



Fairfield Primary School Administration of Medicines Policy

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MEDICINES IN SCHOOL

Statement of intent

Fairfield Primary School will ensure that pupils with medical conditions receive appropriate care and support at school, for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, "medication" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "Prescription medication" is defined as any drug or device prescribed by a doctor.

The school will consider requests for medication administration on an individual basis where it is necessary for the pupil to access education safely. School will typically only administer medicines that have been prescribed and need to be taken more than three times a day. Parents/carers may visit school and give the child medicine themselves during lunch times/break times. It may occasionally be necessary for us to administer medicines for children with long term conditions such as ADHD; each case will be considered separately.

The Governors and staff of Fairfield Primary School wish to ensure that pupils with long term medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Medication will normally only be accepted where prescribed by an appropriately qualified healthcare professional, except for Calpol.

Medication will not be accepted in school without complete written and signed instructions from the parent. (Appendix 2)

Only reasonable quantities of medication should be supplied to the school (one month's supply at a time).

Each item of medication must be delivered in its original container and handed directly to the Office staff.

Each item of medication must be clearly labelled with the following information and be in its original dispensing container:

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication which are in anything other than the original dispensing containers.

Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

The school will provide parents/carers with details of when medication has been administered to their child as requested.

Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary, under staff supervision.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements with;

- NHS healthcare professionals
- school nursing service
- relevant medical professionals

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. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed. Any such decision will only be taken if there are no reasonable adjustments that the school can make.

Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.

The school maintains an emergency salbutamol inhaler for use in accordance with statutory guidance and only for eligible pupils for whom written parental consent has been received. These are stored securely and checked periodically.

School also has an epi pen, and it should specify use only for pupils:

- known to be at risk of anaphylaxis
- prescribed an AAI
- with written parental consent where required arise

Administering Calpol

School also holds Calpol Infant and Calpol 6+. All of which are stored in the locked First Aid cabinet in the office. The school does not routinely administer non-prescription medication, including paracetamol-based medicines such as Calpol.

In exceptional circumstances, where failure to administer medication would prevent a child remaining in school comfortably and safely, non-prescription medication may only be administered where:

- prior written parental consent has been provided;
- the medication is age-appropriate;
- the parent/carer confirms the time and dosage of any previous administration that day;
- administration is authorised by a designated first aider/senior member of staff;
- administration is witnessed and recorded.

If consent cannot be confirmed, the medication will not be administered, and parents/carers may be asked to collect their child.

Defibrillator

The school has procured an AED defibrillator device, which is located in the school office. Where the use of the defibrillator is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis. Staff will summon emergency services immediately when the AED is deployed.

Disposal of Medicines

Parents/carers are responsible for collecting expired or no longer required medication. School staff will not dispose of medication except in accordance with local pharmaceutical disposal guidance

Complaint Procedure

Complaints or concerns can be raised with the Head Teacher or Governing Body

Individual Health Care Plan – (Appendix 1)

Pupils who may need an IHP include:

Children with long-term medical conditions. These are the most common cases.

Examples include:

- Asthma (especially if severe or needing regular medication)
- Diabetes
- Epilepsy
- Severe allergies (anaphylaxis)
- Eczema requiring ongoing treatment

Children with complex or fluctuating health needs

- Conditions that vary day to day or require monitoring
- For example: chronic fatigue, sickle cell disease, or heart conditions

Children who require regular medication in school

- Medication that must be taken during school hours
- e.g. insulin injections, inhalers, emergency medication (EpiPens)

Children at risk of medical emergencies

- Those who may need urgent or emergency intervention
- e.g. seizures, hypoglycaemia, severe allergic reactions

Children returning after serious illness or surgery

- Temporary IHPs may be needed during recovery
- e.g. after hospital stays or major operations

Children with disabilities that impact health needs

- Where medical needs are part of their disability
- e.g. feeding tubes, mobility-related medical support

Review arrangements for an IHP

Reviews should be regular, at least annually (once a year) as a minimum. Earlier reviews will take place if needed for example;

- The child's medical condition changes
- Medication or treatment is updated
- The child has been in hospital
- There has been a medical incident in school
- The plan is not working effectively

Staff involved in the review will include School staff (e.g. SENCO or lead staff member), Parents/carers, Healthcare professionals if necessary and the child (if appropriate).

Updated plans will be shared with all relevant staff, and any changes be clearly explained.

Emergency procedures within the IHP will include:

- Clear description of the emergency
- What the emergency looks like for that child
- Early warning signs and symptoms
 - e.g. wheezing (asthma), shaking (hypoglycaemia), rash/swelling (allergic reaction)
- Step-by-step actions for staff
- Simple, numbered instructions on what to do

Appendix 1

Individual healthcare plan

Name of school/setting

Fairfield Primary School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name/Relationship to child

Tel Number (home)

Tel number (work)

Tel number (mobile)

Name/Relationship to child

Tel number (home)

Tel number (work)

Tel number (mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Office Staff/Class Teacher

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

School staff

Plan developed with:

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2

Fairfield Primary Parental agreement for setting to administer medicine

The school or setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Date for review to be initiated by	
Name of school / setting	
Name of child	
Date of birth	
Group / class / form	
Medical condition or illness	

Medicine

Name / type of medicine (as described on the container)	
Expiry date	
Dosage and method of administration	
Timing	
Special precautions / other instructions	
Are there any side effects that the school / setting needs to know about?	
Self-administration – y/n	
Procedures to be taken in an emergency	

Nb. Medicines must be brought in the original container as dispensed by the pharmacy

Contact details

Name	
Daytime telephone no.	
Relationship to child	
Address	
Name/details of GP	
I Understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school / setting staff administering medicine in accordance with the school / setting policy. I will inform the school / setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent Signature(s)

Date

Head Teacher Signature(s)

Date

Appendix 3

Fairfield Primary Request for Pupil to Carry His/Her Medication

Example form for parents/carers to complete if they wish their child to carry his/her own medication This form must be completed by parents/carers.

N.B. This facility would only be required when medical opinion (which the parents would need to provide in writing) is that the youngster will need the medication to be immediately available at all times.

Pupil's Name: Class:.....

Address:.....

.....

Condition or illness:

.....

Name of medication.....

Name and Address of prescribing Doctor

.....

Procedures to be taken in an Emergency:

CONTACT INFORMATION

Name:

Daytime Phone No:

Relationship to child:

I would like my son/daughter to keep his/her medication on him/her for use as necessary.

Signed: Date:

Relationship to child:

**CONFIRMATION OF THE HEADTEACHER'S AGREEMENT FOR A PUPIL TO
CARRY HIS/HER MEDICATION**

Example letter for schools to complete and send to parent/carer if a pupil is allowed to carry his/her medication.

Dear ***(name of parent/carer)***

Date

I agree that ***(name of child)*** will be allowed to carry and self-administer his/her medication whilst in school and that this arrangement will continue until ***(either end date of course of medication or until instructed by parents)***.

Signed:

(Headteacher)

Appendix 4

FAIRFIELD PRIMARY SCHOOL RECORD OF MEDICATION ADMINSTERED

Name of school / setting				
Name of child				
Group / class / form				
Medicine received				
Date medicine received from parent				
Quantity received				
Name and strength of medicine				
Dose and frequency of medicine				
Expiry date				
Staff signature				
Print name				
Medicine returned				
Quantity returned				
Returned to (signature)				
Print name				

Appendix 5

FAIRFIELD PRIMARY ADMINISTRATION OF MEDICATION IN SCHOOL GUIDANCE FOR PARENTS/CARERS

To ensure the **SAFE** administration of medication in school the following guidelines have been produced. If these are not followed then unfortunately the medication cannot be given/supervised. Please note that the Headteacher/Authorised Person (see above) can only accept medication prescribed by a doctor.

1. Parents/carers are responsible for providing the Headteacher with adequate information regarding their child's condition and medication. It is the parents/carers responsibility to inform the school in writing when the medication is discontinued or the dosage changed. Such may also include securing written information from the prescribing Doctor.
2. Medication will not be accepted in school without complete written and signed instructions.
3. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
4. Only reasonable quantities of medication should be supplied to school, e.g. a maximum of 1 weeks supply at any one time.
5. Each item of medication must be delivered in the original container prescribed by a doctor and handed directly to the Authorised Person in school (usually the Headteacher). Each container must be clearly labelled with the following:
 - Pupil's name.
 - Name of medication.
 - Dosage.
 - Frequency of dosage.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.

Items of medication in unlabelled containers will not be accepted.