



Administration of Medication in School Policy

1. The Governors and staff at St Mark's CE Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Head teacher 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 have volunteered to do so.
2. Medication will only be accepted in school if prescribed by the doctor or authorised by the Head teacher
3. Medication will not be accepted in school without written and signed instructions from the parent.
4. Only reasonable supplies of medication should be supplied to the school. (For example, a maximum of four weeks supply at any time.)
5. Each item of medication must be delivered in its original container and handed directly to the Head teacher (or a nominated person authorised by the Head teacher).
6. Where a pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication with the pupil, including medication for administration during respite care.
7. Each item of medication must be clearly labelled with the following information:
 - a. Pupil's name
 - b. Name of medication
 - c. Dosage
 - d. Frequency of dosage
 - e. Date of dispensing
 - f. Storage requirements (if important)
 - g. Expiry date

8. The school will not accept any items of medication which are in unlabelled containers.
9. All medication will be kept in an appropriate and safe place. Staff will be made aware of this place and have necessary access.
10. The school will provide parents/carers with details of when medication has been administered to their child.
11. Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
12. 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 medical need for medication.
13. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made through the School Health Service.
14. The school will make every effort to continue the administration of medication to a pupil whilst on an educational visit away from school premises, even if additional arrangements might be required.

Supporting pupils who have long-term medical needs

For pupils who have long-term medical needs and who may require care or medication on a regular long-term basis, e.g. because of anaphylaxis, epilepsy, diabetes, haemophilia or any other complex medical condition the school may complete an individual Health Care Plan. This will ensure all relevant information about the child's condition is available.

- Health care plans should be completed on the pupil's admission to school or at a time when it becomes apparent that the long-term medical needs of the pupil make the completion of a Health Care Plan desirable.
- The Head teacher should ensure that Health Care Plans are completed at school in consultation with health professionals, parents and carers and that they are reviewed at least annually.

- All members of staff who come into contact with the pupil should receive a copy of the plan and a copy must be retained in the pupil's main school file. Health Care Plans should transfer with the pupil if there is change of school.
- The plan must contain details of medical procedures which are required by the pupil's condition, e.g. Epipen, and details of training undertaken by staff

This policy supports Supporting Pupils with Medical Conditions in School

This policy together with the policy for Supporting Pupils with Medical Conditions in School will be reviewed May 2026