



Administering Medication Policy

At Greasley Beauvale Primary and Nursery School, the Governors recognise the importance of ensuring equal opportunity for all children and adults. The Governors will continue to ensure that this is an essential element of all school policies and actions.

The right to develop, learn and work in an environment free from discrimination is implicit in our school's ethos and embodied in its Vision.

Our Vision:

At Greasley Beauvale Primary and Nursery School, our vision is for everyone to **reach their true potential, nurture their talents** and foster a personal **love of learning** through a **safe, engaging and challenging curriculum**. **We take notice of each other** and **strive to be healthy and happy in body and mind**. We **champion physical, emotional and mental wellbeing** to **promote the best outcomes for everyone** to **build a healthy future together**.

At Greasley Beauvale Primary School, you 'Learn. Grow. Succeed.'

This latest update of this policy was written in April 2026.

The updated policy was approved in Summer term 1 2026 by the Full Governing Body Nominated SLT members responsible for policy: Michelle Bates (Head Teacher)

Next review date: April 2027

Signed: _____ (Chair) Date: _____

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Training of staff
5. Receiving and storing medication
6. Administering medication
7. Asthma inhalers
8. AAI's (Epi-Pens)
9. Out of school activities and trips
10. Individual healthcare plans
11. Medical emergencies
12. Monitoring and review

Appendices

Appendix A: Medication form

Appendix B: Regular controlled or prescribed medication form

Appendix C: Asthma inhaler consent form

Appendix D: Administering school paracetamol form

Statement of intent

Greasley Beauvale Primary and Nursery School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The school is committed to ensuring that parents feel confident that we will provide effective support for their pupil's medical condition, and make the pupil feel safe whilst at school.

1. Legal framework

- This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
 - Children and Families Act 2014
 - Health and Safety at Work etc. Act 1974
 - Equality Act 2010
 - DfE 'Supporting pupils at school with medical conditions'
 - DfE 'Early years foundation stage (EYFS) statutory framework'
 - DfE 'Using emergency adrenaline auto-injectors in schools'
 - DfE 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
- This policy is implemented in conjunction with the following school policies:
 - Supporting Pupils with Medical Conditions Policy
 - First Aid Policy
 - Complaints Procedures Policy
 - Child Protection and Safeguarding Policy
 - Health and Safety Policy
 - Infection Control Policy
 - Early Years Policy

2. Definitions

- Greasley Beauvale Primary and Nursery School defines "medication" as any prescribed or over the counter medicine.
- The school defines "prescription medication" as any drug or device prescribed by a doctor.
- The school defines a "staff member" as any member of staff employed at the school, including teachers.
- For the purpose of this policy, "medication" will be used to describe all types of medicine.

- The school defines a “controlled drug” as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

3. Key roles and responsibilities

- The governing board is responsible for:
 - The implementation of this policy and procedures;
 - Ensuring that this policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation;
 - Ensuring that there is a sufficient number of trained staff available within the school to administer medication based upon the school’s risk assessments
 - Handling complaints regarding this policy, as outlined in the school’s Complaints Procedures Policy;
 - Ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed;
 - Ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported;
 - Managing any complaints or concerns regarding the support provided or administration of medicine using the school’s Complaints Procedures Policy.
- The Head Teacher is responsible for:
 - The day-to-day implementation and management of this policy and relevant procedures;
 - Ensuring that appropriate training is undertaken by staff members administering medication;
 - Organising another appropriately trained individual to take over the role of administering medication in the case of staff absence;
 - Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- All staff are responsible for:
 - Adhering to this policy and ensuring pupils do so also;
 - Carrying out their duties that arise from this policy fairly and consistently.
- Parents are responsible for:
 - Keeping the school informed about any changes to their child’s health;

- Completing the correct medication administration form;
- Ensuring any medication held in school is in date;
- Discussing medications with their child prior to requesting that a staff member administers the medication.
- It is a parent's responsibility to ensure that they inform school of what action to take during a medical emergency.

