



Poulton-le-Sands C.E. Primary School

Administering Medication Policy

As a sanctuary of Christian love, we forge futures in our community. We inspire a joy of learning and a delight in one another. In faith, we are refined through challenge, growing with God, together.

The light shines in the darkness and the darkness shall not overcome it.

John 1 v.5

If a child requires medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff will not administer any medication without such prior written consent.

Ideally, children should take their medication before arriving at school. If this is not possible, medication will be stored at the office where staff members will be given specific instructions as to when medication is required. Medication, such as asthma inhalers, will be kept in a secure place in the classroom. Inhalers must be labelled with the child's name.

Prescription medication

Staff will normally only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine contains aspirin, we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a **Medication Log**, will check that the medication is properly labelled and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that school has received written consent
- Take steps to check when the last dosage was given
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the **Record of Medication Given** form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the **Medication Log**.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**.

Specialist training

Certain medications require specialist training before use, e.g., Epi Pens. If a child requires such medication the DSL will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

Changes to medication

A child's parent or carer must complete a new **Permission to Administer Medication** form if there are any changes to a child's medication (including change of dosage or frequency) and the **Medication Log** must be updated

Long term conditions

If a child suffers from a long-term medical condition, school will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that we have a clear statement of the child's medical requirements.

This policy was adopted by: Poulton-le-Sands	Date: September 2026
To be reviewed: September 2027	Signed: L T Gardner

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Health [3.45-3.47]*

*All information will be kept confidential in line with our **Data Protection Policy** and our **Privacy Notice**.*