



'Let your Light Shine' Matthew 5:16

**Northleaze Church of England Primary School
Administration of Medications Policy**

May 2026

Written by	Headteacher
Date created	May 2026
Date of next review	May 2027
Signed – Chair of Governors	<i>Dan Charvill</i>
Signed – Headteacher	Corinne Clarke

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

Our Christian Values:

Responsibility, Creativity, Respect, Compassion, Resilience, Friendship

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Administration of Medications Policy

Vision and Ethos

At Northleaze Church of England Primary School, our Christian vision “*Let your light shine*” underpins our commitment to inclusion, dignity and compassion. We recognise that some pupils require medication during the school day and we are committed to ensuring this is managed safely, effectively and in a way that enables pupils to participate fully in school life.

Purpose of the Policy

This policy sets out the procedures for the safe administration of medicines to pupils while in school and during off-site activities. It should be read in conjunction with the school’s Supporting Pupils with Medical Conditions Policy, SEND Policy and Safeguarding Policy.

Legal Framework

This policy is informed by:

- *Supporting pupils at school with medical conditions* (DfE)
- Children and Families Act 2014
- Equality Act 2010
- *Keeping Children Safe in Education*

General Principles

- The school will support pupils who need medication during the school day.
- There is **no legal duty** for staff to administer medication; however, staff may do so where they have received appropriate training and feel confident.
- Medication will only be administered where it is **essential** and cannot reasonably be taken outside the school day.
- Pupils with medical needs will not be discriminated against and reasonable adjustments will be made to support inclusion.

Responsibilities

The Governing Body

- Ensures arrangements are in place to support pupils with medical needs
- Approves and reviews this policy

The Headteacher

- Ensures this policy is implemented consistently
- Ensures staff receive appropriate training

- Oversees arrangements for medication administration

School Staff

- May administer medication where trained and authorised
- Must follow this policy and any Individual Healthcare Plan (IHP)
- Must record all medication administered

Parents / Carers

- Provide written consent for medication administration
- Supply medication in its original container, clearly labelled
- Ensure medication is in date and replaced as necessary
- Provide up-to-date information about their child's medical needs

Pupils

- Are encouraged to take responsibility for their medication where appropriate and agreed
- Should inform an adult if they feel unwell or require medication

Types of Medication

Prescription Medication

- Only prescription medication prescribed by a healthcare professional will be administered.
- Medication must be clearly labelled with:
 - Child's name
 - Name of medication
 - Dosage and timing
 - Method of administration

Non-Prescription Medication

- The school does not routinely administer non-prescription medication (e.g. pain relief), except where this is part of an agreed IHP.

Consent

- Written parental consent is required before any medication is administered.
- Consent forms must be completed annually or whenever medication changes.

Storage of Medication

- Medication is stored securely but is accessible to staff when needed.

- Emergency medication (e.g. inhalers, adrenaline auto-injectors) is readily available and not locked away.
- Some medication may require refrigeration and will be stored safely in a designated fridge.
- Pupils may carry their own medication where this is agreed and deemed appropriate.

Administration of Medication

- Medication is administered strictly in accordance with written instructions.
- A **written record** is kept of all medication administered, including:
 - Date and time
 - Dosage
 - Name of staff member administering
- A second adult may be present where appropriate, particularly for controlled drugs

Controlled Drugs

- Controlled drugs are stored securely in accordance with guidance.
- Administration is recorded and witnessed where possible.
- Pupils may carry controlled drugs (e.g. for epilepsy) only where this is agreed in an IHP.

Self-Administration

- Pupils may self-administer medication where this is judged appropriate and agreed by parents and healthcare professionals.
- Arrangements will be documented in the pupil's IHP.

Off-Site Activities and Educational Visits

- Medication arrangements are planned in advance for trips and visits.
- Risk assessments take account of medical needs.
- Staff accompanying visits are informed of relevant procedures.

Emergencies

- In the event of a medical emergency, staff will follow the school's emergency procedures.
- An ambulance will be called if required.
- Parents will be informed as soon as possible.
- A member of staff will accompany a child taken to hospital until parents arrive.

Unacceptable Practice

The following are not acceptable:

- Preventing pupils from accessing their medication
- Sending pupils home to take medication
- Requiring parents to attend school to administer medication
- Administering medication without consent or training

Insurance

Staff administering medication in accordance with this policy are covered by the school's insurance. Further details are available from the school office.

Complaints

Any concerns regarding the administration of medication should be raised with the Headteacher in the first instance. Formal complaints may be made in line with the school's Complaints Policy.