



Kilburn Junior School

Administration of Medication at School Policy

Sept 2025

Outline

The Governing Body and staff of Kilburn Junior School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff administering the medication have volunteered to do so. Please note that parents should keep their children at home if acutely unwell or infectious.

Administration of Medication in School

The following guidelines should always be met by parents/carers:

- Parents/carers are responsible for providing the school with comprehensive information regarding the pupil's condition and medication by completing **the online google form**.
- Prescribed medication will not be accepted in school without completed instructions from the parent/carer.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents, detailing dosage and time of last dose. This would include Calpol, Paracetamol, Nurofen etc.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels on school transport with an escort, parents/carers should ensure the escort has written instructions relating to any medication sent with the pupil and that they have completed the **The Medicine Indemnity online Form and Treatment Plan and the Daily Medicine Intake form**.
- Parents/carers should ensure that each item of medication is delivered to a member of the office staff in a secure and labelled container as originally dispensed.
- Each and every item of medication must be clearly labelled with the following information:
 - . Pupil's Name.
 - . Name of medication.
 - . Dosage.
 - . Frequency of administration.
 - . Date of dispensing.
 - . Storage requirements (if important).
 - . Expiry date.
 - . Signed consent for administration
- Where possible, a Medication Plan or Protocol should be requested from the health professional by the parent/carer and a copy given to school along with the medication.

The school will not accept items of medication in unlabeled containers.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Where possible, the school will endeavour to notify parents a week prior to medication running out

The following guidelines should always be met by school staff:

- Medication will be kept in the locked cupboard within the school office, out of the reach of pupils.
- A register of all medication administered in school will be updated on **The Medicines Indemnity Form and Treatment Plan** each occasion medication is administered and kept securely in the school office. This will also be made available for parents to view.
- Administration of medication is to be directly from the original box.
- If children refuse to take prescribed medication, staff will not force them to do so but will inform the parents of the refusal as a matter of urgency. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- The school will not make changes to dosages without written parental or professional instructions.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Expired medicines, or those no longer required for treatment, will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Nurse if necessary.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises and residentials, even if additional arrangements might be required.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

Kilburn Junior School aims to create and maintain a safe environment for children and to manage situations where there are child welfare concerns. The school has clearly laid down and recognised procedures for dealing with abuse or suspected abuse which is in line with recommendations made by the Derbyshire Safeguarding Children Board. Please refer to the school's Safeguarding Children/Child Protection Policy.

Signed by:

Chair of Governors:



Head Teacher



Date: 05.09.2025

Date: 05.09.2025

Date of Policy approval: Sept 2025 Next review date: Sept 2028

Review:		
Change & recommendation:	Reviewed by	Date

[illegible]



Daily Medicine Intake

Parental consent for Schools/Setting to administer Medicine

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

The school will not give your child medicine unless you complete and sign this form and has a policy that staff can administer medicine and staff consent to do this.

Name of child

Contact details – First contact:

Name.....Tel number.....

Relationship to child.....

Second contact:

NameTel number

Relationship to child

Name of GP and practice

Tel number

Are there any side effects that the school should know about?

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Describe what constitutes an emergency for the child and the action to take if this occurs

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I understand that I must deliver and collect the medicine personally to Charlene Hudson or Jennifer Banks

Signed:

The above information is to the best of my knowledge accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed.....Print name.....

Date: