Ysgol Gynradd Tonysguboriau Primary School

Administering Medicines Policy

Date	Review Date	Coordinator	Nominated Governor
June 2026	June 2028	Mrs R English Nominated First Aider and SLT Mrs T Harries Headteacher	Gavin Keedwell

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work, etc. Act 1974
- Children Act 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 1996
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Children 2004
- Children and Families Act 2014
- RCT – Schools and Learning Supervised medication at school
- Welsh Government - Supporting Learners with Health Care Needs March 2017

Background to the Policy

Parents or carers have prime responsibility for their children's health and should give schools sufficient information about their children's medical condition and treatment or special care needed at school.

Where clinically appropriate, medicines can be prescribed in dose frequencies, which enable it to be taken outside of school hours. Parents should be encouraged to ask the prescriber about this. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

Written agreement from the child's parents/carer is required prior to administering any medication (See Appendix Form A)

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

The school will have a system of record keeping. Records of all administration and disposal of medications must be kept.

We acknowledge that under the standard terms and conditions for the employment of school staff there is no legal duty for them to administer or to supervise a child taking medication. Supporting pupils at school with medical conditions clearly states that 'Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.'

Administration of medicines by any member of the school staff is undertaken purely on a voluntary basis and individual decisions will be respected. However, it is the school policy for **appropriate staff**, wherever possible, to assist children and parents by supervising or administering medicines **when this is essential.** They will be expected to undertake sufficient and suitable training and to achieve the necessary level of competency before they are able to administer medicines.

Statement of the Policy

The purpose of this policy is to give advice to parents in relation to the administration of medicines in school both as a matter of routine and in an emergency.

1. All medication must be in the original container.

2. All medication MUST be clearly labelled with:

   - the child's name
   - the name and strength of the medication
   - the dosage and when the medication should be given
   - the expiry date

2. Prescribed medicines must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

3. If two medications are required, these should be in separate, clearly and appropriately labeled containers.

4. On arrival at school, all medication is to be handed to the school office by the parent/carer, unless there is prior agreement with the school for the pupil to carry medication (e.g. asthma inhalers) and details of this are entered in the medication record.

5. Where a child needs a high frequency of medication, we request that parents visit school to administer this. Please note that medicines cannot be administered during lesson times.

6. Non-prescription medicines will not be administered by staff, but parents/carers can make arrangements at play/lunch time to administer the medication to their child.

7. Where members of staff have agreed to administer medicines, only one member of staff should be responsible for this to avoid the risk of double dosing. The administration of drugs should be routinely entered into the '**Medicine Log Form.**' (See Appendices Form D)

Storage of Medication in school

1. Controlled Medication must be stored in a locked cabinet with the key stored in an accessible but restricted place known to the designated members of staff.

2. If refrigerated storage is required, this must be lockable storage inside a designated fridge.
3. Once removed, medication should be administered immediately and never left unattended.

Documentation

1. Medical forms are included in the appendices. N.B verbal and text messages are not acceptable.

2. Each pupil receiving medication will have the following documentation:

   a. Written request and permission by Parents/Carers for school to administer medication (Form A - appendices)
   b. Written request and permission by Parents/Carers for pupil to carry and self-administer medication (Form B - appendices)
   c. Written request and permission by Parents/Carers for school to administer emergency medication (Form C - appendices)

3. In addition, pupils with complex medical needs will have an Individual Health Care Plan as arranged through the ALNCO.

Self-Administration of Medication

Parents/carers must complete a written request form for a child to self-administer medication. (Examples of medication include; Insulin or asthma medication, or temporary medication that must be taken within the school day). This will only be permitted where a child has been trained and is competent to administer their own medication. (Form B - appendices)

Record Keeping

1. A system of record keeping will include:

   a. Records of parental/carer consent and or health practitioner instructions including those for self-administration consent, which should be reviewed and confirmed annually (September) in addition to ongoing updating.

   b. Record of administration of medication including amount administered and signature of staff member administering the medication

   c. Record of medication returned to the parent/carer wherever possible.

   d. Record of medication disposed of and the form of this disposal

2. A parent/carer request form should be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions.

3. The request form must include:

a. Child's name, class, date of birth
b. Reason for request
c. Name of medication, timing of administration and dosage of medication
d. Emergency contact names and telephone numbers
e. Name and details of doctor and/or health practitioner

4. Reasons for not administering regular medication (e.g., refusal by pupil) must be recorded and parents informed immediately/within the timescale agreed by the health practitioner.

