



## NEW PARK PRIMARY SCHOOL

### Administration of Medication

Approved by: Trust Board  
Last reviewed:  
Next review due:

Date:  
December 2023  
Date: December 2025

## **Administration of Medication at New Park Primary School**

### **1. Introduction**

New Park Primary School is an inclusive school with aims to support pupils with a wide range of medical conditions. To ensure that pupils with healthcare needs can have the same opportunities as other pupils, there may be times when pupils require medication. New Park Primary School has a duty of care to ensure the safe administration of medicine to all pupils whilst attending school or on out of school activities.

### **2. Roles and Responsibilities**

#### **2.1 Parents/guardians**

2.1.1 Parents/guardians have the primary responsibility for the administration of medicines to their children. There is no legal or contractual duty on school staff to administer medication to pupils attending school. Parents/guardians are encouraged to administer medicine outside of school hours wherever possible.

2.1.2 Medicines will only be administered at school when it would be detrimental to child's health or their school attendance not to administer the medicine. Medications prescribed by a doctor or other healthcare professional will be administered, and when requested. Over the counter medication such as Calpol will only be administered with in line with the written instructions on the original packaging that has the child's name on the label. Medicines containing Aspirin or Ibuprofen will only be given if prescribed by a Doctor and if it has the appropriate labelling.

2.1.3 It is the responsibility of the parent/guardian to complete a written request for the school to administer a medication. Medication WILL NOT be administered without written consent. There is no expectation that school staff are medically qualified to make any judgement about the suitability of any medication.

#### **2.2 School Staff**

2.2.1 The Head Teacher has overall responsibility for deciding which member of staff can administer, or supervise the self-administration of medicines and that appropriate training is given.

2.2.2 A copy of maintaining records relating to the administration of medication is kept in the SLT office.

2.2.3 All written requests for the administration of medicine to a pupil should be considered by the Head Teacher or member of the SLT.

## **2.3 Healthcare Professionals**

2.3.1 Training for specific conditions should be undertaken as required. In situations where parents/guardians or staff require additional support in the administration of medicines, New Park Primary will work in partnership with the appropriate healthcare professionals. Additional training is needed for the use of Epipens and administration of Insulin.

## **3 Statutory Guidance and Policy Implementation.**

### **3.1 Administration of Prescribed Medication in School**

3.1.1 Medicines should be administered at home and only administered in school when it would be detrimental to a child's health or school attendance not to administer the medicine.

3.1.2 No medication will be administered without written consent from a parent/guardian. It remains the responsibility of the parents/carers to complete a written request for the school to administer medication. Parents must hand over the medicine to a member of the school office at the start of the day and then collect it from the school office at the end of the day.

3.1.3 An individual member of staff may elect to administer or supervise the self-administration of medication. It is the staff member's responsibility to seek the Head Teachers agreement for administration of medication. Staff members retain the right to not volunteer to administer medication. Where medication is not prescribed, in consultation with the Head Teacher, the staff member retains the right to not administer medication when they have previously agreed to do so if they feel a pupil's presentation does not necessitate administering of the medication. Medications which contain aspirin or ibuprofen must not be included in any request unless they have been prescribed by a medical practitioner.

3.1.4 Alternative medications, including homeopathic and herbal remedies will not be administered.

3.1.5 Only medication supplied by the parent/carers will be administered to pupils.

3.1.6 Staff must not administer medications without appropriate information or training. Medications requiring invasive procedures (e.g. drugs requiring injection) will only be administered after appropriate training.

3.1.7 Medication must be provided in the original container as dispensed by a pharmacist and clearly labelled with the instructions for administration, dosage and storage. Staff administering the medicines must check:

- - The child's name
- - Name of the medication
- - Prescribed dose
- - When to be administered
- - Expiry date
- - Special precautions/instructions.

3.1.8 Liquid medications must be measured accurately using a medicine spoon or syringe.

3.1.9 School staff will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication should be noted. An accurate record of the administration of each dose must be documented and completed forms should be stored in the SLT office.

3.1.10 If a child refuses to take a medication, staff must document the reason for the refusal and record this on the form and form stored in the medicine file in the SLT office. The Head Teacher or member of the SLT will contact the child's parents/guardians and request that they attend school to administer the medication.

3.1.11 All medications are to be stored appropriately. In the SLT office medications are either stored in a locked cupboard or fridge.

3.1.12. All inhalers are clearly labelled and stored in first aid room. These are easily accessible.

## **3.2 Managing Medicines on School Trips or Residential Visits**

3.2.1 Pupils with medical conditions should be positively encouraged to participate in all school activities.

3.2.2 Before pupils can attend school trips or residential visits a parental consent form must be completed and signed by an appropriate member of staff.

3.2.3 All staff supervising school trips or residential visits must ensure they have a detailed understanding of the medical or healthcare need of all pupils in their care. This includes all prescribed medication and emergency medication.