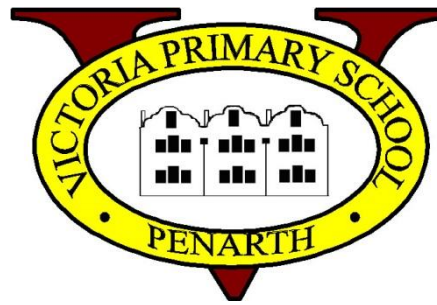


Victoria Primary School

Ysgol Gynradd Victoria



2025-2026

Administration of Medication in School Policy

**Gweinyddu Meddyginiaeth ym
Mholisi**

VICTORIA PRIMARY SCHOOL
ADMINISTERING MEDICATION IN SCHOOL POLICY

RATIONALE

The Board of Governors and staff of Victoria Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school.

Please note that parents should keep their children at home if acutely unwell or infectious.

The principles of this policy are to:

- Inform all staff and school personnel about administering medication in school
- To inform parents what medication can be administered by staff during school time

POLICY CONTENT

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Staff will not normally give a nonprescribed medicine to a child. However, in some cases there may be exceptions to this e.g. staff may give Calpol/Nurofen if the parent/ carer has discussed the circumstances with the class teacher and provided a bottle along with a medication form.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the Office or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.

- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.

Administering medication forms for the above requirements to be found in the school office.

The school will not accept items of medication in unlabelled containers.

Employee's Responsibilities

Medication will be kept in a secure place, **out of the reach of pupils**. In every classroom in FP and KS2, there will be a designated box to store medication with a copy of the request form, and a photo of the child, attached to the medication. Medication for the nursery pupils will be kept in the nursery store area. Medication that needs to be refrigerated will be kept in the fridges in the staffroom/kitchen area of each building.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Request forms for administering medicine will be updated annually, with expiry dates checked at the same time.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with **long-term or complex medication needs**, the school will ensure that a Care Plan is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school. In this situation, additional medication will be required for the central storage. Children who do not have written permission, should not access medication alone; they must seek out the assistance of an adult.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.

All staff will be made aware of the procedures to be followed in the event of an emergency.

MONITORING AND REVIEW

All staff are responsible for storing prescribed medication authorisation forms for pupils in their class, obtained by the parent/guardian of the pupil who requires the medication.

This policy will be reviewed annually by the staff and the governing body health and safety committee.

Signature of headteacher: Date:

Signature of chairman of governors: Date: