

Policy for the Administration of Medication



September 2026

To be reviewed 2028 or as required

The Governors and staff of Viridis Schools wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day.

Please note that parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the SENCO with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete, written and signed instructions from the parent.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

The administering of medications is documented on a signed administering of medicines form, (Appendix A)

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to prescription dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no

longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the SENCO, will ensure that a medication plan and protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Please be advised that if your child requires long term medication then you will need to inform the school as soon as possible and you will be required to provide a letter from your GP to confirm this. If your child requires medication two times daily this should be administered at home morning and night.

If your child requires medication 3 or 4 times per 24 hours then it is vital that you inform the school of the time your child would require medication. Also informing the school of the time you last gave the medication on the medicine consent form. It is also important to remind you that you should inform the school if you have given your child any medication before arrival to school on Health and safety grounds.

Antibiotics Medicines

Will only be administered after your child has been at home for the first 24 hours. Please be advised that medicine that has been prescribed for use two times a day should be given at home unless the family practitioner has prescribed particular times for it to be administered.

Piriton/ Chlorphenamine Syrup

Will only be administered after we receive a letter from your family practitioner (GP), hospital, clinic or nurse once medication has been prescribed the school will administer following instructions. Be advised that medication will not be given to your child after a month period. You will need to return to your GP and fill in a new medication sheet.

Asthmatic Inhaler

Will be given to your child as directed by information given by yourselves and medication instructions. Be advised that if you have more than one child in your family for example siblings or twins each child will need their own separate spacer and medication device and these need to be clearly labelled.

We understand the need for children with asthma to have access to their inhalers at all times. If a child needs his/her inhaler at any time then this will be arranged. The adults in the school will always be able to locate it within minutes if necessary.

Calpol, Medicinal Paracetamol, Oral Suspensions

Please be advised that Calpol or any Paracetamol oral suspensions will only be administered by staff after the child has been at home for 24 hours. Please be reminded that Calpol or Paediatric Paracetamol suspensions will only be given for the illness for which it was originally prescribed. This will be confirmed by the issue date on the packaging medicine bottle.

Whilst we are aware that Calpol, Paediatric Paracetamol Oral Suspensions have a long shelf life the school will not administer this medication if it is over two weeks of the prescribed date of your child's sickness and you would need to consult your GP.

Cough Medicine

We are only able to give cough medicines that have been prescribed by your GP and again the school will not give medication if it is over two weeks of the prescribed date of your child's sickness.

Epi Pens

Can only be administered by a trained member of staff. The school will store Epi pens centrally and all staff will be made aware of children who are in possession of one.

Appendix A

Parental Agreement for school to administer medicine

The school/setting will not give your child medicine in line with the school policy unless you complete and sign this form, and the school

Name of Child:	Class:
Date of Birth:	

Medical Condition or illness:	
Name and strength of medicine (as described on the container)	
Expiry Date:	
How much to give	
When to be given	
Any other instructions	
Procedures to take in an emergency	

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

Name:	
Phone Number (Day)	
Alternative Number	
Relationship to the child	
Address	

I understand that I must deliver the medicine personally to (agreed member of staff)

Agreed review date to be initiated by:

I accept that this is a service that the school are not obliged to undertake. I understand that I must notify the school of any changes in writing. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school administering medicine in accordance with the school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped

Date:

Signature

Sign off sheet for medication

Name of child:

Class:

[illegible]