4. Training of staff

- Where it is a necessary component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.
- The Head Teacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice.
- The school will ensure that staff members are informed that it is not compulsory to administer medication to pupils unless it is a necessary part of their role within school, such as supporting a pupil with a medical condition.
- Training will also cover the appropriate procedures and courses of action regarding the administering of medication. Particularly for those pupils with complex health needs.
- Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly. Staff members will be advised not to administer medication if they do not feel comfortable and confident in doing so, even if they have received training.
- The school will arrange training for staff where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAIs will be appointed to administer this medication. As part of their training, all staff members will be made aware of:
 - How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
 - Where to find AAIs in the case of an emergency.
 - How the dosage correlates with the age of the pupil.
 - How to respond appropriately to a request for help from another member of staff.
 - How to recognise when emergency action is necessary.

- Who the designated staff members for administering AAIs are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.
- There will be a sufficient number of staff who are trained in and consent to administering AAIs on site at all times.

5. Receiving and storing medication

- The parents and carers of pupils who need medication administered at school will be asked to complete a medication consent form.
- There are three different medication forms. If the medication is only needed for a short amount of time, such as antibiotics, the 'Medication form' should be completed **(Appendix A)**. If a child is prescribed a controlled drug or requires a medication to be kept in school to be administered on a regular basis, the 'Regular prescribed and controlled medication' form should be completed **(Appendix B)**. If a child requires an asthma inhaler to be kept and administered at school, the 'Asthma inhaler' form should be completed **(Appendix C)**. If we have on record that a child suffers from asthma, parents and carers will be contacted at the start of the academic year and asked to complete a new form and to provide an inhaler to be kept in school.
- All medication forms are available to be completed electronically on a Microsoft Form or can be collected from the school office.
- A signed copy of the consent form will be kept with the pupil's medication. Medication will not be administered if a form has not been fully completed and signed.
- Parents will be advised to provide medication in the original packaging. Any prescribed medication should also be provided with the pharmacy name label and dosage information attached.
- The school will ensure that all medications are kept and stored securely in a place inaccessible to pupils
- Medication will be stored as follows:
 - In the original packaging alongside the instructions;
 - Clearly labelled with the name of the pupil;
 - Alongside the fully completed and signed parental consent form.
- Medication that may be required in emergency circumstances, e.g. asthma inhalers and EpiPens, will be securely stored either in the locked cupboard located in the Deputy Head's Office or in the classroom to be easily accessed if needed. A spare epi-

pen that has been prescribed to the pupil and a spare emergency Ventolin inhaler will also be kept by the school office and securely stored. Parents and carers are responsible for ensuring that any emergency medication to be kept in school is in date.

- The school will ensure that there is a spare asthma inhaler for pupils to use in the event that theirs is out of date or not in school. Authorisation to use the spare inhaler is required from parents and carers. This consent is included on the inhaler form. If a child uses the emergency inhaler, parents and carers will be notified.
- The school will not store surplus or out-of-date medication, and parents will be asked to collect containers for delivery back to the chemist.
- Needles and sharp objects will always be disposed of in a safe manner, e.g. the use of sharp boxes.
- If a child is prescribed a controlled drug, the medication will be kept in a lockable cupboard and only specific staff will be able to access it
- **A child under 16 should not be given aspirin or medications containing aspirin unless it has been prescribed by a doctor.**

6. Administering medication

- Medication will only be administered at school if it is stated in a pupil's care plan or if a pupil would need to be absent from school if the medication is not administered during the school day.
- Where possible, any short-term prescribed medication should be spaced out appropriately so that it is not required to be administered in school. Antibiotics and other medication should only be administered at school if it has been prescribed to be taken four times a day. If a medicine is prescribed to be taken three times a day, this should ideally be administered outside of school hours. i.e. before school, at home time and before bed. The school reserve the right to not administer prescribed medication during the school day if it is not required to be taken four times a day.
- All medication should be handed in to the school office. Under no circumstances should a pupil keep their medication in their school bag.
- Only suitably qualified members of staff will administer a controlled drug. If the medication is administered during the school day, this will be recorded on the completed 'Regular prescribed and controlled medication' form and communicated to parent.
- Before administering medication, the responsible member of staff will check:
- The pupil's identity;

