Ladygrove Primary School and Nursery Medication Policy

Reviewed November 2026
Due for review November 2028

Introduction

This policy has been formulated from local authority guidance by school staff in conjunction with the Head teacher and with approval by Governors. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

Aims of this Policy

1. To ensure the safe administration of medicines to children where necessary and to help to support attendance.

2. To ensure the on-going care and support of children with long term medical needs via a health care plan.

3. To explain the roles and responsibilities of school staff in relation to medicines.

4. To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness.

5. To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage.

6. To outline the safe procedure for managing medicines on school trips.

Roles and Responsibilities

Head teacher

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice.

- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy.

- To ensure that staff receive appropriate support and training.

- To ensure that parents are aware of the school's Medicines Policy.

- To ensure that this policy is reviewed every two years.

All Staff

- To follow the procedures outlined in this policy using the appropriate forms.
- To share medical information as necessary to ensure the safety of a child.
- To retain confidentiality where possible.
- To take all reasonable precautions to ensure the safe administration of medicines.
- To contact parents with any concerns without delay.
- To contact emergency services, if necessary, without delay.
- To keep the first aid room and first aid boxes stocked with supplies.
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS' below.

Parents/Carer's

- To give the school adequate information about their children's medical needs prior to a child starting school.
- To follow the school's procedure for bringing medicines into school.
- To only request medicines to be administered in school when essential.
- To ensure that medicines are in date and that asthma inhalers are not empty.
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma.

School Attendance During/After Illness

- Children should not be at school when unwell.
- Vomiting or a diarrhoea bug require a child to be absent from school and not to return until clear of symptoms for 48 hours, this is Telford and Wrekin Council Policy.
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness.
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school.

Short Term Medical Needs

- Medicines should only be administrated at school when it would be detrimental to a child's health or school attendance not to do so.

- Some pupils who are well enough to return to school may need to finish taking a course of antibiotics or apply lotion at the lotion at the end of a prescribed course. This should only happen when absolutely essential and with their parent's written consent.

- Where feasible medication should be taken before or after school.

Safe Administration of Medicines at School

- Medicines should only be brought to school when essential, ie. Where it would be detrimental to the child's health if the medicine were not administered during the school day.

- Only medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school.

- Medicines will not be accepted in school that require medical expertise or intimate contact. All medicines must be brought to the school office by an adult.

- Medicines must NEVER be brought to school in a child's possession.

- The adult is required to complete a parental agreement form (see appendix) at the school office for the medicine to be administered by school staff.

- The Head teacher must be informed of any controlled drugs required by children, e.g. Equasym. Medikinect. Tablets should be in their original prescribed box, all medication must be counted and recorded on an Appendix 2b: Record of medication administered to an individual. The name of the medication needs to be stated, the dose and time to be administered. This form needs to be signed by the member of staff receiving the medication and the parent. On returning the medication again count the amount and record on this sheet. The medication needs to be locked away under the minimum of two keys. Two members of staff are required to administer a controlled drug. They need to record the date, time, dose given, name of staff and staff initials.

- Administration of medicines at school must be recorded on Appendix 2 by a person who has completed the safer handling of medication course.

- Parents may come to the school office to administer medicines if necessary.

- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form.

- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded, and parents informed.

- School has 4 emergency inhaler kits for use should the need arise. School has 2 emergency adrenaline auto-injection kit for use with anaphylactic children or adults should there be the need to use it.

- Also see separate Allergy and Anaphylaxis Policy

Non-prescription medication for pain relief

- Medicines that are available over the counter (OTC) (i.e. those medicines that do not require a prescription) do not need a GP signature/authorisation/prescription in order for the school/nursery to give it. It is appropriate for OTC medicines to be administrated by a member of staff in the school/nursery or self-administrated by the pupil during school hours, following completion of the necessary medication form.

Storage of medicines

- Antibiotics (including antibiotic eye drops) must be stored in the fridge which is located in the first aid cupboard.

- Tablets must be stored in the locked first aid box in a locked first aid cabinets.

- Epi-pens should be stored in the classroom with the child.

- Asthma inhalers should be stored in the child's classroom within the child's reach and in a box labelled with their name. They should be taken with the child during physical activities.

- No medicines, other than asthma inhalers and epi-pens, may be kept in the classroom.

- Parents are responsible for the safe return of expired medicines to a pharmacy.

- Any medication kept in school is returned to parents at the end of the academic year.

Medicines on School Trips

- Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Coordinator is responsible for designating a school First Aider for the trip.

- The Educational Visits Coordinator is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant individual risk assessment must be taken on the trip.

- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form.

- The First Aider will return the form and any unused medicines to the First Aid room on return to school.

PROCEDURE FOR MISADMINISTRATION OF MEDICATION

- Upon the discovery of medicines being given to the wrong child, or when the incorrect dosage has been given (under or over-dosing), immediately contact a first aider, then Head/Deputy Teacher or must be notified. **Never leave the child unattended**.

- In the event of the child receiving the incorrect medication, going into unconsciousness, or displaying severe signs or systems of a reaction to that medication, an ambulance must be summoned immediately (dial 999). Details of the medication, dose given and time given must be given to the ambulance crew or doctor. A member of staff must escort the child transferred to hospital.

- Advice must be sought from a doctor or pharmacist on the best course of action to take. The advice given must be followed and records made on the child's file.

- Contact the parents/careers of the children affected as soon as possible.

- While waiting for medical help the child concerned **must be supported by a fully qualified First Aider, at all times.**

- Upon seeking advice then a full record must be kept on appendix 4

- Unless otherwise informed, regular checks must be made on the child concerned and other support staff made aware of what happened. Records must be kept of each time the child concerned is checked.

- If the incident falls under RIDDOR then the HSE must be informed, in accordance with RIDDOR guidelines. Notify Health and Safety unit as soon as possible to discuss incident and in turn who will notify HSE.

- No medication which was administered incorrectly should be disposed of. This is in case the child who received the medication dies and an inquest is held. This is for a period of 7 days after death.

- If the medication wrongly administered to a child, belongs to another pupil, then medical advice must be sought by the head/deputy teacher via a registered practice doctor or out of hours, on the best course of action following the missed medication.

- An investigation must take place after the incident to include a full review of all risk assessments, current practices and the policies & procedures governing the management of medication, in order to stop further incidents from occurring.

- The head/deputy teacher must debrief and support the person, who administered the medication incorrectly, and take the appropriate course of action, as required, which may include retraining.

- If repeat incidents are made by the same member of staff, then seek further guidance from whoever provides your HR advice.

- The Misadministration of Medication Incident Form: Med3 (Appendix 4) must be completed with a copy sent to your Health &Safety Advisor.

Appendix 1 Template B:

Telford & Wrekin COUNCIL

Form MED1

School: Ladygrove Primary School
Address: Old Office Road, Dawley, Telford , TF4 2LF

PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICATION

DETAILS OF PUPIL (*Capitals please*)						
Name		M/F	Date of Birth	/ /	class/ form:	
Condition or illness (*eg Asthma; Diabetes; Epilepsy, Cystic Fibrosis, Anaphylaxis, Recovery from? Illness, etc):*						
DOCTOR'S DETAILS						
Doctor's Name		Medical Practice		Telephone Number		
MEDICATION AND ADMINISTRATION						
Name of medication (*give full details given on the container label issued by the pharmacist)* Type of Medication (eg tablets, mixture, inhaler, Epipen, other (*please specify*)						
Date Dispensed:	Dosage and method:					
Times to be Taken in School:	Is precise timing critical? Yes/ No					
Time of last dosage?						
For how long will your child need to take this medication?						
For medication that need not be administered at pre-set times please indicate when it should be given: (eg before exercise, onset of asthma attack, onset of migraine etc)						
The medication needs to be administered by a member of staff					Yes	No
My child is capable of administering the medication him/herself under the supervision of a member of staff					Yes	No
I would like my child to keep his/her medication on him/ her for use as necessary					Yes	No
The medication needs to be readily accessible in case of emergency					Yes	No
ADDITIONAL INFORMATION						
Precautions or Side Effects:						
What to do in an emergency:						

(Please read the notes on the reverse of this form carefully* If you are in doubt about how the medicine is to be given you must seek the advice of your child's doctor before completing this form.*)

The doctor named above has advised that it is necessary for my child to receive his/her medication during school time. I understand that teachers have no *obligation* to give or supervise the administration of medicines at school. However, I request that the medication named above be administered by/taken under supervision of a member staff, who may not have had any first aid or medical training. The school, the Headteacher and staff accept no responsibility for any injury, death or damage suffered by a pupil as a result of the administration of medicine mentioned in this form, other than any injury, death or damage which arises because the school or any members of its staff have been negligent I shall arrange to collect and dispose of any unused, expired medicine at the end of each term.

Signed: Parent/Carer: _____ Date: _____

NOTES

1. The school will consider each request on its merits. Where it is practicable the school may well prefer parents to come into school at appropriate times to administer the medicine themselves or make arrangements at break or lunchtime for the pupil to go home to receive the medication.

