# Nutley Church of England Primary School

## Administration of Medicines Policy

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| **Review cycle** | 1 / 2 / 3 years | **Date:** October 2026 |
| **Approved by** | Full Governing Body / Headteacher | |
| **Changes made in this review cycle** | | |
| **Linked policies** | Child Protection and Safeguarding Policy<br>First Aid Policy<br>Health and Safety Policy | |
| **Signed** |  | **Date:** October 2026 |
| **Position** | Headteacher | |
| **Date of next Review** | September 2026 | |

**Policy Statement**

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the East Sussex guidance, *Policy on the Administration of Medicines* document.

There is no legal duty placed on anyone to administer medication, therefore the administration of medicines is the overall responsibility of the parent/carer. Staff agreeing to administer medicines are agreeing to act as any reasonably prudent parent would.

**Administration of medicines**

The school will only administer medication prescribed by a medical practitioner – no other drugs will be considered. These include paracetamol type products or throat sweets of any description.

**Seasonal medication (without prescription)** To ensure that pupils experiencing the seasonal effects of hay fever are able to continue with their education at school, we will administer self-help un-prescribed anti-histamine (only short term) but only with written parental consent. The consent form should include reassurance that the pupil has a tolerance to this seasonal medication and has taken it previously without any adverse side affects.

**Prescribed medicines**

Following consultation and agreement with the parent/carer, we will manage prescribed medicines (e.g. antibiotics, inhalers). Written consent from the parent/carer is required.

**Maintenance drugs**

The school will consider administering maintenance drugs (e.g. Insulin) following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned and professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Inhalers are kept in the classroom with the child. If a child needs their inhaler, an adult is informed and the children administer these as independently as possible with adult support where needed. Parents are always informed if a child has taken their inhaler at school.

**Emergency medicines**

Following consultation and agreement with the parent/carer, we will manage the administration of emergency medicines (e.g. injections of adrenaline for acute allergic reactions, rectal diazepam for major fit). On such occasions, a health care plan will be written for the child concerned and professional training and guidance from a competent source will be received before commitment to such administration is accepted.

All pupils with ongoing medical needs will have a health care plan. This includes pupils with diabetes, epi-pens, heart problems, epilepsy and very severe asthma. These are usually compiled by the school secretary and will be reviewed annually in September or following any incident or change in medication. It is the responsibility of the parent to inform the school if there is a change in medication to ensure health care plans are accurate and up to date.

**Procedure for managing prescription medicines**

- Any child required to have medicines will have a 'Parental Consent Form' completed by the parent/carer and kept on file.
- A record of all medicines administered to pupils is kept.
- If a child refuses to take medication, the parents will be informed at the earliest available opportunity.
- All medicines will be stored safely in the first aid cupboard. All non-emergency medication will be kept in a locked cupboard used only for that purpose. Some medicines need to be refrigerated. These may only be

kept in a refrigerator containing food if they are in an airtight container, clearly labelled and separated from food. There will be restricted access to a refrigerator holding medicines.

- Keys are kept to a minimum and are accessed only by nominated members of staff.
- It is the responsibility of the parent to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.
- It is the responsibility of the parent to provide medicine that is in date. The expiry date of administered medicines is also checked by staff when administering the medication.

**Procedure for managing prescription medicines on off-site visits**

- When an off-site visit is occurring, a nominated first-aider will be responsible for carrying and administrating any medicine needed. This person will be named on the visit risk assessment and read the healthcare plan thoroughly before the trip.

**Accidental failure of the agreed procedures**

Should a member of staff fail to administer any medication as required, they will inform the parent as soon as possible.

**Contacting Emergency Services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity and parents informed to accompany the pupil to the hospital, if at all possible.

**Medical Accommodation**

At Nutley CE primary School, medicines are administered in the main office.

**Staff Training**

- There is no obligation for staff to administer medication. This is a voluntary, additional role that may be taken on by staff. Where staff choose to take on this responsibility, it is essential that they are appropriately trained.
- All staff responsible for administering medication must be trained. The medication should be kept in school and be easily accessible. Key members of staff are trained to administer the medication.
- As in all cases of administering medication, a parental consent form should be completed and kept in school. A record of staff who have received training in the administration of this medicine must be kept. Professional training and guidance will be sought on an individual basis in order to assist children with long term or complex medical needs.
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**Disposal and handing back to parents/carers**

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parent/carer to ensure that all medicines no longer required, including those that have date-expired are returned to a pharmacy for safe disposal.

All medication kept at school including epipens and inhalers should be returned to parents/carers at the end of the academic year and signed for to confirm they have been handed back.