

# New Monkland Primary School



***Getting it Right for Every Child***

## Medication/s & Procedure Policy



*Written: October 2025  
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*At New Monkland Primary School, the health, safety, and well-being of our learners are of paramount importance. This Medicine Procedure Policy outlines the guidelines and responsibilities for the safe administration, storage, and management of medication within the school environment. It is designed to ensure that all staff, parents, and carers understand the procedures in place to support students who require medication during school hours, whether on a short-term or long-term basis.*

*This policy aligns with national health and education standards and aims to promote a supportive and inclusive environment where children with medical needs can participate fully in school life. All procedures are implemented with sensitivity, confidentiality, and a commitment to safeguarding the welfare of every child.*

When the establishment is informed of a new medical need, short term or long term, the following guidance must be applied when storing, administering, and disposing of medication after the need is fulfilled.

### **Notification:**

- Parents/carers should inform the school of any new medical need as soon as possible before medication is required to be administered.

This notification should be recorded, ideally via email or in person.

- Once notification is received, the school should provide the parent/carer with an “Administration of Medicine” form – provided to the establishment from North Lanarkshire Council.

If the child is carrying the medicine themselves, they should be given **Form 2** and, should the school be required to administer the medicine for the child, they should be given **Form 1**.

- Once this form is completed, it should be paired with **Form 3** to record instances when the medication is administered.

### **Storage:**

- Once medicine is received by the school, it should be stored in the locked cupboard in the main office.
- The key to the cupboard should always be removed from the cupboard, except when administering medication.
- Each child should have a clearly marked storage container for their own medicine.
- Located within the cupboard, the folder which contains the individual medical forms should also be stored.
- It is good practice for a cover sheet to be included within the cupboard and folder, to give a briefly overview of all children who currently require medication to be stored and/or administered.

### **Administering Medication:**

- Two members of staff should be present when administering medication to children.
- Each staff member will then sign **Form 3**.

### **Disposal:**

- Medical needs and medicine are reviewed regularly throughout the school year by the Senior Clerical Assistant.
- It is the responsibility of the Senior Clerical assistant to report any discrepancies to the Head Teacher, if required.
- An audit of medication within our storage is carried out once per month.
- During the audit, the auditor should make note of any medication that is due to expire before the next audit.
- Contact should be made with the parent/guardian to request new medication to be provided, where required.
- Empty or out of date medicine should be returned to the parent/carer to dispose.

### **Individual Circumstances:**

While this policy provides a standard framework for the administration of medication within school, we recognise that some learners may have complex or ongoing medical needs that require a tailored support. In such cases, the procedures outlined in this policy may not apply in full.

Where appropriate, an **Individual Health Care Plan (IHCP)** will be developed in collaboration with parents/carers, healthcare professionals, and relevant school staff. This plan will outline specific arrangements for the administration of medication and any additional support required to ensure the learner's safety and well-being. The IHCP will take precedence over the general procedures described in this policy and will be reviewed regularly to reflect any changes in the learner's medical needs.

### **UNCRC Links**

**Article 3:** All adults should always do what is best for you.

**Article 24:** You have a right to the best health possible and to medical care and to information that will help you to stay well.

**Article 33:** You have the right to be protected from dangerous drugs.