

# **WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY AND SUNBEAMS CLUB**



## **ADMINISTRATION OF MEDICINE IN SCHOOL POLICY**

**Updated: September 2025**  
**Review Date: September 2026**

*"Some changes to our practice may need to be put in place to accommodate Covid working guidance & restrictions issued by PHE"*

## **ADMINISTRATION OF MEDICINE IN SCHOOL POLICY**

### **Monitoring and Review**

The Headteacher will be responsible for monitoring the implementation of this policy and will ensure its content is reported annually to the governing body.

### **Administration of Medication**

The school expects that normally parents will administer medication to their children.

In certain circumstances, in agreement with School Health representatives, certain requests for administering medicine will be considered and agreed. This is subject to specified staff agreeing to carry out these tasks and the requirement for the medication to be taken on a regular basis, over a considerable period of time. Prescribed medication to be taken 3 times a day, should be administered at home. For medication to be administered 4 times a day, school may consider a lunchtime administration.

Any requests for medicine to be administered must come from a parent in writing on the school's *Request for the School to give Medication in School* Form (appendix 2). For medication that is to be administered during an educational visit a *Request for the School to give Medication on An Educational Visit* document (appendix 5) will be used. Each request will be considered on an individual basis.

The form will include:

- name and address of parent and contact number;
- name of child and class;
- date of birth;
- name of medicine;
- name of doctor who prescribed it, and contact details;
- how much to give;
- how it should be kept and stored;
- how it is to be administered;
- when to be given;
- any other instructions.

The form will end with the following consent statement:

*The above medication has been prescribed by the family or hospital doctor (Health professional note received as appropriate). It is clearly labelled with a dispensing label, indicating contents, dosage and child's name in FULL.*

*I understand that I must deliver the medicine personally to the office and accept that this is a service that the school/setting is not obliged to undertake.*

*I understand that I must notify the school/setting of any changes in writing.*

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify school of any requests for the regular administration of medicines, including changes of dosage, at the earliest opportunity (see the DCSF guidance *Managing Medicines in Schools and Early Years Settings*).

In the case of separated families' school expects that both parties (parents/caregivers) will communicate information between themselves about the medication that their child is taking. School also expects that it is the responsibility of the parents/caregivers to share information between themselves about other parties who have been granted permission to administer medication to their child eg grandparents, friends, relative etc.

In our school we currently have 3 staff who are first aid at work trained along with several members of staff who are paediatric first aid trained and emergency first aid trained.

Medication must and will **only** be administered to the child for whom it's prescribed – 2 members of staff will be present when any medicine is administered, in school or during an educational visit and the child's name will be checked prior to them being given medication.

On receipt of the medicine, the label should be checked against the consent form.

The medication must be in its original container as prescribed by the doctor and dispensed by a chemist, with the child's name, date of birth and instructions for administration printed clearly on the label.

Should a parent wish to delegate another person to administer medicine to their child during the school day, such as at lunchtime, written confirmation must be obtained. This may include other parent/caregiver with responsibility for the child (in cases of split families) and/or grandparents/relative/friend.

School do not administer creams or eyedrops. However, in exceptional circumstances and only in agreement with a member of SLT, staff can administer prescribed creams to children eg for eczema. In all such instances a 'request for school to administer medicine in school' form should be completed.

Should a child not have had their prescribed medication before coming to school (eg. ADHD medication), parents will be phoned and written consent gained via email to state medication can be given during school hours. This will be logged on CPOMs and a copy of the email placed in child's medicine file stored in the office.

Normally medication, depending on type, will be kept in a locked cupboard or drawer unless other arrangements are made with the parents (i.e. fridge etc).

