



ANTON INFANT SCHOOL

ANDOVER

ADMINISTRATION OF MEDICINES POLICY

THIS POLICY WAS PREPARED BY L SKEATES

AGREED BY STAFF IN SPRING 2026

APPROVED BY GOVERNORS IN SPRING 2026

DATE FOR REVIEW: SPRING 2027

Signed: _____ (Headteacher)

Signed: _____ (Chair of Governors)

Policy Statement

Anton Infant School will undertake to ensure compliance with the relevant legislation and guidance in DFE guidance **Supporting Children with Medical Conditions at School** with regard to procedures for supporting children with medical requirements, including managing medicines.

Responsibility for all administration of medicines is held by the Headteacher, who is the responsible manager.

<https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf>

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the document **Supporting Children with Medical Conditions at School**. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensure training is updated regularly and new members of staff receive relevant training
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration

The administration of medicines is the overall responsibility of the families. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with families.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the families

We will only accept prescribed medicines if they are:

- In-date
- Appropriately labelled
- In the original packaging as dispensed by a pharmacist complete with instructions for administration, dosage and storage. (The exception being insulin, which must be in date, but will generally be available to schools as an insulin pen or a pump, rather than in its original container)

Non-prescribed medicines

- On occasions when children require non-prescribed medicines, (e.g. Calpol or cough mixtures) these must be provided by the family for the school to administer. Non-prescribed medicines will only be administered on request from the family if they are in clearly identifiable packaging and only on a short-term basis.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the family. On such occasions, a health care plan will be written for the child concerned

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines for conditions that we are aware of
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

Emergency Asthma Inhalers.

Since 2015 schools may hold asthma inhalers for emergency use. This is entirely voluntary, and the Department of Health has published a protocol which provides further information. https://assets.publishing.service.gov.uk/media/5a74eb55ed915d3c7d528f98/emergency_inhalers_in_schools.pdf

Anton Infant School currently holds 2 emergency inhalers and spacers in the school office. These will be used for those children who are already prescribed asthma inhalers and only in an emergency. At all times the school will seek to use the child's prescribed inhaler if

possible. Emergency inhalers will be checked periodically to ensure they are functioning and in date.

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the families concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the family and kept on file. Appendix 1

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file. Appendix 2

If a child refuses to take medication the family will be informed at the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned immediately. Families will then be informed and ask to attend school or the hospital.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Storage

The storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely in a locked cabinet or fridge is appropriate.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the families to provide medicine that is in date. This should be agreed with the families at the time of acceptance of on-site administration responsibilities.

Medicines that need to be kept refrigerated will be stored in a restricted dedicated fridge.

Medicine taken off site will be safely and securely held by an appropriate member of staff. Copies of medicine administration forms will be taken off site to ensure appropriate procedure are followed.

Disposal

It is not the school's responsibility to dispose of medicines. It is the responsibility of the families to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Liability and Indemnity

Staff at the school are indemnified under the County Council self-insurance arrangements. The County Council's is self-insured and have extended this self-insurance to indemnify school staff who have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have family's permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Complaints

Should families or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher and the Chair of Governors in the first instance. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Appendix 1-Administration of medicines/treatment record



Date			
Time Given			
Dose Given			
Name of member of staff			

Date			
Time Given			
Dose Given			
Name of member of staff			

Date			
Time Given			
Dose Given			
Name of member of staff			

Date			
Time Given			
Dose Given			
Name of member of staff			

Date			
Time Given			
Dose Given			
Name of member of staff			

Appendix 2-Record of prescribed medicines



Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	Anton Infant School
Date of birth	
Group/Class/Form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry Date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration - Yes or No	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	(agreed member of staff)

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.

Signature (s): _____

Date: _____