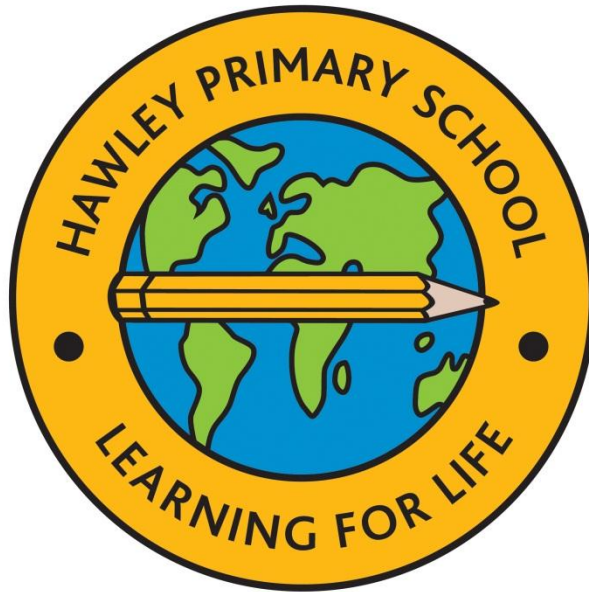


HAWLEY PRIMARY SCHOOL



ADMINISTRATION OF MEDICINES POLICY

AGREED BY GOVERNORS: Autumn 2026

NEXT REVIEW: Autumn 2028

CHILDREN'S SERVICES HEALTH & SAFETY

Name of Unit/Premises/Centre/School	Hawley Primary School
Date of Policy Issue/Review	September 2026
Name of Responsible Manager/Headteacher	Jane Baker
Signature of Responsible Manager/Headteacher	

Introduction	
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Policy Statement

Hawley Primary School will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Hawley Primary School is held by the Health and Safety Co-ordinator and the Headteacher who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines – no refrigeration facilities are available at the school for storage of medicines.
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration	
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The administration of medicines is the overall responsibility of the parents. The Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (e.g. antibiotics,) where appropriate following consultation and agreement with, and written consent from the parents. Only prescribed medicines that require 4 doses a day can be administered at school, with one dose administered during the lunch period and only on completion of a permission form available from the School Office. Please note that under our school policy guidelines we are unable to keep any medicines in refrigerated facilities in school.

Non-prescribed medicines

- We do not administer non-prescribed medicines, (e.g. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin or Asthma Inhalers) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan or Asthma plan will be completed for the child concerned.

Adrenaline Auto Injectors

- It is our policy to manage the administration of AAI's as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan or allergy plan will be completed for the child concerned.

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Rectal diazepam for major fits
 - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Procedure for Administration

When deciding upon the administration of medicine needs for children, we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed annually in September, in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered, and this will be kept on file.

If a child refuses to take medication the parents will be informed at the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

CHILDREN'S SERVICES HEALTH & SAFETY

Medical Accommodation	
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The medical room will be used for medicine administration/treatment purposes. The room will be made available when required.

Training	
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Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken.

All staff complete training annually in

- Basic First Aid,
- Asthma
- Allergies/Anaphylaxis
- Diabetes
- Epilepsy

Storage	
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The storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

If a prescribed medicine requires refrigeration, it is not possible for the school to administer the medicine. This is due to no suitable facility being available on the school site for medicines to be stored safely. On these occasions the school will discuss the need for the medicine to be taken during school hours and appropriate arrangements made with the Parent. This may include the Parent coming into school to administer the medicine or the child remaining at home until sufficiently well to return to school.

Disposal	
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It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.