



Administration of Medication Policy



Rationale:

To ensure that all medication is administered, stored and managed safely, and in accordance with National, Council and Local Guidelines.

Your child will at some time need to take medicines in school, either short term (course of antibiotics) or more long term (treatment of asthma). Some children also have conditions that require emergency treatment e.g. severe allergic conditions (anaphylaxis) or epilepsy.

We will offer to help and support, wherever possible, to parents/carers whose children require medication during the school day. Parents/carers have prime responsibility for their children's health and should provide the Principal Teacher with information about their child's medical condition and any specific requirements.

Whilst there is no legal requirement for the staff to administer medication, we will work closely with parents/carers and health agencies to ensure there is a climate of inclusion. Staff will be offered support so that medication is administered safely. All requests to administer medication apply only to prescribed medication.

AIMS:

1. All staff to be aware of the named persons who will administer medication within the service.
2. All staff to be aware of the procedures regarding the administration of medicines to children.
3. All relevant paperwork to be completed at each stage and referred to as incidents arise.

SPECIFIC GUIDELINES:

1. Parents/carers must complete parental medical consent form.
2. Parent/carers are responsible for supplying written information about medicines, including signs and symptoms, and must let the school know of any changes to the prescription.
3. Medicine supplied to the school by the parent must be in its own labelled container showing the name of the child, the dosage, the frequency of administration and the expiry date.
4. Parents/carers must administer, where appropriate, at least one dose of any medication to observe any adverse reaction the child may have to the medication.
5. A written record must be kept by the school and signed by the parent/carer at the end of the day, in order that the parent/carer is aware of when medicine was administered during the day and with what frequency.
6. Completed forms MUST have a photocopy of the label, showing full, relevant details as directed by the pharmacist.

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7. All completed paperwork to be held in confidential Medical files in a secure storage area.
8. Copies of the relevant paperwork to be held in child's admission files in a secure storage area.
9. Administration paperwork to be stored alongside actual medication for emergency situations.
- 10.. All medication to be stored safely, out of the reach of children but accessible, and in an area which is below 25 degrees centigrade.
11. If medication requires to be stored in a fridge, it must be in a plastic type box with a lid.
12. All spoons, syringes, spacers for inhalers etc. must be labelled and cleaned appropriately.
13. The Principal Teacher giving medication to a child should check.
 - Child's name & date of birth.
 - Written instructions provided by parents or doctor.
 - Prescribed dosage.
 - Time or occasion for administration.
 - Time or occasion of last administration.
 - Expiry date, including timescale after container is opened.
16. In the even that a child spits out or refuses the administered medication, this should be noted on the administration form. Parents/carers must then be informed and asked if they would visit the school to aid in the administration of medication.

Policy Updated	December 2025
Policy to be Reviewed	December 2028