**EYFS & KS1 – ON SHELF IN TEACHER’S STOCK CUPBOARD IN A CLEARLY LABELLED BOX**

**KS2 – IN LOCKED DRAWERS IN JUNIOR OFFICE (APART FROM INHALERS & EPIPENS WHICH ARE KEPT IN A CLEARLY MARKED PLASTIC BOX IN THE TEACHERS CUPBOARD, ACCESSIBLE TO STAFF & PUPILS)**

Normally the administration of medication will only be done at lunchtimes, unless exceptional circumstances or in an emergency.

Inhalers for asthma will be available as required. These are kept in the relevant teacher’s cupboards in a clearly labelled box. Emergency inhalers are kept in both school offices.

Unless there are very exceptional circumstances and a supporting written letter is received from the doctor confirming instructions on dosage/frequency of non-prescribed medication, the school will not allow the administration of non-prescription medication. This includes, but is not an exhaustive list; calpol, piriton, paracetamol, cough sweets, lozenges, creams and painkillers. In such cases where it has been agreed that non-prescribed medication can be administered (usually in the case of pain relief) a ‘request for the school to give medication in school’ form should be completed by the parents.

Non-prescribed paracetamol cannot generally be administered by school staff.

### **Regular use of medicines administered in school**

If it has been agreed, with health professionals and/or parents and carers, that medication will be administered on a regular basis i.e. daily over a prolonged period of time, a monitoring sheet needs to be completed for every administration. This needs to be recorded with the following information completed: The name of the pupil, date of birth and the medication, the dose given and the route. Each administration needs to be dated, timed and the dose given must be signed off by two members of staff. If there are any occasions when the dose is not administered then parents should be informed. EYFS & KS1 kept in classrooms, KS2 kept in Junior Office.

### **Occasional use Medication Form**

If the school has agreed to administer medicine for occasional use a school’s Medication Form will be completed and parents contacted before administering the medication. EYFS & KS1 kept in classrooms, KS2 kept in Junior Office.

A log (appendix 3) is kept of all medication administered by school staff and this must be checked, witnessed and then signed by two members of staff.

## **General**

The governing body recognises that many pupils will, at some time, need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

## **Responsibilities**

The governing body takes responsibility for the administration of medicines during school time in accordance with the Government's and LA's policies and guidelines.

The Headteacher will implement this policy and report as required to the governing body.

Medication will normally be administered by specially trained staff eg. first aiders, but this could sometimes be class teacher, TA or admin staff.

Should a child require medication to be administered during the school day as part of a temporary adhoc arrangement, a medical emergency, or for a reason that causes a variation to the child's normal medical plan, the school will telephone the child's next of kin. It is then the responsibility of the next of kin to inform any other parties who may be responsible for the care of the child outside of school hours (e.g. a grandparent collecting from school, the wrap around care provider). It is also the responsibility of the next of kin to ensure that the school is made aware of any medication the child has been given before the start of the school day that is not part of a medical plan.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The governing body does not require staff to administer medication. (Supporting Pupils with Medical Needs).

However, some specified staff (e.g. staff taking educational visits, including residentials) that volunteer their services, will be given advice and/or training to administer first aid and/or medication to pupils.

All medication (long term and/or emergency medicines) that are stored in school will be sent home at the end of the academic year. Parents will be asked to collect the medication from the office and will be asked to sign it out of school. It is the parents' responsibility to check that the medication is in date and returned to school ready for use at the start of the new term and a new medication form must be completed at the start of term.

## **Staff Indemnity**

The LA (governing body) fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following governing body guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The LA/governing body will meet any claims in these circumstances.

## **Medication Policy for pupils in EYFS (Hedgehogs – end of Reception)**

Woodlands Primary School, Hedgehogs Nursery and Sunbeams Club (the school) are committed to promoting and protecting the health and wellbeing of all children in our care. In line with the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS), we ensure that appropriate arrangements are in place for the safe storage, administration, and record-keeping of all medication given to children during nursery opening hours.