- That the completed consent form has been signed and permission given to administer the medication;
- That the medication name, date and dosage instructions match the details on the consent form;
- That, if the medication is prescribed, the name on the medication label is the name of the pupil who is being given the medication;
- That the medication to be given is within its expiry date;
- That the pupil has not already been given the medication within the accepted timeframe.
- If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent and carer or a healthcare professional, documenting any action taken.
- If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, instructions on how to administer the medication must be provided by the pupil's parent and carer and agreed with the school.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member, provided that parental consent for this has been obtained.
- If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.
- The school will not be held responsible for any side effects that occur when medication is taken correctly.
- Written records will be kept of all medication administered to pupils, including the date and time that the medication was administered and the name of the staff member responsible.
- Any medication that is to be administered for a short time, such as antibiotics, should be collected by the parent and carer at the end of each day. The medication consent form should be signed by the parent and carer to confirm that they have been informed that the medication has been administered and that they have collected the medication. The medication will not be given back to the child to bring home.

6.1 Non-prescription medication

- The school is aware that pupils may, at some point, suffer from minor illnesses and ailments of a short-term nature, and that, in these circumstances, health professionals are likely to advise parents to purchase over the counter medicines, for example, paracetamol and antihistamines.

- The school will work on the premise that parents have responsibility for their child's health and should provide schools and settings with detailed information about their child's medical condition as and when any illness or ailment arises.
- To support full attendance the school will facilitate the administration of non-prescription medicines following parental request and consent. Pupils and parents will not be expected to obtain a prescription for over-the-counter medicines.
- If a pupil is deemed too unwell to be in school, they will be advised to stay at home or parents will be contacted and asked to take them home.
- When making arrangements for the administration of non-prescription medicines the school will follow the same processes, protocols and procedures as those in place for the administration of prescription medicines.
- The school will also ensure that the following requirements are met when agreeing to administer non-prescription medicines.
 - Non-prescription medicines will not be administered for longer than is recommended. For example, most pain relief medicines, such as ibuprofen and paracetamol, will be recommended for three days use before medical advice should be sought. Aspirin will not be administered unless prescribed.
 - Parents will be asked to bring the medicine in, on at least the first occasion, to enable the appropriate paperwork to be signed by the parent and for a check to be made of the medication details.
 - Non-prescription medicines must be supplied in their original container, have instructions for administration, dosage and storage, and be in date. The name of the child can be written on the container by an adult if this helps with identification.
 - Only authorised staff who are sufficiently trained will be able to administer non-prescription medicines.
- The school will accept and administer paracetamol to a child if it is for ailments such as earaches or sore throats providing a consent form has been completed.
- School will not agree to administer paracetamol or ibuprofen to a child to control a high temperature. If a child needs medication to reduce a temperature, they should be kept home from school until their temperature has returned to normal, without the use of paracetamol or ibuprofen as per the NHS guidance, <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- A supply of children's paracetamol will be kept in school. This will only be used for illnesses such as sore throats and headaches, not to control a temperature, and will only be administered if the child would need to be sent home without it. This will be securely stored. If a child requires paracetamol during the school day, the parent and carer will be contacted and asked for permission to administer the correct dosage and also to ascertain if they have had paracetamol before school and at what time. Once permission is received, the dosage will be measured and checked by another member of staff prior to administering the medication. The 'Administering of School Medication Record' (**Appendix D**) will be completed and countersigned by another member of staff to

confirm the correct procedures were followed and the correct dosage was given. School is responsible for checking that the medicine is in date and that any out of date medication is safely disposed of.

