



Medication Policy for Parents/Carers

December 2025

We follow local and national policies with the storage and administration of medication in school. To ensure these procedures are followed accurately, support from parents/carers is essential. If your child requires medication to be kept in school and administered during the school day, please ensure you have read the following statements. If you have any questions, please contact the school or email claire.stevenson@eastayrshire.org.uk

- Information is gathered at the start of each session/when new pupils enrol to ensure medical records are up-to-date. Parents/carers must ensure emergency contact details are up-to-date throughout the year. If details change, please contact the school as soon as possible.
- All medicine to be administered within school hours must be accompanied by signed consent, detailing the medicines to be administered, dose and time. Please contact the school office if you require a form. Parents/carers are responsible to update records should any changes to medication and dose occur.
- Parents/carers must hand in medication and consent forms to the office. Pupils must not bring medication to school in their bag.
- We are unable to give medication to children to take home in their bag. An adult must collect medication from school.
- The school will contact parents/carers if medication is due to expire. Parents/carers are responsible to replace the medicine before it expires and safely dispose of expiring medication in accordance with national guidance.
- Medicine must be kept in the original dispensed container. We cannot hold medication in school without this.
- Prescribed medicine must have the Pharmacy label stating child's name, date of birth and medicine instructions. We are unable to administer medication without this label.
- Please advise the school if medicine requires to be kept in the fridge.
- Medicine will be carried by a member of staff if pupil is leaving the school grounds.