

Medicines in School Policy



Approved by:	Headteacher
Last reviewed:	Summer 2026
Next review due:	Summer 2028

Royton Hall Primary School is committed to reducing the barriers to sharing school life and learning for all pupils. This policy sets out the steps the school will take to ensure full access for all children who require medication.

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis.

Aims of this policy:

- **To explain our procedures for managing prescribed medicines which may need to be taken during the school day.**
- **To explain our procedures for managing prescribed medicines on school trips.**
- **To outline the roles and responsibilities of school staff.**

Children who are generally unwell should not be in school and should not return to school until they are fit to participate in the curriculum as normal.

Parents are responsible for any medicines their children may need (the school may support the administration of some medicines).

In the event of an illness occurring during the school day; the school will make every effort to contact parents, or designated carer, with the view to the child going home. Parents are responsible for providing school with emergency contact numbers and for updating these as necessary. Parents must be ready and willing to remove an ill child or make arrangements for care elsewhere. No child would be sent home alone when ill.

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.

Prescribed Medicines

These will only be administered where an individual health care plan or an administering medicines form is in place. (see appendix 1 and 2)

- Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.
- Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines MUST be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- Medicines that need to be taken three times a day should be taken in the morning, after school and at bedtime so do not need to be administered in school.
- Parents should endeavour to schedule the dosage of medication so that it does not fall within school times.
- Medication such as paracetamol cannot be administered by staff unless prescribed.
- All prescribed medicines should be delivered to the school office by the parent/carer. Under no circumstances should medicines be left in a child's possession. (This may differ for children requiring medicines on a long-term basis but will be detailed in their individual health care plan.)
- The parent/carer **must** fill in an administering medicines form giving staff written permission to give the correct dose.

Children with Asthma

- Inhalers are kept in a safe, accessible place within the classroom.
- They should be taken to all physical activities and off site trips.
- Inhalers must be labelled with the child's name and guidelines of administration.
- Children with asthma should be on our Asthma Register (parents are responsible for informing the school).
- All usage of the inhaler will be recorded on the child's individual asthma card by a member of staff. Parents are welcome to have a copy of this record at any time should they wish to.
- Parents will be asked to give consent for the child to use school's emergency inhalers kept in each classroom. (appendix 3)
- **It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out/expired.**

Allergies

Children with severe allergies, including nut allergies, who require an EpiPen will have their medication readily accessible at all times.

- Additional EpiPens are stored in unlocked medical cabinets within each Key Stage area, as well as in the green medical bag located in the school hall.
- Identified children will also carry their individual red bum bags containing their prescribed medication at all times.
- All staff are informed of, and regularly updated on, the identities of children diagnosed with anaphylaxis to ensure a prompt and appropriate response in the event of an allergic reaction.

Non-prescribed medicines

- School are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Parents/carers are welcome to come into school to administer these medicines to their child.
- **On no account must any child keep medicines/lozenges/creams etc. with them in bags or cloakrooms.**

Storage of prescribed medicines

- All medicines must be stored according to the dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
- Medicines will usually be kept in the fridge in the staffroom or the school office.
- All emergency medicines, such as inhalers or EpiPens, must be readily available to children and staff and kept in an agreed place.
- Children may carry their own inhalers where appropriate and identified on their asthma card.

Disposal of medicines

- Staff should not dispose of medicines.
- Parents are responsible for making sure that the date-expired medicines are returned to the pharmacy for safe disposal.
- Parents must collect medicines at the end of the agreed administration time period.

Visits and Outings

- Children with medical needs are given the same opportunities as other children at Royton Hall Primary School. Staff may need to consider what reasonable adjustments they might need to make to enable children with medical needs to participate fully and safely on visits.
- Risk assessments are carried out before any visit.

Roles and Responsibilities

Parent/carer

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office.
- Must complete and sign the appropriate consent form. (see appendices)
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date.

Headteacher

- To ensure that the school's policy on administering medicines is implemented.
- To ensure there are members of staff in school willing to volunteer to administer medicines to specific pupils.
- To ensure staff receive support and appropriate training as necessary.
- To share the information, as appropriate, about a child's medical needs.
- To ensure that parents are aware of the school's medicine administration policy.
- To ensure that medicines are stored correctly.

Staff

- To check details are accurate and clear on prescription labels.
- To ensure that the parents/carer completes a consent form for the administration of medicines.
- To complete the appropriate record sheet when medicine is administered.
- **If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.**

Record Keeping

Medicine must be provided in the original container. Staff will check that written details include;

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date
- Signed parental permission
- Signed by staff when administered (use of pupil administered asthma inhalers recorded by the pupil)

Confidentiality

The head and staff will always treat medical information confidentially. It will be agreed with parent who else should have access to records and other relevant information about the child.

Staff training

Staff will be regularly trained to support children with high incident medical needs such as asthma. Specific training will be provided to meet the needs of individual pupils.