- If a child suffers from hay fever, a supply of antihistamine should be handed into the school office and a consent form completed. School will also hold a supply of antihistamine to administer to children if they are struggling with symptoms of hay fever and they do not have their own medicine in school. If this is required, parents and carers will be contacted prior to this being administered to gain permission. Once permission has been received, the dosage will be measured by another member of staff before it is given to the child for them to check it is correct. The 'Administering of School Medication Record' will be completed, signed and countersigned by another member of staff.
- Records are stored in accordance with the Record Management Policy.

7. Asthma inhalers

- Asthma inhalers are kept in the child's classroom for easy access
- An 'Asthma Inhaler Consent Form' must be completed and handed in with the inhaler to the class teacher.
- The child will be encouraged to use the inhaler themselves providing consent is provided by a parent on the consent form.
- Spare inhalers are stored in the main first aid cupboard (near the school office) to be used if a child's inhaler has expired, run out or is not in school. Permission is required for them to use the spare inhaler and this is given on the consent form.
- Where a form has not been completed, the parent and carer will be contacted to complete the form as soon as possible and verbal consent is required before the spare inhaler can be used.

8. AAI's (Epi-Pens)

- All AAI's are stored securely in the Deputy head's Office
- Each child has their own pack with their name, photo and allergy details on the front for easy identification.
- Each pack will include their emergency medication, IHP and the completed medication form.

9. Out of school activities and trips

- In the event of a school trip or activity which involves leaving the school premises, any medication required for those children with medical conditions and devices such as AAI's

(adrenaline auto-injectors) insulin pens and asthma inhalers, will be taken on the trip and kept securely by a member of staff.

- There will be at least one staff member who is trained to administer medication on every out-of-school trip or activity that pupils with medical conditions will attend.
- Staff members will ensure that they are aware of any pupil who will need medication administered during the trip or activity and will make certain that they are aware of the correct timings the medication will be required.
- If the out-of-school trip or activity will be over an extended period of time, e.g. an overnight stay, the school will ensure that a new medication form is completed and signed by a parent and carer stating the medication required, the dosage and the frequency. A designated trained member of staff will keep a record of when the medication is given and the dosage. This will be communicated with parents and carers at the end of the trip.
- All staff members, volunteers and other adults present on out-of-school trips or activities will be made aware what should be done in the case of a medical emergency with regard to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

10. Individual healthcare plans

- For chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parents, the Head Teacher, the SENCO and any relevant medical professionals.
- The following will be considered when developing an individual healthcare plan:
 - The medical condition, as well as its triggers, signs, symptoms and treatments;
 - The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, equipment and dietary requirements;
 - The specific support needed for the pupil's educational, social and emotional needs;
 - The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs;
 - The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role;
 - Which staff members need to be aware of the pupil's condition;
 - Arrangements for receiving parental consent to administer medication;
 - Separate arrangements which may be required for out-of-school trips and external activities;

- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised;
- What to do in an emergency, including whom to contact and contingency arrangements;
- What is defined as an emergency, including the signs and symptoms that staff members should look out for.
- IHPs will be routinely monitored throughout the year by the relevant class teacher and or the SENDCO.

11. Medical emergencies

- The school will ensure that all relevant risk assessments are kept up-to-date.
- Medical emergencies will be handled in line with the First Aid Policy.
- The school will ensure that emergency medication is always readily accessible and never locked away, whilst remaining secure and out of reach of other pupils.
- The Head Teacher will ensure that there is a sufficient number of staff who have been trained in administering emergency medication by an appropriate healthcare professional.

12. Monitoring and review

- This policy will be reviewed annually by the governing board and the Head Teacher.
- Records of medication which have been administered on school grounds will be monitored and the information will be used to improve school procedures.
- Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- Greasley Beauvale Primary and Nursery School will seek advice from any relevant healthcare professionals as deemed necessary.



