

WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

ADMINISTRATION OF MEDICATION POLICY

CHILDREN'S RIGHTS AND RESPONSIBILITIES

Article 24 – Children have the right to good quality health care.

RATIONALE

Involvement in the Administration of Medicine is now more frequently a part of the daily work of our school. It is therefore important to have a Policy in place to ensure correct procedures are followed to safeguard the children and adults concerned.

This Policy is in addition to, and complements, Department of Education's Supporting pupils at school with medical conditions publication,

PURPOSES

- To ensure medicines are stored safely on school premises
- To safeguard children by ensuring parents understand the responsibilities of different people and need for information
- To protect staff by having procedures in place to follow

GUIDELINES

- Children may need to take medicines* in school for a variety of purposes: long term as part of planned treatment for a chronic condition or illness; short term (usually antibiotics) in order to promote recovery following an illness; to relieve the symptoms of a chronic condition that has acute episodes (e.g. Ventolin for asthma, EpiPen for allergies). Our school has systems in place to accommodate each of these as set out below.
- All medication in school must be clearly labelled with the child's name, the name of the medication, frequency of use and 'best before' date where applicable. It is the parent/carer's responsibility to ensure that this happens.
- Any planned medication, such as antibiotics, must be taken to the Office by the parent/carer. They must provide, in writing, comprehensive information about the medication and must sign and date authorisation for staff to administer that medication. See Appendix A The parent/carer is responsible for notifying the school of any changes.
- Planned medication will be stored in either a locked medical cabinet in the Office or in the fridge if it needs to be kept cool. Any medications stored in the fridge will be stored away from any food substance and placed in 'medication only' compartment.
- Trips and Visits: the Party Leader or nominated person must keep all medication and authorisation notes as above. We are not able to guarantee refrigeration of medicines whilst off site.
- 'Relieving' medication such as Ventolin should be kept by the Keystage 2 child or be readily available in their bag or coat. Children's inhalers are kept in the classroom, stored in a designated cupboard in a labelled container.
- In line with the Department of Health's Guidance on the use of emergency inhalers in schools, September 2014, a Salbutamol inhaler and spacer are kept outside the main office in a designated drawer together with necessary paperwork. Only pupils on the Academy's Asthma Register, and whose parents/guardians have given written permission, are eligible to use this inhaler.
- Other medication for life-threatening conditions such as EpiPens are stored in the cupboard in the Resources Room This is situated in a central area where staff can access it quickly when required.
- The school holds emergency EpiPens that are held with instructions in the school medical cabinet, clearly labelled with the appropriate ages.
- School will keep a register of pupils' medical conditions and allergies etc.

- All office staff and 123kids staff will be trained in administration of medicine
- Training will be available for staff and this may be provided by the school nurse, doctor, Occupational Health Department or accredited training provider.

CONCLUSION

We will endeavour to accommodate all children in line with our Inclusion Policy. Where this includes administration of medicines, we will work within these guidelines to ensure children and staff are safeguarded.

This Policy should be read in conjunction with our Health and Safety Policy, First Aid Policy and Inclusion Policy.

***Medicines:** School will only administer prescribed medication. This is defined as any medication requiring a Medical or Dental Practitioner's Prescription, the exception being pain relieving medication such as Calpol. This may be administered in exceptional circumstances at the discretion of the Headteacher. An Administration of medicine form must be completed

Appendix A

ADMINISTRATION OF MEDICINES REQUEST

Parents/Carers – Have you read our Administration of Medicines Policy? Please ask in the Office for a copy.

Name of Child:

Class:

Reason for medication	
Medication to be administered	
Is this a prescribed medication?	
Time to be administered	
Amount to be administered	
Further instructions for use	
Special storage instructions (e.g. fridge)	

All medication must be stored in a container clearly labelled with the child's name, name of medication, frequency of use and 'best before' date if applicable.

I agree to indemnify West Town Lane Academy and its employees against any claim arising as a result of the Academy agreeing to administer drugs supplies by us.

Signed: Date:

Please Print Name:

Changes from last review May 2025

Removal of Link to DFE - Supporting pupils at school with medical conditions publications link incorrect

Addition of details on School EpiPen

Addition of Administration of Medicines form- Appendix A