

Fiskerton CE Primary School

'Where happy children learn'



Medication in School

2025-26

Flourishing together within the love of God.

As an inclusive and caring church school, we aim to provide an excellent education and develop a life-long love of learning. We see all members of our school family as valued and valuable in the eyes of God, and we support and challenge everyone to achieve their full potential.

"I come to bring life in all its fullness." (John 10:10)

Being a Good Neighbour

Friendship

Peace

Love

Thankfulness

Fulfilling Our Gifts

Wisdom

Self-Belief

Hope

Trust

Serving Others

Compassion

Forgiveness

Responsibility

Respect

Administering Medicines in School

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor where they cannot be reasonably taken outside school times. Non-prescription medicines will not be administered routinely, however, emergency Calpol will be administered after written consent from parents via parent mail, email or text.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Aims

- To outline the procedures for administering prescribed medicines to pupils.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;

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- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure the administration of long term, prescribed medicines by putting into practice effective strategies and examples of good practice;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Designated Person/s

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens;
- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- only administer medication with a witness present who can counter sign that all checks have been completed before administration;
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;

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- return medications to the secure cabinet for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal

Staff will also:

- ensure the development of this policy throughout the school;
- ensure the following information is supplied by the parent/carer:
 - Name and date of birth of the child
 - Name and contact details of the parent/carer
 - Name and contact details of GP
 - Name of medicines
 - Details of prescribed dosage
 - Date and time of last dosage given
 - Consent given by parent/carer for staff to administer medication
 - Expiry date of medication
 - Storage details
- ensure all medications are kept in a secure place and accessible only to the designated persons;
- ensure a designated person will attend all educational visits in order to administer medications;
- ensure pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;

Role of Parents/Carers

Parents/Carers must provide:

- written permission by completing the Medication Consent Form;
- sufficient medical information on their child's medical condition;
- the medication in its original container;
- sufficient medicine for the dosage to be given in school

Training

All school personnel:

- receive training related to this policy on induction which specifically covers:

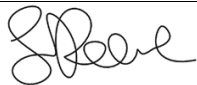
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- general information about medication
 - administering medications
 - safe use and storage of medications
 - dealing with emergencies
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- receive periodic training so that they are kept up to date with new information
 - receive equal opportunities training on induction

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the governors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Headteacher:	Mrs C Bradbury	Date:	22.01.25
Chair of Governing Body:		Date:	22.01.25

Date of review: 22.01.25

Date of next Review: January 2026