***“Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child’s parent and/or carer. Providers must keep a written record each time a medicine is administered to a child and inform the child’s parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable.” (from the EYFS statutory framework)***

### **General Principles**

- Medication will only be administered with prior written consent from the child’s parent or carer
- Medicine consent form with time of dosage, amount to be given to be filled in by parent/carers on the first session the child is in and needs medicine. Forms to be filled in with the office staff in the reception area.
- We only administer medicine when it is essential to the child’s health and where it would be detrimental for the child not to receive it during nursery hours.
- We work in partnership with parents to ensure that all medication procedures are understood, transparent, and followed consistently.
- We comply with our insurance policy requirements and carry out regular reviews of our procedures to ensure continued compliance.

### **Prescribed Medication**

Medication prescribed by a doctor, dentist, nurse, or pharmacist will only be administered if:

- The medicine is in its original container, with a clearly labelled prescription, including the child’s full name, dosage, frequency, and date.
- It is accompanied by a signed Medication Consent Form completed by the parent/carers this is to be completed in reception with one of the admin team,
- Parents to inform staff on handover in the mornings if a child needs medication.
- The medication is clearly labelled in English and includes appropriate dosage instructions.

## Procedures:

- Parents must take any medication to the reception where a medication form is to be filled out and then the medicine will be handed to a member of the admin team and then brought to the room to be stored in line with the guidelines and out of reach of all children
- 2 members of staff will be present when any medicine is administered, in school or during an educational visit and the child's name will be checked prior to them being given medication.
- On receipt of the medicine, the label should be checked against the consent form.
- **The child's ingestion of medicine during the day will be logged, and parents must sign the form again at collection to confirm they have been informed.**
- We will not administer a higher or alternative dose than prescribed unless supported by written instructions from a healthcare professional.
- If the child refuses to take the medicine, this will be recorded, and the parent will be informed.
- Where the medicine is ongoing or long-term, a review of the consent and details will be carried out regularly and a Health Care Plan created.

## Non-Prescription Medication

Non-prescription medicines will only be administered under strict conditions and with written consent.

### We will:

- Not give aspirin-containing products unless prescribed by a doctor.
- Administer non-prescription medication such as liquid paracetamol or antihistamines only if written parental consent has been provided and parents have provided the medicine for their child and filled in the correct paperwork at the school office
- Record the specific brand, dose, and circumstances in which the medication has been administered on the consent form.

## Topical Creams

Topical creams for conditions such as nappy rash (e.g., Sudocrem or barrier cream) can be applied with:

- Written permission from the parent/carer on the Request to Give Medication form.
- The cream must be provided by the parent, labelled clearly with the child's name.

Any creams for other conditions would be discussed on a case by case basis. If it was essential that the cream is applied during school hours then a Medication Consent Form would need to be completed at the office.

## **Emergency Medication (e.g., Inhalers, EpiPens)**

We will administer emergency medication such as inhalers, EpiPens, or other life-saving medication only when:

- A Health Care Plan has been developed in partnership with the parent and healthcare professional.
- Appropriate staff have received individualised medical training where required.
- Medication is stored safely but accessibly to trained staff (e.g., in a secure but easily reachable container).

## **Emergency Medication In Hedgehogs Nursery only**

Hedgehogs Nursery will keep a limited emergency stock of children's paracetamol and antihistamines on site (e.g., Calpol or Piriton). These will be: -

- Clearly labelled and stored securely.
- Checked regularly to ensure they are in date and stored according to manufacturer guidelines.

Parents/carers will have signed a consent form beforehand to say they consent to calpol/piriton being given in an emergency if needed. Parent/carer will be contacted before medicine will be administered if possible. Parents will always be contacted before giving non-prescription medication unless there is a medical emergency and contact cannot be made, and the child has been in our care for over 4 hours.

## **Injections**

These types of medication will only ever be administered if:

- Staff have received specialist medical training specific to the child's needs.
- Training has been provided by a qualified healthcare professional, and documented appropriately.
- A Health Care Plan is in place (outlining the procedure, responsibilities, and emergency action plan.)

