



**The JOY of the Lord is Your Strength** (*Nehemiah 8:10*)

**ST. JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL**

**ADMINISTRATION OF MEDICINES POLICY**

**School will never accept medicines that have been taken out of the original container, and will not accept any parental instruction to change any dosage.**

Parents will be asked to administer medicines – either by the child going home at a break time, or the parent coming into school. But if this is impracticable, and the Head decides to accept the responsibility for administering them the following will apply:

**Heads' Discretion**

The Head (or other designated person) will consider each case and the needs of the child separately. The best interests of the child will be borne in mind, regardless of either parents or school staff preferences but with consideration of the implications for the staff and the other pupils.

**Parental Consent**

Parents and persons with parental responsibility can give their consent to the administration of medication by school staff should it prove impossible for them to do so themselves. Applications are to be made to the Headteacher using the Administering Medicine form which can be obtained from the school office (see appendix 1).

The following information will be required:

- a formal written request has been obtained from the parent; and that
- the form should give clear guidance about the medicine and the dosage;
- the Head (or other designated person) will speak to the relevant staff and secure their agreement;
- arrange for the administration of the date/time of the medication to be recorded, and for a trained member of staff to review the log from time to time;
- in the case of common, but long-term ailments, such as epilepsy and asthma, the facts of the illness, and the action to be taken by the school should be spelt out by the medical practitioner / school nurse, and recorded in the child's records;
- medication should be brought into school in its original packaging or container – by the parent, not the child, and should be delivered personally, to the Head or other designated person;
- medicines must be clearly labelled with:

- contents
  - name of child
  - name of doctor
  - the dosage to be administered
- the medicine will be locked away in the school (either the Headteacher's office in a lockable drawer, or if refrigeration is required, in a sealed container within the fridge kept in the office / first aid room;
  - where possible should be administered by the child him/herself, under adult supervision.

If the medicine or drug is known to be dangerous, or where the administering requires intimate contact, or requires an injection, Heads should normally insist on their being administered by a doctor, trained nurse, or parent. If this is not possible in the circumstances, and the Head considers that it is in the interests of the child for it to be administered at school, he/she shall ensure that the administering is authorised in writing by the parent, and that guidance has been received from a doctor.

Additional medical consent forms will be filled in by parents when children take part in residential trips so that staff are able to act in loco parentis should medical aid / administration of medicines be required.

**The school retains the right to refuse to administer medicines.**

Member of staff responsible: Phil Thomson

Date policy written: September 2015

Date of most recent update: March 2022

Date approved by the full Governing body: May 2022

Date to be reviewed: March 2025



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**ST JOHN'S CE PRIMARY SCHOOL**  
**Parental agreement for school to administer medication.**

Date \_\_\_\_\_

Child's name \_\_\_\_\_

Class \_\_\_\_\_

Name and strength of medication \_\_\_\_\_

How much to be take (i.e. dose) \_\_\_\_\_

When to be taken \_\_\_\_\_

Any other instructions \_\_\_\_\_

**Note:**

**Medicines must be in the original container as dispensed by the pharmacy. We do not administer medicines bought over the counter.**

**We will only administer medicines prescribed by a doctor.**

**It is the parent's responsibility to check medication is in date.**

**It should be noted that medicines which are prescribed 3 times a day can often be taken in the morning, just after school and in the evening – please check with your GP.**

Daytime phone number of parent  
or adult contact \_\_\_\_\_

Name and phone number of GP \_\_\_\_\_

\_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St John's staff to administer medication in accordance with the school policy.

Parent's signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

**ST JOHN'S CE PRIMARY SCHOOL**

**Confirmation of the Head's Agreement To Administer Medicine**

**St John's CE Primary School**

It is agreed that ..... will receive..... (name and quantity of medicine)  
every day at..... (time of day)

..... will be given/supervised whilst he/she takes their medication by  
..... (name of staff).

This arrangement will continue until..... (either end date of course of  
medication or until instructed by parents.)

Date

Signed