



Ashton St. Peter's Church of England VA Primary School

Managing Medicines in School

Ratified in December 2025

Update in December 2026

This policy has been written in line with the LA on 'Guidance on Managing Medicines in Schools and Early Years Settings' August 2008 and 'Supporting Pupils at School with Medical Conditions' DFE April 2014. The purpose of the policy is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency and has been agreed by governors and staff.

The policy is available to parents and will be reviewed annually.

There is no legal duty that requires school or setting staff to administer medicines, this is a voluntary role and the school take no responsibility for the administration of medication, including antibiotics.

Procedure for Managing Prescription Medicines which need to be taken during the school day:

Medicines should not be brought into school and arrangements should be made by parents/carers to administer the medicines outside of school hours.

In the event of this not being possible (antibiotics over 3 times per day) the parents/carers should make arrangements with the school to come in at a particular time to administer the medication.

School will not accept medicines and this is the parent/carers responsibility.

Controlled drugs - the same rules apply for controlled drugs e.g. methylphenidate (Ritalin).

There is a First Aid box in all classrooms, the School Office and Kitchen and these are maintained by Mrs. Garner on a weekly basis..

Self-Administration of Medication

Parents must complete a written request form for a child to self-administer medication (e.g. insulin or asthma medication). This will only be allowed if the child has been trained and is competent to administer their own medication.

Dealing with medicines safely:

Guidance for dealing with medicines safely is taken from Control of Substances Hazardous to Health Regulations 2002

Storage - the only medicines that will be stored are those that have been prescribed for an individual child. Medicines must be handed into the school office and these will be immediately placed in the locked cabinet in the Medical Room where they will be stored. Medication requiring refrigeration is stored in the fridge in the staff room. All emergency medicines for example epipens and inhalers are readily available in named boxes in the Medical Room **and not locked away**. For those children who have an epipen, one is also stored in their classroom and instructions for use are stored inside the box with a Care Plan for that named child. Expiry dates are checked regularly and parents informed immediately in order to provide new medication. It is the parents' responsibility to replace out of date medication.

Disposal - parents are responsible for 'date-expired' medicines which should be collected from school and returned to a pharmacy for safe disposal. Sharps boxes (if necessary) would be provided by a parent from the child's GP on prescription. The Local Authority's Environmental Service would arrange collection and disposal on the parents.

The school has a policy and procedures in place in case of an emergency, 'Critical Incident Procedure'. A member of staff will not take a child to hospital in their own car but will accompany a child taken to hospital by ambulance and stay until the parent/carer arrives. If a child has an Individual Health Care plan it should contain clear instructions on what constitutes an emergency and the actions necessary to manage the situation.

Individual Care Plans

The main purpose of an Individual Care Plan is to identify the level of support that is needed and is drawn up in partnership with health care professionals and parents. The Care Plan must contain details of formal systems and procedures; any precautions, side effects etc. The health care practitioner will identify the need for a Care Plan. Care Plans will be checked and reviewed when there are any changes. It is the parent's responsibility to notify the school in writing of any change in medication or administration.

Record Keeping

- A record of all training undertaken by designated staff will be kept.
- A record of all training undertaken by children allowed to self-administer medication will be kept.
- A record will be kept of Care Plans and these are displayed with parental permission in the Medical Room, Child's Classroom and the Staff Room

- Records of Parental consent and health practitioner instructions will be reviewed and confirmed annually
- A record of administration of medication will be kept on a Google Spreadsheet in the Health and Safety Drive.
- If a child has a specific medical condition such as Diabetes where sugar levels are closely monitored, then an individual book will be kept and shared on a daily basis with parents

Review Procedures

The School's policy will be reviewed when:

- Annually in December
- The School wishes to review the policy.
- If amendments are required by the LA

Ratified by: *David Bower*

Date: December2025

(Headteacher)