Castle Camps C. of E. (V.C.) Primary School

Policy for

Administration of Medication

Date Approved by the Governing Body: 28th September 2026
Date for Review: September 2027

Administration of Medicines

Occasionally it is necessary for a child to take a medicine during school hours. In these exceptional circumstances it is necessary that:

- Medicines are administered by a trained First Aider at Work, or a member of staff trained in basic first aid. Parents may also come on to the school premises to administer medicine to their own child.
- Full instructions are available;
- The medicine is delivered to school in the original container as supplied by the doctor of pharmacist with the child's name and dosage clearly stated;
- Only the stated dose is given at the times specified;
- Medicines are kept in staff controlled areas, not accessible to children;
- Records of all medicines administered are kept, including to whom and by whom they are administered and when they are administered;
- Records are kept and updated on specific long-term illnesses of individual pupils;
- Parents sign a consent form available from the school office allowing the medicine to be administered by school personnel, for each course which is prescribed;
- No child is allowed to administer his/her own medicine other than in exceptional circumstances recommended by their GP;
- Children are allowed to carry their own inhalers and self-administer if required;
- Duplicate asthma inhalers are kept in each classroom in a yellow grab bag. These should be sent home at the end of each term and returned on the first day after the holidays. It is the class teacher's responsibility to ensure inhalers are returned to school.
- All staff are trained in the use of specialist emergency medication (such as Epipens). Should the need arise the emergency services will always be contacted following use of an Epipen;
- Parents have the responsibility for ensuring long-term medication is renewed in a timely fashion and medicines are not out of date;
- Staff dealing with complex or long-term medical needs receive appropriate training.

Educational Visits

Medicines taken on educational visits will be looked after by a responsible person (usually the Trip Leader), who will administer the medicines in accordance with the procedures above.

Alexandra O'Connor
Headteacher