2. The school may refuse to undertake administration where this is seen to be the reasonable decision in the best interests of the school. For example, where timings of administration are critical and crucial to the health of the pupil and cannot be guaranteed; where specific technical or medical knowledge and/or training is required or where administration would make unacceptable intimate contact with the pupil necessary.

3. The school will not agree to administer any medication in school without a written request using this form, having first been made.

4. The school will not agree to administer any medication in school that is not essential to be administered during the course of the school day. (If it is acceptable for doses to be given before and after school the school should not be being asked to administer during the school day).

5. All requests will need to be discussed fully with the head teacher or other authorised member of staff before any medicines are sent into school.

6. Any prescribed medicine must be supplied to the school in the original container labelled by the pharmacist with the name of the medicine, full instructions for use and the name of the pupil. Any non-prescribed medicine bought by the family should be in the original container bearing the manufacturer's instruction/guidelines. The school may refuse to administer any medicines supplied in inappropriate containers.

7. For pupils on long-term medication the request form should be renewed by the parent/carer when required by the school and in any event at the beginning of each new school year.

8. Parents are responsible for notifying the school immediately in writing of any subsequent changes in medicines or doses.

9. Parents are responsible for notifying the school immediately the doctor has stopped the medication.

10. Parents are responsible for collecting and disposing of any unused or expired medicine at the end of each term.

11. A record will be kept by the school of all medicines administered and when in respect of each pupil for whom it has agreed to administer medicines.

12. Where they feel it to be necessary the school reserves the right to ask parents to supply a doctor's note to support/confirm the information given on the request form.

13. You may find it necessary to seek your doctor's help in completing this form.

July 2019

Appendix 2

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name of school/setting:	
Name of child:	
Date medicine provided by parent:	
Group/class/form:	
Quantity received:	
Name and strength of medicine:	
Expiry date:	
Quantity returned:	
Dose and frequency of medicine:	

Staff signature: _____ Print name:_____

Signature of parent: _____ Print name:_____

Date:			
Time given:			
Dose given:			
Name of member of staff:			
Staff initials:			

Date:			
Time given:			
Dose given:			
Name of member of staff:			
Staff initials:			

Date:			
Time given:			
Dose given:			
Name of member of staff:			

Staff initials:			

SCHOOL RECORD **Appendix 3**

Form MED 2

SCHOOL RECORD OF MEDICATION ADMINISTRATION TO ALL CHILDREN

Name of school:

Notes:

1. No medication should be administered to any pupil without a parental request form (Med 1) having been received. Med 1 should be held within this administration record file until the completion of the period of medication when the request form should be transferred to the pupil's personal file.

2. Any administration of medication including analgesic (pain reliever) to any pupil must be recorded.

Date	Time	Pupil's Name	Name of Medication	Dose Given	Any Reactions/Remarks	Signature of Staff - Please print name

Date	Time	Pupil's Name	Name of Medication	Dose Given	Any Reactions/Remarks	Signature of Staff - Please print name

Appendix 4 Template E:

Telford & Wrekin COUNCIL

Form MED 3

School:

Address:

Misadministration of Medications for Schools Form

Name of child who received the Incorrect medication.		**Name:** **Address:**			
Date incident occurred					
Time incident occurred					
Who was the original medication prescribed for?					
Please list the incorrect medication administered	**Name of Medication**	**Dose given**	**Comments**		
Was the child admitted to Hospital ?(please tick)		**Yes**		**No**	
If yes, which hospital and what time were they admitted?					
Advice sought from a doctor or Pharmacist ?(other than hospital)		**Yes**		**No**	
		Date and time advice sought			
Name of Doctor or Pharmacist Contact details: **(address, telephone, number)**					
Persons on duty at the time incident occurred					

Child's parents contacted	*Record summary of conservation:*		
Was the member of staff administering the medication trained and authorised to do so ?(please circle**)**		**Yes**	**No**
How did the incident occur?	*Describe in full details:*		

Outcome:	**Please tick/add comments**
Parents informed and incident report form completed	
Child monitored with no ill effects	
Outcome uncertain	
Child may have short term side effects	
Child survived but may have long term damage	
If admitted to hospital how long did they stay in for (dates from/to)	
What systems were in place at the time medication was incorrectly administered?	
Risk assessment reviewed	
Training needs identified	
Misadministration form completed • **copy sent to Internal Health and Safety** • **copy on child's file**	

Policy – document status:			
Date of policy creation	June 2018	Named responsibility	Joanne Weichlbauer
Date of review	November 2026	Named responsibility	Kirsty Stewart
Inception of new policy	November 2026	Named responsibility	Full Governing Body
Date of policy adoption by the governing body			November 2026