

Administering Medicines Policy 2026

Version Number	V003
Policy Writer	Becky Kirkland, Inclusion Leader
Document Owner	Sarah Dixon, Headteacher
Issue Date	24th September 2026
Date for Review	Bi-Annually or sooner if necessary

Details	
Name	Barwic Parade Community Primary School
Type of school	Mainstream Primary School, including Breakfast Club, Governor Led Nursery and After School Club
Address (including What3Words location)	Petre Avenue Selby YO8 8DJ ///void.zones.engineers
Operating hours	7.45am to 5.30pm
Office telephone number	01757 705591
Office email address	admin@barwicparade.co.uk
Approximate number of staff	20
Approximate number of pupils & age range	180 2yrs to 11yrs

Version Control			
Version	**Date**	**Amended by**	**Summary of key changes**
V001	3rd October 2019	Jean Grant	Updated
V002	8th October 2024	Jean Grant	Updated
V003	24th September 2026	Becky Kirkland	Updated

Introduction and Policy Statement

Barwic Parade Community Primary School is committed to supporting pupils with medical needs so that they can participate fully in school life.

We aim to ensure that:

- pupils with medical needs are properly supported
- medicines are administered safely and appropriately
- pupils are able to attend school and take part in learning where possible
- staff are clear about their roles and responsibilities
- parents and carers are confident that their child's medical needs will be managed safely

This policy applies to the main school, breakfast club, nursery and after-school club. It should be read alongside the schools:

- **Safeguarding and Child Protection Policy**
- **Health and Safety Policy**
- **Equality Policy**
- **Supporting Pupils with Medical Conditions Policy** where applicable
- **Attendance Policy**
- **Educational Visits Policy**
- **First Aid Policy**

Legal and Statutory Framework

This policy has been written with reference to:

- **Supporting pupils at school with medical conditions** statutory guidance
- **The Equality Act 2010**
- **Health and Safety at Work etc. Act 1974**
- **Keeping Children Safe in Education**, where relevant
- local authority and school procedures

The school will make reasonable adjustments where required to avoid disadvantage to pupils with medical needs.

Principles

The school will:

- only administer medicines where appropriate and agreed
- store medicines safely and securely
- keep clear records of all medicines administered
- ensure staff are suitably trained and confident to carry out any required task
- involve parents and carers in all necessary arrangements
- work with health professionals where appropriate
- ensure pupils with medical conditions are not unfairly disadvantaged

All staff are under no obligation to administer medicines unless they are trained and willing to do so. Where a staff member is not confident or trained, they must inform a senior leader immediately so that an alternative arrangement can be made.

Medicines that may be administered

Prescribed medicines

Prescribed medicines may be administered at school where:

- they are required during school hours
- they are essential for the pupil's health and wellbeing
- written parental consent has been provided
- the medicine is supplied in its original container
- the label clearly states the pupil's name, dosage, and administration instructions

Non-prescribed medicines

Non-prescribed medicines will only be administered in exceptional circumstances and at the discretion of the Head teacher or designated senior leader.

Where the school agrees to administer a non-prescribed medicine:

- written parental consent must be obtained in advance wherever possible
- the medicine must be in its original packaging
- dosage instructions must be clear
- the school reserves the right to refuse administration where it is not appropriate

The school will not routinely administer over-the-counter medicines without clear justification.

Children under 16

No child under 16 will be given medicines without written parental consent, unless immediate emergency action is required to protect the child's health or safety.

Requesting medicine administration

Parents and carers must complete an **Authorisation to Administer Medicine** form for each medicine and each episode where required, unless an individual healthcare plan states otherwise.

Parents and carers should:

- provide full and accurate details
- inform the school of any changes to dosage or medical advice
- ensure the medicine is within date
- collect unused or out-of-date medicines promptly
- ensure medicines are supplied in the original container

Where possible, parents and carers should ask the prescribing medical professional whether the medicine can be taken outside school hours, for example before school, after school and at bedtime.

The school may seek confirmation from the prescribing medical practitioner if clarification is needed.

Emergency and ongoing medical needs

Where a pupil has an ongoing medical condition, the school may create an **Individual Healthcare Plan** in consultation with parents/carers and, where appropriate, health professionals.

This may apply to conditions such as:

- asthma
- severe allergies
- epilepsy
- diabetes
- other long-term or complex medical needs

The plan should set out:

- the medical condition
- symptoms and triggers
- medication required
- emergency procedures
- staff responsibilities
- arrangements for trips, PE and clubs
- any other relevant support

Emergency medication

Emergency medicines, such as asthma inhalers and adrenaline auto-injectors, must be readily available to the pupil and must not be locked away in a way that prevents immediate access.

Pupils who are able to do so should be encouraged to carry and use their own inhaler, where this is agreed with parents/carers and the school.

If a pupil is too young or not yet able to manage this safely, the medicine will be stored securely but in a location that allows rapid access by trained staff.

Emergency medication must be available during:

- PE lessons
- sports activities
- educational visits
- breakfast club
- after-school club
- any other school-led activity

Storage of medicines

Medicines will be stored securely in one of the following locations, depending on the needs of the pupil and the medicine:

- the school office
- a designated secure fridge, where required
- another secure location agreed by the Head teacher or designated senior leader

Medicines will:

- be clearly labelled with the pupil's name
- state the prescribed dose and dosage instructions
- show the expiry date
- be kept separate from food and inaccessible to unauthorised persons

Medicines must not be kept in classrooms or in classroom fridges unless a specific arrangement has been approved by the Head teacher for medical reasons.

Only authorised staff may access stored medicines.

Administration Procedures

When medicine is to be administered:

- a trained or designated member of staff will check the medicine carefully

- where possible, a second adult will confirm the medicine and dosage
- the correct pupil will be identified before administration
- the medicine will be administered in line with the written instructions

Staff must:

- follow the prescribed dosage exactly
- never guess or alter the dose
- never force a pupil to take medicine
- maintain the pupil's dignity and privacy

Older pupils may be able to self-administer or self-manage their medication. This will only happen where it is appropriate, agreed with parents/carers and supported by school staff.

Recording medicines

A written record must be completed every time medicine is administered.

The record should include:

- pupil's name
- name of medicine
- dose administered
- date and time
- name of staff member administering the medicine
- any relevant comments, including refusal or concerns

Completed records must be returned to the School Office and stored securely.

Any refusal to take medicine must be recorded and reported to parents/carers as soon as reasonably possible.

Medication errors, concerns and incidents

If a medicine is:

- missed
- given late
- given in the wrong dose
- given to the wrong pupil
- otherwise administered incorrectly

The incident must be reported immediately to a senior leader.

The school will:

- check the pupil's wellbeing
- contact parents/carers promptly
- seek medical advice where necessary
- record the incident appropriately
- review procedures to reduce the risk of recurrence

Where a medication incident raises safeguarding concerns, the school's safeguarding procedures will be followed.

Training & Competence

The Head teacher is responsible for ensuring that staff who administer medicines are properly trained and supported.

Where administration requires technical or medical knowledge:

- training will be provided by an appropriate health professional
- training will be specific to the pupil and the medicine involved
- competence will be checked before staff are expected to administer independently
- refresher training will be arranged as necessary

The school will ensure that staff have enough information, confidence and support to carry out their role safely.

Staff Responsibilities

Staff must:

- follow this policy at all times
- only administer medicine where authorised and trained to do so
- record administration accurately
- report concerns or errors immediately
- maintain confidentiality
- support pupils sensitively and professionally

The Head teacher will:

- oversee the policy and its implementation
- ensure suitable systems are in place
- arrange training where required
- make decisions about any exceptional arrangements

Parents and Carers

Parents and carers are responsible for:

- informing the school of any medical condition or need
- completing the required authorisation forms
- supplying medicines in original packaging
- checking that medicines are in date
- providing updated information when treatment changes
- collecting unused or out-of-date medicines promptly

Parents and carers should inform the school immediately if:

- the child's condition changes
- the medicine changes
- there are concerns about side effects
- their child refuses medicine at home or school

School Trips, Clubs and Off-Site Activities

The school will make suitable arrangements for medicines during:

- educational visits
- school trips

- sports events
- after-school clubs
- breakfast club
- nursery provision

A risk assessment will be completed where needed to ensure that pupils' medical needs can be safely met.

Emergency medication must be available at all times during off-site activities.

Disposal of medicines

Staff must not dispose of medicines unless specifically instructed as part of an agreed procedure.

Unused, expired or no longer required medicines should be collected by parents/carers. Where appropriate, parents/carers will be advised to arrange safe disposal through a pharmacy or other suitable route.

Equality and accessibility

The school will not discriminate against pupils because of a medical condition or disability.

Reasonable adjustments will be made where necessary so that pupils can:

- attend school safely
- access learning
- take part in school life as fully as possible

Monitoring and review

This policy will be reviewed **bi-annually** by the Head teacher and governing body, or sooner if changes in legislation, guidance or school practice require it.

The school will monitor:

- implementation of the policy
- medication records
- training needs
- incidents and near misses
- feedback from staff and parents

Appendices

BARWIC PARADE COMMUNITY PRIMARY SCHOOL

PARENTAL AGREEMENT TO ADMINSTER MEDICINE

Date	
Child's Name	
Class	
Description of illness	
Name of Medicine	
Expiry Date	
How much is to be given	
When is it to be given	
Date & Time the most recent dose was given	
Does the medication need to stored in a fridge?	
Any other special instructions	
Are there any side effects that school needs to know about?	
Daytime telephone number for parent/carer	
Name of GP	
Telephone number for GP	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that medicine will be given by non-medically qualified staff.

Parent/Carer Name	
Parent/Carer Signature	
Date	

Barwic Parade Community Primary School



Record of medicine administered to an individual child

Child's Name _____

Child's Class _____

Date	
Time Given	
Dose Given	
Name of Staff Member	
Staff Initials	
Date	
Time Given	
Dose Given	
Name of Staff Member	
Staff Initials	
Date	
Time Given	
Dose Given	
Name of Staff Member	
Staff Initials	
Date	
Time Given	
Dose Given	
Name of Staff Member	
Staff Initials	
Date	
Time Given	
Dose Given	
Name of Staff Member	
Staff Initials	