



St. Ethelbert's RCP, Bolton

Administration of Medicines Policy

*Love, Care, Share...
Love learning as friends;
Care for our community as neighbours;
Share our faith in Jesus as disciples*

Rationale

A child who is unwell and unfit to attend school would normally be kept at home by the parent/carer until fully recovered. In some circumstances, if the Headteacher or another member of the Senior Leadership Team feels that a child is not well enough to be in school, they will arrange for their return home, having first made contact with the child's parent/carer.

It is each parent/carer's responsibility to ensure that their child is fit to attend school, and any medication required whilst the child is at school should ideally be administered by the parent/carer. Very few medicines need to be taken four times a day. In most cases, final doses of medicines (e.g. antibiotics) can be given before the child leaves home for school and immediately on their return from school, so that a consistently high level of the medication is maintained in the bloodstream throughout the day. The same principle can also be applied to medications such as creams for conjunctivitis etc.

Administering medicines in school – procedures

Where there is no alternative but to administer medicine in school time, then the following course of action will be taken:

As there is no legal requirement for school staff to administer medicines, this is purely a voluntary arrangement, agreed between the school and parent/carer. The Headteacher or another member of the Senior Leadership Team will decide:

- whether or not to administer medication in school
- what sort of medicines the school will and will not administer
- who will administer the medication
- where any medicines will be kept

No pupil will be given medication without his or her parent's written consent. **(FORM A)**

Any member of staff giving medicine to a pupil should check:

- the pupil's name
- written instructions provided by parents or doctor
- prescribed dose
- expiry date

Only prescribed medicines will be administered – pain killers etc. will not be administered in school to lessen the risk of exceeding the dosage or of an allergic reaction.

The member of staff who has agreed with the parent to administer medicine will complete and sign the record sheet **(FORM B)** when the child has taken their medication. Wherever possible, a second adult should be present as a witness.

Storage

When the school stores medicines, staff will ensure that the supplied container is labelled with:

- the name of the pupil
- the name and dosage of the drug
- the frequency of administration

Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non-health care staff should never transfer medicines from their original containers. The headteacher is responsible for making sure that medicines (including inhalers) are stored safely. Medicines will be stored in the office. Inhalers will be stored in filing cabinets in appropriate classrooms for ease of access. Where appropriate, some medicines may be refrigerated in the staff room refrigerator, in the designated compartment.

School staff will not dispose of medicines. Parents will be asked to collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

Pupils who have medicines (including inhalers) stored in school, will be made aware of how to access them and their staff point of contact.

Emergency hospitalisation – procedures

In the event of an emergency and where hospitalisation is necessary, the office staff will call for an ambulance. The pupil taken to hospital by ambulance will be accompanied by a member of staff who should remain until the pupil's parent arrives. Generally, staff should not take pupils to hospital in their own car. However, where this is the best course of action, the member of staff should be accompanied by another adult and have business use on their vehicle insurance.

Administering medicines on educational day visits

Sometimes, the school will need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will be made with the parent/carer. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. Sometimes an additional adult or parent might accompany a pupil with particular needs.

Administering medicines on residential visits

Once the parent has consented for their child to go on a residential visit, information regarding medicine will be collected by the school using **FORM C**. This information will then be added to the external provider's own documentation so that they are aware of any medical conditions.

Prior to the visit, the two designated members of staff responsible for administration of medicines (lead and assistant) will meet with the parent of every child who will definitely require any medication during the visit (e.g. prescribed medicines; tablets for hay fever; travel sickness etc.). Together, they will collect the medication and check this against **FORM C** which gives clear information regarding medicine and dosage, as well as parental consent.

Records of administration will be kept for each of these children during the visit. Only staff trained in the administration of medicines will carry out this duty.

Storage

Medicines will be stored in a container and will be clearly labelled with the child's name, the dosage and any other information given by the parent. These will be kept in the designated lead's accommodation. An exception to this would be inhalers, which will be carried by each group leader during physical activity.

Administering other medicines

On occasions, it might be necessary for the designated staff to administer medicines, such as pain relief or anti-histamine, to address unforeseen ailments (e.g. headaches; insect bites etc.) which might occur on residential visits. Parents will be provided with written details of such medicines (e.g. Calpol 6 Plus; Nurofen for Children; Piriton); written parental permission will be obtained prior to departure, using **FORM C**. Parents will indicate that it is unlikely that their child will react to these medicines, based on previous experience if this is the case.

Again, such medication will only be administered by the designated member of staff, monitored by her assistant. **FORM D** will be completed; this will provide information of:

- Medication administered
- Dosage given
- Name of administrator
- Why the medicine was given
- Date and time

A copy of **FORM D** will be given to any parent whose child has been given such medicines, upon arrival back at school.

Designated staff will receive external training every three years so that they can continue to carry out their role effectively.

Related policies: Supporting Pupils with Medical Needs

Reviewed September 2025



REQUEST FOR SCHOOL TO ADMINISTER MEDICINE - FORM A

St. Ethelbert's School will only give your child medicine if you have completed and signed this form, and if the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Name: _____

Class: _____

Condition/ illness: _____

MEDICATION:

Name of medication (as on container): _____

Dates when medicines will be administered in school: _____

Dosage and method: _____

When ? (e.g. after lunch) _____

Special precautions: _____

Side effects : _____

Self- administration: _____ Y / N

CONTACT DETAILS

Number to be rung in an emergency : _____

I understand that I must deliver the medicine personally to the office and accept that this is a service which the school is not obliged to undertake.

Signed : _____



RECORD OF MEDICATION ADMINISTERED - FORM B

| Date | Pupil's Name | Time | Medication | Dose given | Any Reactions | Signature of staff |
|------|--------------|------|------------|------------|---------------|--------------------|
| | | | | | | |

Dear Parents / Carers

FORM C

PLEASE RETURN THIS FORM (COMPLETED) TO SCHOOL BY DATE

If your child requires any medication for (Venue), whether for the journey to and from, or whilst we are there, it needs to be handed over to (Lead and assistant) on (Date & Place). The medicine needs to be clearly labelled with your child's name and the dosage to be given. All medicine will be kept by Name of lead and assistant; the children **must not** carry any medication themselves. All medication that is required during the day, e.g. inhalers will be carried by your child's group leader at all times.

We are also asking for your consent so that we may administer medicine to your child if we feel this is necessary. For example your child may have a slight headache. We will be taking a bottle of Calpol 6 plus, a bottle of Nurofen for Children and Piriton (the piriton is for emergency use only and not for those who require piriton daily due to allergies e.g. hay fever. This needs to be provided by you and filled in below.) Please give your permission below.

If you wish to speak to us about medication earlier, we will be available on date, time and place.

I give permission for my child to be given: (tick as appropriate)

Calpol 6 Plus ☐ Nurofen for Children ☐ Piriton ☐ if deemed necessary.

Prescription medication details:

Name of medication(s) and dosage details:

Dietary information: e.g. vegetarian, coeliac, lactose intolerance, diabetic and food allergies

Emergency contact details:.

Contact 1: Name _____

Number _____

Contact 2: Name _____

Number _____

Signed.....Relationship to the child.....

Child's Name.....

Form D

[illegible]

Child's Name

[illegible]