## **Storage of Medication**

- All children's medication must be:
  - Clearly labelled with the child's name.
  - The Medicine is in its original container.
  - Securely stored out of children's reach.
  - Checked regularly for expiry dates and safe storage conditions.
- Emergency medication will be kept in a location that is both secure and accessible to trained staff.
- Refrigerated medication will be stored in a fridge, clearly labelled and inaccessible to children.



## **Record Keeping**

- A **Medication Administration Record** will be completed for every dose of medicine administered.
- Parents must sign the Administration of Medicine form (Hedgehogs) on collection to confirm what medication has been given and when.
- Records will be kept confidentially and reviewed regularly for accuracy and safeguarding compliance.

## **Review of the Policy**

This policy is reviewed annually or whenever there is a change in legislation, guidance, or nursery procedures. All staff are trained on this policy as part of their induction and ongoing safeguarding and health training.

## **Appendices**

- 1 Pupils Health Care Plan/Medical Alert
- 2 Request for the administration of medication from parents - in school use
- 3 Administration of Medication Record sheet – in school use
- 4 Administering medication on an educational visit
- 5 Request for the administration of medicine from parents – for use on educational visits
- 6 Administration of Medication Record sheet – for use on educational visits
- 7 Administration of Medicine Use – when parents have not completed a 'Request to Give Medicine'

Appendix 1

# MEDICAL ALERT

Child's Name .....

Class .....

Condition: .....

Details of Condition and Symptoms:

-----  
Advice/action if child displaying symptoms:

1.

2.

3.

4.

Any other relevant information.



## Appendix 2

### WOODLANDS PRIMARY SCHOOL

#### REQUEST FOR THE SCHOOL TO GIVE MEDICATION IN SCHOOL

Date: .....

Child's Name .....

Date of Birth ..... Class .....

Medical condition or illness .....

**I request that my child be given the following medicine(s) whilst at school:**

Name/Type of Medicine (as described on container) .....

Expiry Date of Medication: ..... Duration of Course .....

Dosage and Method..... Times to be administered .....

Any other instructions .....

.....

.....

.....

*I confirm the above medication has been prescribed by the family or hospital doctor. It is clearly labelled, indicating contents, dosage and child's name in FULL.*

Name/Contact No. of GP

.....

*I understand that I must deliver the medicine personally to (the school office) and accept that this is a service that the school is not obliged to undertake. I also understand that I must notify the school of any changes in writing.*

Signed: ..... (Parent/Carer) Date:.....

Print Name:..... Contact No .....

Address

.....

#### **Note to Parents:**

Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

Medicines must be in the original container as dispensed by the Pharmacy.

The agreement will be reviewed on a termly basis.

The Governors and Headteacher reserve the right to withdraw this service.



**Appendix 3**

**WOODLANDS PRIMARY SCHOOL**

**REGULAR USE MEDICATION FORM – FOR USE IN SCHOOL**

**Name .....**      **DOB .....**

**Medicine.....**      **Dose .....**

DATE	TIME	DOSE	SIGN	DATE	TIME	DOSE	SIGN	DATE	TIME	DOSE	SIGN

<b>CODE TO BE USED WHEN PRESCRIBED MEDICINES ARE NOT ADMINISTERED</b>	
Child Absent From School	A
No Medication in School	N
Medication handed to Teacher accompanying child on school trip	T
Child vomiting or unable to take medication	V
Child refused medication	R



