

# Managing Medicines Policy

Ysgol Gynradd Betws  
Ammanford  
SA18 2HE



Updated January 2026

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

The Disability Discrimination Act requires schools to make reasonable adjustments to cater for the needs of children with disabilities. This includes children on long-term and even short-term medication.

This Policy is to ensure that children with medical needs are properly cared for and supported while at Ysgol yr Hendy.

It is essential that all parents, not just those who have children with medical needs, understand our policy and what we are able to take to take responsibility for. The main points are:

- Procedures for managing prescription medicines on trips and outings.
- Roles and responsibilities of staff managing and supervising the administration of medication.
- Responsibilities of parents in respect of their child's medical needs.
- The need for prior written agreement from parents before medicines can be administered.
- Policy on assisting children carrying and administering their own medication.
- Staff training.
- Record keeping.
- Safe storage.
- Access to emergency procedures.
- Risk assessment and management procedures.

## **Managing medicines in school**

We will endeavour to administer prescription medication, whether the need is long term or short term, but request the following procedures for managing medication while it is on school premises and while we have a duty of care for the child. This covers:

- Supply (by parents)
- Storage
- Administration
- Disposal

## **Supply**

Before giving medication to any child, we must have written agreement from the parents. This agreement must include the child's name, the name of the medication, the required dose and agreed time of administration. It must also be clear whether the medication is ongoing or to be taken up until a particular date. Any possible side effects need to be listed and / or the information leaflet that is normally supplied by the manufacturer made available.

The parents should bring the prescription medication to school and give it to the secretary and fill in a medication form. The secretary should give the form to the class teacher who should record that it has been received.

It is essential that we only accept medication that is in the original container with the original label, the secretary will check this when receiving it.

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The class teacher who administers the medication will check that the label states the child's name, that the dose indicated by the parents matches what is on the label and that the medication is within the expiry date. When the medicine is in the form of tablets or capsules, they will check the quantity provided.

Allergy / asthma / diabetes medication will be given to the class teacher, and it may be necessary to meet the parent in order to create a Health Care Plan.

## Storage

Medicine can be classed as substances hazardous to health and are therefore stored securely. We are aware that some need to be stored at particular temperatures or away from light. This information must be on the medicine label and in the manufacturer's information leaflet. Most medicines will be kept in a locked cupboard. The key will be kept safely, but children will know where their medication is and who can access it.

If medicine needs to be kept cool, then it will be placed in a fridge in the staff room where children cannot freely access it. Otherwise, medicines will be stored in a labelled airtight container to keep them separate from food products.

Some emergency medication such as adrenaline pens (for children who suffer from allergies) and buccolam (for epilepsy) will be locked away in a central location (Headteacher's office) as children need quick access to these.

**Asthma inhaler medication will be kept locked in the First Aid cupboard in the child's classroom and this will enable children to have quick access to these. It is the class teacher's responsibility to check the 'in-date' of the inhalers.**

All staff should receive training on the use of the EpiPen. They are also informed of procedures in an emergency. An appropriate task achievement is complete for its use. It is not part of a teacher's statutory duties but we endeavour to accommodate. In some circumstances administration could be delegated to a support assistant. In the absence of the teacher or support assistant the headteacher, deputy head or other teacher will administer (e.g. administering adrenaline pens) having received training from health professionals working with the school/child.

## Administration

As a general guideline before administering medication to a child, the member of staff will:

- Wash their hands
- Ensure that a drink is available if appropriate (some tablets can irritate and damage the throat and oesophagus if administered without a drink)
- Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date. It is the responsibility of parents to ensure the medication date has not expired. If there is any doubt about any procedure staff should not administer but seek advice from parents or health professionals.

If a child refuses the medication, they will not be forced. Staff will try to encourage them or perhaps get someone else to try. Under no circumstances will we attempt to hide the medicine in food or drink, unless we have written permission from parents to do so.

## Our Responsibility for administering medicines

We consider it poor practice to give medicines covertly, although in the rare cases where the health professionals judge that it is in the child's interests to do so, this will be acceptable. Some children do find tablets difficult to swallow so may be given them, with their full knowledge, in, for example, a spoonful of jam. In these circumstances parents must give written instructions. As some medicines can react with certain foods it is advisable that they have sought advice from their pharmacist that this procedure is acceptable.

Occasionally mistakes will happen. In most cases, whether it is a missed dose, or a medicine given in error there will be no harm done. Parents

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should be contacted, and the mistake explained to them. In case of a missed dose, it may be possible to give it at a later time. Where a dose has been given in error, it is important that the child is monitored for any reactions and medical advice will be sought if we are in any way concerned.

The class teacher will be responsible for noting the dosage given and times administered on a daily basis. When the need to administer the medicine has ended it is the teacher's responsibility to give the forms to the **Unit leader and the Unit leader** who will keep the form in the Health and Safety file in the headteacher's office.

## Disposal

Tablets and capsules are occasionally dropped on the floor or spat out. In these cases, the tablets will be placed in a labelled envelope and returned to the parents. In no circumstances will it be flushed down the toilet or thrown in the bin.

When a child leaves the school, ceases to need medication or if a medicine has passed its expiry date, any that is unused will be returned to the parents. If this is not possible, we will take it to a pharmacist for disposal.

Date: January 2026

Mrs Melanie Jones (Acting Headteacher)

Mr Jose Picouto (Chair of Governors)