

New Monkland Primary School



Getting it Right for Every Child **Administration of Medication/s Policy**



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Nurture Mindful Passion Successful

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 should be applied when storing, administering, and disposing of medication after that need is fulfilled.

NOTIFICATION

- Parents/Carers should inform the school of any new medical need as soon as possible before medication would be required.
- This notification should ideally be recorded 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 by North Lanarkshire Council.
- If the child is carrying the medicine themselves, they should be given **Form 3**.
- If the school is 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 2a/b** to record instances when the medication is taken independently or administered.
- **Medical forms are completed yearly**, ensuring all information is up to date.
- A **termly courtesy call** will be made to parents/carers to confirm that:
 - Medication stored in school is still required and in use.
 - Medication **carried by the child** is still required and in use.
- Before any **school trips or outings**, a reminder message will be sent to all families whose children carry medication, ensuring it is brought to school and remains in date.
 - Medication carried by pupils may be **periodically checked** by staff to ensure compliance and safety.

STORAGE

- Once medicine is received by the school, it should be stored appropriately in the main office.
- Medication (with the exception of inhalers) will be kept in a locked cupboard within the main office.
- Each child should have a clearly marked storage container for their own medicine.
- All medication carried by a child must be in its original packaging and clearly labelled with the child's details and dosage instructions.
- For inhalers only, a photograph may be taken of self-carried medication and added to the child's file to support and clarify the correct prescribed dosage.
- The medical cabinet should contain the folder that holds all medical forms.

- A cover sheet should be included in both the cabinet and the folder to provide an at-a-glance overview of all children who currently require medication to be stored, administered, and/or carried.
- Classrooms containing children's bags will be closed over, and children understand that access is only permitted when an adult is present over break and Lunch.

ADMINISTERING MEDICATION

- Two members of staff should be present when administering medication to children. Each staff member must sign **Form 2a** after the medication has been administered.
- **All use of medication by children who carry their own must be logged on Form 2b**, and this information will be passed on to parents/carers at the end of the school day.

INHALERS

- The **preferred method** for inhaler access is that **children carry their own inhaler with them**, where appropriate and agreed with parents/carers.
- All inhalers carried by children must be in **original packaging** and clearly labelled.
- A **specific inhaler cupboard**, kept **unlocked during the school day**, is available for pupils who cannot self-carry or where parents/carers request school storage.
- An **emergency inhaler kit** is available within the school for use in line with national and local authority guidance.
- Parents/carers should still complete the relevant forms (Form 3 for self-carry; Form 1 if school administration is required).

EXCURSIONS AND TRIPS

- Before any excursion, trip, or off-site activity, staff leading the outing must review all medical information for participating pupils, including those who carry medication and those whose medication is stored in school.
- A designated member of staff will be responsible for transporting all required medication for pupils who do not self-carry. Medication must be placed in a secure, clearly labelled container and remain with the designated adult at all times.
- For pupils who self-carry medication, staff will confirm on the morning of the trip that the child has their medication, that it is in date, and that it is appropriately labelled.
- Copies of relevant medical forms (Form 1, Form 2a/b, or Form 3) must accompany the group and be accessible to staff throughout the trip.
- Any medication administered during an excursion must be recorded on the appropriate form (Form 2a for staff-administered medication; Form 2b for self-carried medication). These records should be returned to the school office at the end of the school day.
- Emergency inhalers and any other emergency medication must be included in the trip medical pack and checked prior to departure.
- Risk assessments for trips must include consideration of medical needs, including access to medication, staff responsibilities, and emergency procedures.

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.
- Currently, an audit is carried out once per month.
- During this audit, the auditor should make note of any medication that is due to expire before the next audit.
- Contact should then be made with the parent/guardian to provide new medication, where required.
- Empty or out-of-date medicine should be returned to the parent/carer for disposal.
- **All medication—both stored in school and carried by pupils—will be returned to parents/carers at the end of each academic year**, regardless of expiry date, to ensure fresh supplies are provided for the following session

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

[Administration of Medicines in Education establishments guidelines booklet](#)

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