Greasley Beauvale Primary and Nursery School

Appendix A-Medication Form

This form must be completed by a parent/carer if your child requires medication to be administered during the school day. Please ensure that all medication is clearly labelled with your child's full name.

Child's Name: _____ Class _____

Name of medication: _____

Dosage prescribed _____

Date medication is required: From: _____ To: _____

Agreed times medication to be administered: _____

Does the medicine need to be kept in the fridge? Yes No

Parent/Carer Declaration

I am asking a member of Greasley Beauvale Primary and Nursery School staff to administer medicine to my child, on my behalf, as detailed above.

The information I have provided is given in good faith and is true to the best of my knowledge. I understand that it is my responsibility to ensure that all medication is in date and clearly labelled with their name.

The dosage requirements of this medicine mean that it must be administered during the school day. Should the medicine not be administered during the school day, then my child would have to be absent. I accept that the staff member may, at any time, decide not to administer the medicine and will inform me if this is the case.

Parent/carer name: _____

Parent/carer signature: _____ Date: _____

Staff Declaration

I am agreeing to administer medicine to the above child as detailed above. I am satisfied that the information I have received appears to have been given in good faith and to be true. The medicine received is in date, labelled, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. I have checked the maximum dosages and am confident in the above agreement. I understand that I retain the right to not administer the medicine should my observations cause concern of any sort and will inform the parent/carer if this is the case. I will confirm the dosage administered with the parent/carer and return any unused medicines and/or containers at the end of the day.

Name: _____ Signed: _____

Position: _____ Date: _____



Greasley Beauvale Primary and Nursery School

Appendix B-Regular Controlled or Prescribed Medication Form

This form must be completed by a parent/carer if your child requires a regular controlled or prescribed medication to be administered during the school day. Please ensure that all medication is clearly labelled with your child's full name and provided to school in the original packaging with the pharmacy label attached.

Child's Name: _____ D.O.B _____

Name of medication: _____

Dosage prescribed: _____

Time the medication is required: _____

Emergency parent/contact information-the school will contact the name stated if any medicine is administered during the school day.

Name: _____ Daytime contact number: _____

Relationship to child: _____

Please tick all that are applicable:

My son/daughter will need to keep their medication in school

I give permission for the school to administer the medication as described above

I agree to inform the school of any changes to their medication and that it is my responsibility to ensure that all medication is in date and clearly labelled with their name. I will also ensure all contact names and numbers are kept up to date.

Parent/carer name: _____

Parent/carer signature: _____ Date: _____

Office to complete

I confirm that medication for the above child has been handed into the office and that it will be kept safe for them to use as prescribed. We agree to contact the person stated if the medication is administered during the school day.

Name: _____ Signed: _____

Position: _____ Date: _____



Greasley Beauvale Primary and Nursery School

Appendix C: Asthma Inhaler Consent Form

This form must be completed by a parent/carer if your child suffers from asthma and you would like them to keep an inhaler in school. Please label all inhalers and spacers with your child's full name.

Child's Name: _____ Class: _____ D.O.B _____

Name of Inhaler: _____

Dosage prescribed: _____

Emergency parent/contact information

Name: _____ Daytime contact number: _____

Relationship to child: _____

Please tick all that are applicable:

My son/daughter will need to keep their asthma inhaler in their classroom

I give permission for my son/daughter to use their inhaler at the dosage detailed above

In the event of an emergency and my son/daughter has forgotten their inhaler, I give permission for the school's emergency blue Ventolin salbutamol inhaler to be used

I agree to inform the school of any changes to my child's asthma medication and that it is my responsibility to ensure that all medication is in date and clearly labelled with their name.

Parent/carer name: _____

Parent/carer signature: _____ Date: _____

Class teacher to complete

I confirm that I have the above child's asthma inhaler and that it will be kept safe for them to use as and when required:

Class Teachers Name: _____

Class: _____

Once completed, please hand the form into the school office.

