

# **Hilltop Primary School, Language Communication Support Centre and Nursery Class**



## **Administration of Medication Policy and Procedures**

**February 2025**

This policy outlines the procedures relating to the administration and storage of medication, prescribed and non-prescribed, for children whilst on school premises and also when off the premises on school visits/outings.

## **Medication Required in School**

1. No child is permitted to carry any medication on their person or in their bag, **with the exception of an inhaler** while on school premises or on school visits/outings.
2. All medication must be given to a member of staff for storage/safe keeping by the child's parent/guardian, or other responsible adult nominated by the parent/guardian.
3. Medication will not be accepted without a completed "Administration of Medication" form (Med 1). A separate form should be used for each type of medication. This double-sided form is available from the school office, or may be downloaded from the school website  
<https://blogs.glowscotland.org.uk/nl/hilltopps/>
4. A copy of the completed form will be held with the medication in a plastic zip wallet, which will be stored in medical room. Once the course of medication is complete, the Med 1 form will be filed in the child's Pupil Progress Record folder.
5. All medication should have a pharmacy label with the child's name, date of birth, dosage required, frequency of administration and date/time first dosage was administered by parent/guardian, or other responsible adult nominated by the parent/guardian.
6. For health and safety reasons, a child 's parent/guardian, or other responsible adult nominated by the parent/guardian, must always administer the first dosage of any medication before depositing medication with a member of staff in case of allergic reaction.
7. Children will be assisted by a member of school staff when medication requires to be administered. The member of staff should complete section B of the Med 1 form.
8. The parent/guardian, or other responsible adult nominated by the parent/ guardian, should:
  - a) Complete the appropriate section of the Administration of Medication form when long term medication is no longer required and
  - b) Collect any leftover medication once the course of treatment is complete.
9. No medication should remain in school over the summer holiday period.
10. Medication required over an extended period of time, eg inhalers, will have the expiry date checked on a termly basis by school staff to determine if still current. Parent/guardian will be advised when medication is approaching the use by date. Parent/guardian, or other responsible adult nominated by parent/guardian, should collect out of date medication for disposal.

## **Storage of medication/inhalers**

All inhalers stored in a clear zip wallet with child's photo and can be stored in the child's classroom. Any liquid pain killers will be stored in the appropriate medical cabinet and any other liquid medications requiring refrigeration will be kept in the fridge in the medical room.

Ed Clinton

Hilltop Primary School, LCSC and Nursery Class

Acting Head Teacher

Review: February 2026