## **Appendix 4**

### **Protocol for Administration of Medicines During An Educational Visit**

- If applicable, prior to any educational visit taking place all Form C's must be completed
- Before any educational visit takes place, either on or off site, the Headteacher is responsible for ensuring that there is 1 principal named first aider on the trip supported by a 2<sup>nd</sup> named member of staff to administer medicines
- Medication, on any educational visit, must be administered by 2 adults as per school policy
- Any medications that are to be administered during the educational visit will be handed, by parents/carers, to the designated first aider, in the presence of the 2<sup>nd</sup> supporting adult.
- A 'request for school to give medication on an educational visit' (appendix 5) form will be completed by the parents on the morning of the visit, prior to leaving. This form will detail the child's name, medication and the time that the medication is to be given to the child during the visit. A separate form must be completed for each medicine to be administered. A copy of these forms will then be shared with the visit leader.
- All medication must be in its original container as prescribed by the doctor and dispensed by a chemist, with the child's name, date of birth and instructions for administration printed clearly on the label.
- During the visit, the named, designated first aider will keep medicines stored safely and securely.
- When medication is due to be administered, the first aider and the 2<sup>nd</sup> supporting adult will:
  - confirm the full name of the child with the child and the child's class teacher
  - establish visual confirmation that the child is the correct child that medicine is going to be administered to
  - check, via the appropriate paperwork (request for school to give medicine) that the medication to be given to a child is the correct, named medicine
  - confirm with the child the name of the medication and what it is for
  - complete the 'administration medicine' log, (appendix 6) detailing time, child's name, medication name and dosage and which adults were present – the form must be signed off by at least 2 adults

Please note that all Form C's will sit alongside both a 'request for medication to be given on an educational visit' form and the medication log should a child be given medication on an educational visit

Appendix 5

WOODLANDS PRIMARY SCHOOL

**REQUEST FOR THE SCHOOL TO GIVE MEDICATION ON AN EDUCATIONAL VISIT**

Date: .....

Child's Name .....

Date of Birth ..... Class .....

Medical condition or illness .....

**I request that my child be given the following medicine(s) whilst on an educational visit:**

Name/Type of Medicine (as described on container) .....

Expiry Date of Medication: ..... Duration of Course .....

Dosage and Method..... Times to be administered .....

Any other instructions .....

.....

.....

.....

*I confirm the above medication has been prescribed by the family or hospital doctor. It is clearly labelled, indicating contents, dosage and child's name in FULL.*

Name/Contact No. of GP

.....

*I understand that I must deliver the medicine personally to (the school office) and accept that this is a service that the school is not obliged to undertake. I also understand that I must notify the school of any changes in writing.*

Signed: ..... (Parent/Carer) Date:.....

Print Name:..... Contact No .....

Address .....

**Note to Parents:**

Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

Medicines must be in the original container as dispensed by the Pharmacy.

The agreement will be reviewed on a termly basis.

The Governors and Headteacher reserve the right to withdraw this service.



**Appendix 6**

**WOODLANDS PRIMARY SCHOOL**

**EDUCATIONAL VISIT MEDICATION LOG**

**Name .....**      **DOB .....**

**Medicine.....**      **Dose .....**

DATE	TIME	DOSE	PRINT NAME OF PERSON ADMINISTERING MEDICINE	SIGNED	PRINT NAME OF 2 <sup>ND</sup> SUPPORTING ADULT ADMINISTERING MEDICINE	SIGNED

**CODE TO BE USED WHEN PRESCRIBED MEDICINES ARE NOT ADMINISTERED**

Child unwell due to sickness/diarrhea or unable to take medication

I

Child refused medication

R

## Appendix 7

### WOODLANDS PRIMARY SCHOOL

#### ADMINISTRATION OF MEDICATION FORM

(When no request to give medicine had been completed by the parent)

Name..... DOB .....

DATE	TIME	Name of Parent Contacted by Office (where necessary)	MEDICATION	DOSE	STAFF SIGNATURE (2 staff)	I HAVE BEEN MADE AWARE THAT MY CHILD HAS RECEIVED THE AFORMENTIONED MEDICATION.  PARENT SIGNATURE
						Name  Signature
						Name  Signature
						Name  Signature
						Name  Signature

CODE TO BE USED WHEN PRESCRIBED MEDICINES ARE NOT ADMINISTERED	
Child Absent From School	A
No Medication in School	N
Medication handed to Teacher accompanying child on school trip	T
Child vomiting or unable to take medication	V
Child refused medication	R