



Sellindge Primary School

Administration of Medicine Policy

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This policy has been developed to ensure that children with medical needs have the same access to education as their peers. There may be times when your child will need access to medicines during the school day and this policy should be used as a guide to ensure that such medicine is administered safely.

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. ***This is a purely voluntary role.*** Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

Under no circumstances must any medication, even non-prescription drugs, be administered without parental approval.

Prescription Medicines

Medicines prescribed by a health professional should only be brought to school when it is essential, that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.

If a child requires regular medication for a medical condition then they will be asked to complete an Individual Health Plan.

In cases where it is essential that medication is taken by a child we will ask the parents/carer to complete a 'Request for School to Administer Medicine Form'. No medicines will be given to children without the completion of this form. If your child requires medicine on a daily basis one form will need to be completed for each academic year.

Prescribed medicines should be in their original containers including the prescriber's instructions for administration and dosage. Medicines not in their original container will not be accepted by the school and will be returned to the parent/carer.

Prescribed medicines will be stored in a cupboard and administered by a member of staff trained in first aid. It is the responsibility of your child to attend the office to receive their medication.

Medicines that need to be refrigerated will be kept in the spare fridge in the staff room.

If your child is going on a school trip while taking a prescribed medicine then you will be asked to arrange for an adequate supply to take with them. The trip leader will arrange for the medicine to be stored safely and issued to your child according to the prescriber's instructions. Before any residential school trip all parents will be asked to complete a medical consent form detailing any medical condition their child has.

If your child has a long term illness, for example asthma, the inhalers are stored in the office and your child will be shown where to access these if they are able to self administer. For younger children our trained first aiders (* for first aiders see Appendix 1) will be able to assist with inhalers as instructed by parents. All medicines which may require urgent access, eg inhalers/epi pens are stored in the office where they can be accessed without delay and must be in their original container including the prescriber's instructions for administration and storage.

Use of Inhalers

Reliever medicine is extremely safe. Although reliever inhalers should be treated as medicine, staff need not worry that a child may overdose on their reliever inhaler. In addition if a child without asthma uses another child's reliever inhaler this will not be harmful.

Reliever inhalers are prescribed for use by an individual child only and as such they should not be used by anyone else. The guidance also says however that in an emergency when a pupil is having a severe asthma attack, using another child's reliever inhaler is preferable to being unable to give any medicines. It is important to remember that in an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent.

Non Prescription Medicines

Your child will never be given non-prescription medicines without written permission for their parent/carer.

Non prescription medicines will be stored in the medicine cupboard in the office. They should be in their original containers and the child's name should be clearly written on the packaging.

If you wish for your child to be given non-prescription medicines then you will be required to complete a 'Request for School to Administer Medicine' form. As with prescription medicines this is done on a **voluntary basis** by the school and it is your child's responsibility to attend the office to receive their medicine.

Recording

All medicines which are administered by the first aiders* will be recorded and a copy of this is kept in the office.

Linked policies

Asthma Policy

Supporting Pupils with Medical Conditions

First Aiders

All our staff are trained in Basic First Aid
In addition:



Mrs Buckley
Level 3 First Aid at Work (RFQ)



Miss Fuggle
Level 3 Emergency First Aid at Work &
Emergency Paediatric First Aid (RFQ)



Mrs Oates

Level 3
Emergency
Paediatric
First Aid
(RFQ)



Miss Wren



Mrs Heyden



Mrs Mercer



School Office &
Resources Room



School Office

Appendix B (add in medicine form)

Parental Consent Form

Administration of medication

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy supporting staff to safely administer medicine.

Date for review to be initiated by
This should be annual or when medical needs change

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)
Route/method of administration

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – Y/N

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to the following members of staff

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. Medication should be in date, labelled and in the original packaging, including instructions for administration, dosage and storage. I understand that I should supply and dispose of any medication that the school holds for my child.

Signature(s) _____ Date _____

Reference

Adapted from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/349437/Supporting_pupils_with_medical_conditions_-_templates.docx