotions. Parents and carers will usually be asked to administer these themselves or arrange for doses to be given outside the school day. Where exceptional circumstances arise, requests will be considered by the Headteacher on a case-by-case basis.

Arrangements for the administration of emergency medication relating to allergies and anaphylaxis are set out in the school's **Allergy and Anaphylaxis Policy**.

9. Self-Administration of Medication

Where appropriate, children will be encouraged to take increasing responsibility for managing their own medical needs.

Children may self-administer medication, such as asthma inhalers, where this has been agreed with parents or carers and is appropriate to the child's age, understanding and medical needs. Staff will provide appropriate supervision where required.

Children must never share medication with another child.

10. Educational Visits and Off-Site Activities

The school is committed to ensuring that children with medical needs are able to participate fully in educational visits and off-site activities wherever it is safe and appropriate to do so.

Medical needs will be considered as part of the visit planning process.

Where required:

- medication will accompany the child;
- relevant Individual Healthcare Plans and emergency procedures will be available to staff;
- at least one member of staff will be familiar with the child's medical needs and the administration of any required medication.

Parents and carers may be asked to provide additional information or medication before a visit takes place.

11. Record Keeping

The school will maintain accurate records of all medication administered.

Records will include:

- the child's name;
- the name of the medication;
- the dosage administered;
- the date and time of administration;
- the name of the member of staff administering the medication; and
- any concerns, reactions or incidents.

Written parental consent forms and medication administration records will be retained securely in accordance with the school's record management arrangements.

Where an ambulance is called, the school will provide the attending ambulance crew with relevant information about the child's medical needs, including details of any medication administered, the time and dosage given, and any relevant Individual Healthcare Plan or medication record, where practicable.

12. Refusal of Medication

Children will never be forced to take medication.

If a child refuses medication, or is unable to take it for any reason, staff will:

- record the refusal;
- inform the child's parent or carer as soon as possible; and
- seek medical advice where necessary, particularly if the medication is essential or an emergency medication.

Any concerns about a child's health or wellbeing will be managed in accordance with the school's Safeguarding and Child Protection Policy and, where appropriate, the child's Individual Healthcare Plan.

13. Disposal and Return of Medication

Medicines should be collected by parents or carers as soon as they are no longer required or have reached their expiry date.

At the end of each academic year, parents and carers will be asked to collect any medication held by the school. Any medication that is not collected within a reasonable timescale may be returned to a local pharmacy for safe disposal.

Medicines must never be disposed of in general waste or flushed down toilets.

14. Staff Training

No member of staff is required to administer medication. However, members of staff who volunteer to do so will receive appropriate information, instruction or training where required. Where a child has a specific medical condition requiring specialist support, appropriate training will be provided by a suitably qualified healthcare professional where necessary.

The school will ensure that sufficient trained staff are available to meet the medical needs of children during the school day and on educational visits.

15. Safeguarding

The administration of medication will always be carried out in a manner that protects the safety, dignity and wellbeing of children.

Any concerns regarding a child's health, wellbeing or welfare identified whilst administering medication will be reported immediately in accordance with the school's Safeguarding and Child Protection Policy.

Medication will be administered respectfully, maintaining the child's privacy wherever appropriate.

16. Complaints

Any concerns relating to the administration of medicines should, in the first instance, be raised with the Headteacher.

Complaints will be managed in accordance with the school's Complaints Policy.

17. Related Policies

This policy should be read alongside the following school policies:

- Allergy and Anaphylaxis Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy
- Data Protection Policy

18. Monitoring and Review

The Headteacher is responsible for monitoring the implementation of this policy and ensuring it remains effective and reflects current legislation and guidance.

This policy will be reviewed every three years, or sooner if:

- legislation or statutory guidance changes;
- school procedures change;
- an incident identifies the need for review; or
- monitoring indicates that improvements are required.

The policy will be approved by the Board of Trustees.

Administration of Medicines Consent Form

Child's Name: _____ Class: _____ Date: _____

Medication Details		
Name of Medication:	Dose to be Given:	Time(s) to be Given:
Reason for Medication:		Method of Administration (e.g. oral, inhaler):
First Dose Already Given at Home? ☐ Yes ☐ No		Final Date Medication is Required:
Should the medication be returned to an adult each day? ☐ Yes ☐ No		Does the medication require refrigeration? ☐ Yes ☐ No
Additional Information Please provide any additional instructions or possible side effects that the school should be aware of.		

Parent / Carer Declaration

I confirm that:

- the information provided is accurate;
- the medication is in its original container, clearly labelled and in date;
- I give permission for appropriately authorised members of staff to administer this medication in accordance with the school's Administration of Medicines Policy.

Parent / Carer Name: _____ Signature: _____

Date: _____

School Use Only

Medication received by: _____

Date received: _____

Expiry date checked: ☐

Medication in original container: ☐

Stored in: ☐ Office ☐ Refrigerator ☐ Classroom Grab Bag



Medicine Administration Form

Child's Name:						
Class:						
Date:						
Medicine:						
Dose Amount:						
Dose Time:						
Signed:						

