



Frambury Lane, Newport, Saffron Walden, Essex, CB11 3PU
Headteacher: Miss Amy Wareham

Together we grow at Newport Primary School

Administration of Medicines in School Policy

Statutory Policy approved at FGB

Date adopted: Summer Term 2026

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Review Date: Annually – Summer Term

1. The Governing body and staff of Newport Primary School wish to ensure that pupils with medical needs receive the 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 have volunteered to do so. The governing body will ensure the effective implementation of the policy. The Chairs of Governors have overall responsibility for policy.

Any complaints concerning the support provided to pupils with medical conditions can be made in line with the school's complaints policy.

2. Parents should keep their children at home if acutely unwell or infectious and referral should be made to the Public health guidelines available in the School Office and on the school's website: Click [here](#).

3. Parents are responsible for providing the school with comprehensive information regarding the pupil's medical condition and medication. The school's data collection form (which is completed prior to the pupil starting) includes a section where parents can detail their child's medical needs. When considering a pupil's medical condition(s) and the administration of medicine the SEND code of practice will be considered and necessary action taken as appropriate. A child with an EHCP, will have their needs and specific support detailed in their EHCP. When a child requires an Individual Healthcare Plan the process in Annex A will be followed.

4. Prescribed medication will not be accepted in school without complete written and signed instructions. An individual healthcare plan and Parental agreement for the school to administer medicine form should be completed and handed to the school office. This form is available from the school office and the school's website. We will administer one dose of anti-biotics that have been prescribed to be taken 4 times per day. For medication that needs to be administered the medication will need to be in its original bottle with the dosage label from the pharmacy attached.

5. Staff will not give a non-prescribed medicine to a child. Please approach the school in exceptional circumstances.

Any non-prescribed medicines are not allowed in school, this could include but is not limited to; Calpol, Nurofen, Ibuprofen, hay fever remedies, cough sweets and cough medicine. Parents will be asked that pupils do not hold any medication with them in school but that any medicines are presented to the school office where they will be kept in the locked First-Aid cupboard.

6. Only reasonable quantities of medication should be supplied to the school.

7. Each item of medication must be delivered to a trained first aider in normal circumstances by the parent or carer. In a secure and labelled container as originally dispensed. Each item of medication must be held with an individual healthcare plan form which supplies the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry Date
- Signature of parent/carer

8. Unless otherwise directed, all medication will be kept in a secure place, out of reach of pupils. In school the medicines are kept securely in the First-Aid cabinet located in the office.

9. The school will keep records of medicines administered in school, which they will have available for parents.

10. If children refuse to take medicines, the staff will not force them to do so, but inform parents as a matter of urgency. If a parent/carer is unavailable and the child's refusal results in an emergency then the school's emergency procedures will be followed.

11. 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.

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

13. School staff will not dispose of medicines. Any which are in use and in date, should be collected by the parent/carer at the end of each term or when the child moves away from the school. Date expired medicines, or those no longer required for treatment, will be returned immediately to the parent/carer for them to arrange the safe disposal.

14. Each pupil with long-term or complex medication needs will require an individual healthcare plan drawn up by the appropriate health professionals. These are usually supplied by the parent and a copy is to be

kept with the medication in the locked first aid cupboard area. A further copy should be kept in the medical information files, located in the first aid area of the school office.

15. Staff who volunteer to assist in the administration of certain types of medication will receive training/guidance through arrangements made with the parent/carer and the Social Health Service. Anaphylaxis and Asthma training are attended by key staff each year with any further training arranged via the child's parent in conjunction with their medical practitioner. The office will arrange this annual training but any requirements for specific medical training should be referred to the parent/carer.

16. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements may be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

17. All staff will be made aware of the procedures to be followed in the case of an emergency as instructed by first aid training.