Together we care, Together we learn, Together we achieve.
Gyda'n gilydd rydym yn gofalu, dysgu a chyflawni.



Ysgol Gynradd
COEDPENMAEN
Primary School

Administration of Medicine

Policy written:	**Summer 2026**
Headteacher signature:	
Chair of Governor's signature:	
Policy review date:	**Summer 2028**

Objectives of this policy

Introduction

Within our Schools, we want to ensure that our pupils are happy and healthy. We understand that there are an increasing number of children attending mainstream schools with medical conditions. Schools acting in 'loco parentis' have a duty to take reasonable care of children, which includes the possibility of having to administer medicines and/or prescribe drugs. The individual school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance as a result. This policy should be read in conjunction with the school's First Aid Policy.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical conditions. Children should be kept at home if they are acutely unwell and, in the case of contagious diseases, only return when they are no longer infectious.

This policy applies equally to all pupils and staff regardless of protected characteristics including disability, race, religion or belief, sex, and language. The school is committed to ensuring equitable access to support and provision, recognising that individuals may require different approaches to achieve fair outcomes.

Management and Administration

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear instructions are supplied by parents when requesting that medication be administered to their child. Parents should

always complete a medicine form available from the school office giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period.

Support will be made available to ensure that all parents/carers can access and complete required documentation. This may include provision of information in Welsh and English, additional languages where possible, and alternative accessible formats where required.

Medication must be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered - this cannot be changed unless written instructions are given from a medical professional. Medicine will not be administered using a 'spoon' as is often provided with some medicines. All medicines will be administered using 5ml oral syringes as this allows for accurate readings to be made. Syringes should be provided by the parent (available from chemists/GP), however syringes are available in the school Office during emergencies. A medical form should be signed by the parent or guardian and retained in the school office for reference by staff involved.

When medication is administered, staff will remember to apply the 5 R's to secure safety;
Right pupil – Identity check - Name, date of birth.
Right drug – Does the bottle name the same drug that the parent has stated on the consent form.
Right route – this will only ever be oral in school (with exceptions of creams).
Right time – has there been sufficient time between doses.
Right dose – has the correct dose been prepared – 5ml Oral Syringes only

In cases where the child's medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan be prepared if applicable by the school Nurse. In such cases, consultations on the Plan will include the school, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

The Headteacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

Members of staff will be asked to volunteer to be involved in the administration of medication.

Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils must receive training from the School Nurse before administering any medication.

It is the responsibility of the Headteacher to ensure that new members of staff receive appropriate training. Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures.

A record should be kept of all the medicines and drugs administered by the members of staff responsible using Medication Administration Record (Appendix A). All medication administered must be recorded, witnessed and signed off by 2 members of staff.

All decisions made regarding the administration of medication will be applied consistently, transparently and without discrimination, in line with the school's equality duties.

Role of Staff

There is no legal or contractual duty on teachers to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the Government. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines

Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training. In all circumstances the Head Teacher will be the first point of contact regarding medicine administration. The Head Teacher will make the ultimate decision on whether or not medication can be administered.

In the absence of the Head Teacher, administration of medicines will be undertaken by the school's trained staff only.

Where appropriate, pupils will be supported to develop independence and understanding in managing their own medical needs in an age-appropriate way.

Medications

Below is a description of medications that can and cannot be given at schools. Please note that it is the responsibility of parents to ensure that medication is in date and that they are replaced regularly.

The school accepts no liability for any medical issues or harm that arise from administering medication.

The school recognises that cultural, religious and personal beliefs may influence approaches to medical treatment. Reasonable adjustments will be considered where safe and appropriate to support individual needs.

Inhalers for Asthma

When appropriate, pupils in the junior phase should assume responsibility for their own inhalers. Individually named inhalers are kept in classes but parents should complete the school's Medical form before sending these in.

It is the responsibility of the parent to ensure that the inhalers are renewed, and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.

In the case of pupils in Foundation learning, the school can supervise the child using the inhaler. The inhaler should be given to the class teacher or kept in the school office and written instructions given. As before, all inhalers should be regularly renewed and collected at the end of the school year. 'Blue' pumps should only be sent in and not steroid pumps (brown).

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. The following should be noted:

Where dosage is less than 4 times a day the school will not administer antibiotics. In this case, dosage could be administered before school, after school and before bed. If it is essential that antibiotics is given during school day, then you can arrange for a parent/guardian to come to the school to administer it.

Where dosage is 4 or more times a day the school will administer the medication at lunchtime. This will be done by the Head teacher or specified member of staff only. A Medical form must be completed giving full instructions for administration of the medicine.

It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

Diabetes

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes must not be left unattended if feeling unwell or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's GP or Paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept.

Other Medications

In the case of unusual, prescribed medicines, i.e. use of an Epipen, this will be at the discretion of the Headteacher. In all cases, proper training will be provided by the School Nurse and parents will need to complete a Medication form accepting responsibility. In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Nut Allergies/Anaphylaxis (Epi Pens)

Medication for the treatment of nut allergies will be kept in easily identifiable containers in individual classrooms. Each container should be clearly labelled with the child's name and class.

Where Epi Pens are prescribed to pupils these are kept within classes. Annual training is provided to staff in using these Pens and what to do in cases of emergency.

Non-prescribed Medication

The school will never administer medicine which is 'off the shelf' and not prescribed by a GP. This includes paracetamol, Calpol, Nurofen etc.

Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Where Epi Pens have been administered, staff must outline to the emergency services that there is ' a life threatening emergency' to bypass any triage.

Staff should never take children to hospital in their own car - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher. However, ultimate responsibility remains with the parents/carers.

In the absence of the Head Teacher, administration of medicines will be undertaken by the school's trained First Aiders only.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Medication that is required to be refrigerated will be stored in a specific section of the school's refrigerator.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the secure medication cupboard in the school or the school fridge (depending on prescriber's instructions.) The key to the medication cupboard will be kept safely. Epi-pens and Inhalers should be readily available in classrooms and not locked away.

Disposal of Medication

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

School Trips/Visits

It is the part of the Inclusion Policy of the school that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of

such pupils and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise.

It may be necessary to take medication for pupils on a school trip, i.e. Epi-pen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency.

In case of Emergency, medication should be given to the paramedics to administer when necessary.

Summary of Administration Procedure

- Medical permission form must be completed by the parent / carer.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered
- Recommended / prescribed dose will not be exceeded without written permission from a medical professional.
- All medication given must be recorded and witnessed using our medical form in the school office medicine cupboard.
- It will be the parent / carers responsibility to collect medication at the end of each school day (where necessary).
- Medication being taken out of school on trips or visits must be logged in and out with the school office and be the responsibility of a member of staff at all times.

Monitoring and Review

This policy will be reviewed every two years to ensure it remains compliant with statutory guidance and continues to meet the needs of all pupils. As part of this process, consideration will be given to the impact of the policy on different groups, including those with protected characteristics, to ensure equitable access and outcomes.

Equality Impact Assessment Statement

This policy has been reviewed through an Equality Impact Assessment to ensure that it promotes fairness, inclusion and equity for all members of the school community. Consideration has been given to the needs of individuals with protected characteristics, including disability, race, religion or belief, gender, and language. As a result of the assessment, additional clarification has been included to

ensure that procedures are accessible to all families, including the provision of information in different languages and formats where required, and to ensure that decision-making is applied consistently and without discrimination. The policy also acknowledges the importance of respecting cultural and religious factors in the administration of medication and supporting pupil voice in an age-appropriate way. In line with the Anti-Racist Wales Action Plan, the policy has been reviewed to ensure that it does not unintentionally disadvantage individuals from racially minoritised backgrounds and that equality is promoted through equitable, rather than identical, treatment. Ongoing monitoring and review will ensure that the policy continues to meet the needs of all learners, staff and families and supports an inclusive and anti-racist school environment.

Rights Respecting Statement

This policy supports the principles of a Rights Respecting School and is underpinned by the United Nations Convention on the Rights of the Child (UNCRC). By promoting fair, equitable and inclusive practices, the school ensures that all pupils can benefit from a safe, healthy and high-quality learning environment where their rights are respected, protected and fulfilled

This policy aligns with:

- **Article 2 – Non-discrimination:** ensuring all pupils have equal access to support for medical needs regardless of background or circumstance.
- **Article 3 – Best interests of the child:** ensuring that decisions about administering medication prioritise the child's safety and wellbeing.
- **Article 6 – Right to life, survival and development:** supporting pupils' health so they can fully access education and development opportunities.
- **Article 12 – Respect for the views of the child:** recognising pupils should be involved in their care in an age-appropriate way.
- **Article 23 – Children with disabilities:** ensuring appropriate support for pupils with medical conditions or additional health needs.
- **Article 24 – Health and health services:** ensuring children have access to the care and treatment they need, including medication during the school day.
- **Article 28 – Right to education:** supporting attendance by managing medical needs effectively.

Appendix 1 **Agreement for the school's administration of medicines**

Child's Name:

_____

Child's Date of Birth:

_____

Medical condition/illness:

_____

_____

_____

Name of medicine/date dispensed/expiry date:

_____

Dosage and method (as detailed on medication label)

_____

Dates to start and end the agreement

_____

Time of day to be administered

_____

Whilst staff will work to this time if possible, parents/carers are reminded that the school may not be able to administer the medicine at the exact time stated.

Are there any side effects that the school needs to be made aware of?

_____
_____

_____
_____

I, as parent/carer of
_____ accept that this is a service that the schol is not obliged to undertake. I understand that I must notify the school of any changes in writing.

I will ensure that my child's name is clearly written on the medicine, where possible in the original packaging and that the medicine is in an appropriate condition. I will ensure the medicine is brought to school by an appropriate adult.

Signed
_____
Date
_____

Emergency Names and Phone Numbers

1. _____
2. _____
3. _____

Appendix 2

MEDICINE ADMINISTRATION RECORD

Name of Pupil	
Date of Birth	
Group/Class	
Name and Strength of Medicine	
Dosage and Frequency	
Expiry Date (On bottle)	

Date	Time Given	Dose	Staff	Initials	5 R's Checked