

New Monkland Primary School



Getting it Right for Every Child

Administration of Medication Policy



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Nurture Mindful Passion Successful

Administration of Medication Policy

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

Medication Required in School:

1. No child is permitted to carry any medication on their person or in their bag.
2. Any medication that is required should be given to the class teacher to pass on to be kept in the office or passed to a member of office staff directly which will be securely stored.
3. Medication cannot be accepted without a completed "Administration of Medication" form (Med 1). A separate form is required for each type of medication. This form can be obtained from the school office, or it can be downloaded from the school website www.newmonkland.n-lanark.sch.uk Completed forms will be held in a folder which will be stored in the locked medication cabinet within the school office.
4. Once the course of medication is completed, the Med1 form will be filed within the child's PPR folder, held securely within the main office.
5. All medication is required to be clearly labelled and will only be administered if it is in a pharmacy dispensed container or box, with a dispensing label stating the child's name, date of birth, frequency of administration and dosage.
6. Where a child requires two or more items of medication, then these should be provided in one sealed container and labelled as above. 5. 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. Medication will be administered to children by a member of staff at the required times and children will be monitored by a member staff for a minimum of 10 minutes after receiving their medication. Staff will be aware of any side effects as detailed in the patient information leaflet and will be vigilant in looking out for potential side effects.
8. Section B of the Med 1 form will be completed by the staff member administering the medication to children. The dosage and administration of all medication should be witnessed by a second adult.
9. All medication will be stored in a locked cabinet in the school office or kept within the office refrigerator for the duration of the medication being required by a child.
10. Parents/guardians, or another responsible adult nominated by the parent/guardian should:
 - a) complete the required section(s) of the Administration of Medication form.
 - b) collect any leftover medication once the course of treatment is complete.
11. Medication should not remain within the school premises over the summer holiday period.
12. On a monthly basis, medication required over an extended period of time, e.g. inhalers, will have the expiry date checked on a monthly basis. Parents/guardians will be advised when medication is approaching the use by date and any out-of-date medication should be collected by a parent or carer for safe disposal.

13. If a child or young person refuses to take medication, staff will not force them to do so and nursery staff will inform the parent/carer, and this will be recorded on the administration of medicine form. (Section B).
14. In line with the General Data Protection Act (2018), all forms containing personal information and relating to the Administration of Medicines must contain a privacy notice. This privacy notice is attached to the electronic copies of the forms.
15. Staff will be kept up to date and informed of any changes to the administration of medicines and implement these as necessary.

Medication Required on Nursery Visits/Outings:

1. Children are not permitted to carry any medication on their person or in their bag whilst out on school visits/outings.
2. All medication required by children will be the responsibility of the class teacher overseeing the class and child.
3. Staff will monitor the children for a minimum period of ten minutes after the child has received their medication before permitting the child to resume activities. The member of staff would then complete section B of the Med1 form.

UNCRC Links:

Article 2: All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 24: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 39: You have the right to help if you've been hurt, neglected or badly treated.