5. The school must keep records of administration of medication. This record must be kept in the school office.

Emergency Medication

1. Emergency medication is subject to the same request and recording systems as non-emergency medication, with additionally signed consent and written Individual Care Plan (available from the ALNCO). This type of medication will be readily available.

2. Consent and Care Plan to be kept with the medication.

3. The Care Plan must be checked and reviewed Termly.

4. It is the parents'/carers' responsibility to notify school of any change in medication or administration.

5. Procedures in the Care Plan should identify:

- Where the medication is stored
- Who should collect it in an emergency
- Who should stay with the child
- Who will telephone for an ambulance/medical support
- Contact arrangements for parents/carers
- Supervision of other pupils
- Support for pupils witnessing the event

Pupil Voice

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

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 is connected with this policy.

Aims

- To outline the procedures for administering prescribed medicines to pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

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 staff 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;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

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

Role of School Staff

School staff will:

- comply with all aspects of this policy;
- be aware that they have the right to decline administering medicines to pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;

- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

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 staff:

- have equal chances of training, career development and promotion
- this will be recorded (see Appendix Form E)
- receive training related to this policy on induction which specifically covers:

  Health and Safety
  Medical and First Aid
  General information about medication
  Administering medications
  Safe use and storage of medications
  Dealing with emergencies
  Asthma
  Diabetes
  Epilepsy
  Sharps and Needles
  Manual Handling

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the nominated First Aider, the Headteacher and the nominated governor.

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.

Appendix Form A

Tonysguboriau Primary School

Parental agreement for setting to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of child	
Date of birth	
Year Group	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage	
Time to be administered	
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

Your Contact Details

Name	
Daytime telephone no.	

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.

I have informed my child's class teacher about the administration of the above.	
I understand that I must hand this form and the medicine to the school office.	

Signature(s): _____ Date: _____

This form must be retained in the school office

Appendix Form B

Tonysguboriau Primary School

Request for learner to carry/administer their own medicine

This form must be completed by the parent/carer.

If staff have any concerns discuss this request with healthcare professionals.

Name of child	
Date of birth	
Year Group	
Medical condition or illness	
Address	
Name of medicine	
Child is able to: Carry and administer medication ☐yes ☐no Administer medication from a stored location ☐yes ☐no	
Procedures to be taken in an emergency:	

Your contact details:

Your name	
Daytime telephone no.	
Relationship to learner	

I would like my child to administer and/or carry their medicine.

Signed parent/carer: _____ Date: _____

I agree to administer and/or carry my medicine. If I refuse to administer my medication as agreed, then this agreement will be reviewed.

Learner's signature: _____ Date: _____

Appendix Form C

Tonysguboriau Primary School

Authorisation for the administration of emergency medication

To be completed where administering of emergency medication may be required.

Name of child	
Date of birth	
Address	
Name of GP	
Name of hospital consultant (if applicable)	
Details of administration of medication	

Signed parent/carer: _____

Date: _____

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Appendix Form D

MEDICINE LOG FORM

Date	Child's Name	Consent?	Medicine administered	Dosage	Time	Staff administered	Signed

Appendix Form E

Tonysguboriau Primary School

Staff training record – administration of medicines

Please ensure that the Education Workforce Council registration is updated accordingly.

Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] _____ has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated [please state how often] _____

Trainer's signature _____ Date _____

I confirm that I have received the training detailed above.

Staff signature _____ Date _____

Suggested review date _____

Appendix Form F

Tonysguboriau Primary School

Medication/healthcare incident report

Name of child:	
Address:	
Telephone number:	
Date of incident:	
Time of incident:	

Correct medication and dosage:		
Medication normally administered by:	Learner	
	Learner with staff supervision	
	Nurse/school staff member	
Type of error:	Dose administered 30 minutes after scheduled time	
	Omission	
	Wrong dose	
	Additional dose	
	Wrong learner	
	Dose given without permissions on file	
	Dietary	
	Dose administered by unauthorised person	
Description of incident:		
Action taken:		

Parent notified: name, date and time: _____

School nurse notified: name, date and time: _____

Physician notified: name, date and time: _____

□ Poison control notified □ Learner taken home □ Learner sent to hospital

□ Other: _____

Appendix Form G

Tonysguboriau Primary - Staff Training Log

Type/name of training	Date of training	Training provided by	Trainees	Next training date

Review

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Headteacher:	T. Harries	**Date:**	11.6.2026
Chair of Governing Body:		**Date:**	11/06/2026