



Eveswell and Somerton Primary School Partnership

Administering Medicine Policy

School Name:	Eveswell and Somerton Primary School
Reviewed:	September 2025
Review Approved by:	Governing Body September 2025

Article 3

Everyone who works with children should always do what is best for each child.

Article 19

You should not be harmed and should be looked after and kept safe.

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

No non-emergency medicines will be administered by staff. Parents / carers can make arrangements to administer non-prescription or prescription medicine at lunch time or during the school day if required.

Aims

To outline the procedures for administering emergency medicines to pupils.

Role of the Governing Body

The GB has:

- appointed a member of staff to be the Coordinator for Health and Safety, who is currently the Headteacher and is supported by the Deputy Headteachers.
- a responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure the administration of emergency medicines by putting into practice effective strategies and examples of good practice
- inform parents of the school policy via the school website
- ensure parents review medicines held in school to ensure that they are still in date
- organise appropriate training for the administration of inhalers, epipens and medication for diabetic pupils

Role of the Designated Person/s

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- be up to date with the Individual Health Care Plans (provided by Health) for those pupils with specific medical needs or emergency medication such as: diabetes, or epipens,
- return surplus or out of date medication to the parent/carer,
- ensure secure and appropriate storage of medications.

Role of Parents/Carers

Parents/carers must provide:

- written permission by completing the Medication Consent Form
- take responsibility for ensuring asthma inhalers and epipens held in school are in date
- 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

Administration of Prescribed Medicines

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- be aware of Individual Health Care Plans and of symptoms which may require emergency action

- read and check the Medical Consent Forms before administering or supervising the taking of medicines
- check that the medication belongs to the named pupil
- check that the medication is within the expiry date
- inform the parent if the medication has reached its expiry date
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage
- always take appropriate hygiene precautions

Medication Record

The following information must be supplied by the parent/carer – refer to attached forms:

- Name and date of birth of the child
- Name and contact details of the parent/carer
- Name and contact details of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by parent/carer for staff to administer medication
- Expiry date of medication
- Storage details

Security

All medications will be kept in a secure place and accessible only to the designated persons.

Educational Visits

On educational visits a designated person will also attend in order to administer medications.

Sporting Activities.

We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs.

Emergency Procedures

In the case of an emergency, the school will call an ambulance and contact the parents. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.