Fairfields
PRIMARY SCHOOL

Proud to be part of Inspiring Futures through Learning

Fairfields Primary School

Administration of Medicine Procedure

September 2025 – September 2026

This policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling. We aim to ensure that all children will "Achieve together, step by step" despite any medical needs they may have.

Responsibilities

The Head of School is responsible for deciding in consultation with other stakeholders, whether the school can assist a pupil with medical needs. Each request to support a child with medical needs will be considered individually. The Headteacher is also responsible for ensuring that first aiders/those administering medicines have relevant and appropriate training.

It is the responsibility of the parent to ensure once a term that all medication is still within expiry date (as detailed in Appendix 1 School Medicine Record)

Administration of medicine

No medicine will be given without written parent consent. Form – Appendix 1 must be completed by the parent giving permission for medicine to be administered by staff.

Medicines must be delivered to school by the parent or escort (not sent into school in the child's bag) and given to the designated first aider/s. If medication were to come to school in a child's bag it would not be administered until the appropriate form has been completed and signed by the parent/carer.

Medicines brought into school should be clearly marked with:

- The name of the medicine
- The pupil's name and dosage (including method of administration and times)
- Special storage instructions
- What the medicine is needed for

Prescribed Medicines

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.

Controlled drugs should never be administered unless cleared by the Headteacher. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

Non-Prescription Drugs

Staff should never give non−prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Self-Management

Children who are able, will be encouraged to manage their own medicines, supervised by an adult. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the nominated first aiders. Children should know where their medicines are kept and which members of staff are responsible for administering them.

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away during the school day, but should always be accessible to the relevant children under supervision from a first aider.

Administering Medicines

Members of staff giving medicines will be:

- Willing to administer such tasks
- Trained where necessary for the task
- When administering medicine, the first aider, along with a witness, will check the medication type is correct and then log the time and date and each person will sign the record upon administering the medicine.

Disposal of Sharps

- Should we have a child with diabetes the parent will supply the school with a sharps box, once full it will be returned to the parent for the appropriate disposal.
- Should an Epipen be administered, the cap will be replaced and given to the parent for appropriate disposal.

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. Please read Supporting Pupils with Medical Needs Policy.

Educational Visits and Sporting Activities

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit / activity. Medicines not self−managed by pupils, will be in the safe care of a nominated member of the staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit / activity. If any member of staff is concerned they should seek advice from the qualified first aiders.

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of the school procedure for calling the emergency services and the conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services.

Approval: Administration of Medicine Policy 25−26

This policy was ratified by the Governors

Date: September 2024

Signed: ***Nicolette Green***

Next Review on or before:

September 2026

This policy will be reviewed annually and approved by the Governors at on an annual basis.

Appendix 1

Fairfields Primary School

School Medicine Record

Child's Name	
Class	
Name of Medicine	
Strength of Medicine (if appropriate)	
How much to give (i.e. dose)	
When to be given	
Any other instructions (Include details for inhalers if any)	
Phone number of parent or adult contact	
Reason for Medicine (condition/illness)	

Medicine to be left at school ☐

Medicine to be taken home each day (e.g. antibiotics) ☐

Tick appropriate box

N.B. Whilst every effort will be made to administer the medicine at the correct time, it is not always possible to guarantee this in a busy school day. You are of course, welcome to come into school to administer medicine yourself.

I……parent/guardian of the above named child give permission for Fairfields Primary School to administer my child with the medicine prescribed by his/her GP in accordance with the official instructions supplied.

The pre-printed label from the pharmacy detailing the child's name, their date of birth and the dosage must be visible.

For long term medication being left in school, I understand it is my responsibility to ensure termly that the medication is still within its expiry date.

Parent's signature…… Date ……..

If more than one medicine is to be given a separate form should be completed for each.

Authorisation for Emergency Asthma Inhaler

Following guidance from supporting pupils with medical needs and following the Human Medicines (Amendment) (No. 2) Regulations 2014, Fairfields Primary School keep emergency asthma inhalers to allow pupils that are diagnosed as having asthma, or have been prescribed a Salbutamol inhaler, access to an inhaler in an emergency situation where their own inhaler has expired, is lost or is otherwise unavailable.

This process is administered in line with the school's emergency inhaler policy.

Parents of children that have been officially diagnosed with asthma, and where a child has been prescribed their own asthma inhaler, are asked to sign this consent form to allow use of the school's inhalers in an emergency situation only.

1. I can confirm that my child has been diagnosed with asthma and / or / has been prescribed an inhaler [delete as appropriate].

2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day and the school also holds a spare inhaler prescribed for my child.

3. In the event of my child displaying symptoms of asthma, and if their inhaler and spare inhaler are not available or are unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: Date: ……

Name (print)……

Child's name: ……

Class: ……

Parent's address and contact details:

……

……

……

Telephone: ……

E-mail: ……

Emergency Salbutamol Inhaler Use

Child's Name: ……..……

Class: ……..……

Date: ……

Dear……..

(Delete as appropriate)

This letter is to notify you that…… has had problems with his/her breathing today. This happened when

……

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given … …… puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given …….. puffs.

(Delete as appropriate)

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible.