



Aston Rowant C+E Primary School

Medicines Administration Procedure Policy

Mission Statement

Growing together we inspire each other to achieve our full potential as courageous lifelong learners.

Date of Policy: January 2026

Date of Policy review: January 2027

Head Teacher: Mrs Helen France

Date: 12th January 2026

H&S Governor: Mr Ben Wilson

Date: 12th January 2026

LINKED POLICIES

- First Aid Policy
- Medical Needs Policy

KEY OBJECTIVE The aim of this policy is to outline the procedure to follow when administering medicines to children.

RESPONSIBILITIES

The school recognises that the following are key responsibilities:

- To follow this procedure whenever a pupil requires medicine to be administered during school hours (with the expressed permission of the parent/carer).
- The school will only administer medications prescribed by a doctor. Over the counter (OTC) medicines will not be administered by school staff, with the exception of Piriton, Calpol and Nurofen. These may be administered by the Lead First Aider if parental permission has been granted.

Piriton/Calpol should only be administered if the parent has completed the consent slip (sent to all parents in September or when they join the school) AND if the parent has given verbal consent by telephone or in person on the day medication is required. This will mitigate against accidental over-dose or 'double dosing'. It is the responsibility of the Administrator to ensure that the supply of OTC medicines is stored correctly, in date and re-stocked as required.

Parents are free to visit School themselves to administer other OTC medications if they wish.

All administration of occasional prescribed medication e.g. antibiotics will be supervised by a trained first aider. Parents must complete a Medication permission and record form before prescribed medication can be administered, these are available from the School Office. Emergency administration of Piriton/Calpol will be administered by the Lead First Aider and only following telephone confirmation with parents. Wherever possible parents should administer medicines at home before or after school, e.g. a dose of antihistamine medication sufficient to last the day should be able to be administered before the school day.

The School Staff may refuse to administer some medications if they feel they require further training to administer it in a safe and effective manner, until such time as training has been received. This training will be organised as soon as is practical.

No medicine should be administered to any pupil where the following procedure has not been adhered to:

GRATITUDE RESILIENCE OUTREACH WONDER TRUTH HARMONY

'Let your roots grow down into him, and let your lives be built on him.' Colossians 2:7

1. The parent/carer approaches the school office and informs them of the need for medicine to be administered to their daughter/son.
2. **If a medicine is a prescribed medicine, all the relevant prescribing information must be either on or with the medicine.**
3. The parent/carer should be asked to complete the Medication Permission and Record Form (held in the school office) giving all requested details and give the medicine to the school.
4. The parent/carer must sign and date the above document. The receiving staff member must also sign the form.
5. The medicine and form must then be kept together using the small zip bags provided by school, which will then be placed in the small fridge (if refrigeration is required) in the staff room. If the medicine does not need to be refrigerated, the bag will be kept in the First Aid box in the school office. If the medicine is classed as a Controlled Drug (CD) under the Misuse of Drugs Act then it must be stored in a locked non portable location (cupboard or fridge as required). A named member of staff shall act as the nominated key holder for this medicine and all access to it should be logged (see point 6 below).
6. Only a trained first aider will take responsibility for administering the medicine as requested and each dose given **MUST** be recorded on the Medicine form.
7. The parent/carer should ensure they collect the medicine at the end of each day from the office/staff room.
8. It is the responsibility of the parent/carer to bring the medicine to school on each day it is required to be administered.
9. Should any dose be missed, the parent/carer must be informed asap in order that school can then follow their advice – all conversations regarding changes to the administration of medicine must be logged and kept with the medicine bag and form.
10. The school will endeavour to do their best to ensure medicines are administered as requested.
11. The school will retain the signed medicine form for six months following the completion of the course for every child, in case any concerns arise at a later date.
12. The school may refuse to administer medicines if it has reason to do so.

Procedure for Piriton/Calpol Administration:

1. All parents should be sent a permission form (Home school agreement) when they join the school or at academic year, or when the child joins the school if later.
2. A bottle of Piriton/Calpol is to be stored in the school office in a safe place (First Aid box).

3. It is the responsibility of the Lead First Aider to ensure that the Piriton/Calpol is stored correctly, in date and that sufficient supply is available.
4. In the event of a child having an unexpected and severe allergic reaction the parents should be contacted by telephone to confirm that they are happy for Piriton to be administered.
5. This phone call should be logged and if possible witnessed by another member of staff.
6. Piriton will only be administered by the Lead First Aider or trained First Aider, this dose should be logged on a Medicine Form which should be given to the parent/carer collecting the child that day.

IF THERE IS CONCERN OVER THE SEVERITY OF THE ALLERGIC REACTION CALL AN AMBULANCE.

IF PIRITON DOES NOT HELP REDUCE THE ALLERGIC REACTION OR IF THE CHILD IS SUFFERING FROM SWELLING, VOMITING, HIVES OR BREATHING DIFFICULTIES AN AMBULANCE SHOULD BE CALLED IMMEDIATELY.