



Mission Statement

We are friends journeying with Jesus in faith, hope and trust as we live, love and learn together

Emmaus Church of England and Catholic Primary School

Administration of Medicines Policy

September 2026

Policy statement

Regular school attendance is vital for every child and Emmaus School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (eg antibiotics) for a day or so.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.

Legal Aspects

There is **no** legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Due to the time constraints involved in administering medicines in a busy school, the designated staff are only able to administer **prescribed medicines**. Therefore, any other medicines that your child may require eg calpol, cough medicine, hay fever medication, etc cannot be administered by the designated staff. If your child has been prescribed medicine by your GP, we would ask that where possible, parents should administer medicines outside school hours e.g. three times a day can mean morning, after school and bedtime.

Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the child;
- where there are potentially serious consequences if medication or treatment is missed;
- or where a degree of technical or medical knowledge is needed
- where intimate contact is necessary.

Staff who volunteer to administer medicines should not agree to do so without first receiving

appropriate information and / or training specific to the child's medical needs. Under no circumstances must any medication be administered without parental approval. The designated staff for the administration of prescribed medicine is **Mrs S Hope** and **Mrs S Williams**.

Safety checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Details of this policy and procedures will be publicised widely and available from the school website, www.emmausschool.co.uk.
- Will medication be stored in a same place and at a suitable temperature?
- Staff must be aware of the policy on infectious diseases.

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken. Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Medicine should be administered in an appropriate confidential room, where possible.

Before medicine is administered, the child's identity must be established by checking with another competent adult.

Record Keeping

The following information must be completed by the parent:

- Name, class and date of birth of the child
- Name of parents/guardian and emergency telephone number
- Name, address and telephone number of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parents/guardian for staff to administer these medicines.
- Expiry dates of the medicines
- Storage details

The Parent Consent form, providing all the information above, will be copied and retained in a central file as a record for future reference.

Safe storage and disposal of medicines

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record book unless they have personally administered, assisted, or witnessed the administration of the medicines. When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.

All medicines should be stored in the original container, be properly labeled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labeled and kept separated from any foodstuff. Medicines should only be kept while the child is in attendance.

Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.

Any unused or outdated medication will be returned to the parent for safe disposal.

If two medicines are required, these should be in separate, clearly and appropriately labeled containers.

Accidental failure of the agreed procedures

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and/or the School Nurse or local health authorities.

Process for the Administration of Medicines in School – long term medical Needs

Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/guardian of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually.

It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The Headteacher must ensure that named staff is trained to administer or give the level of care required by the details of the care plan.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with

parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned.

There will also be regular training for all staff on more generalised needs eg asthma awareness and epi-pen training.

Process for the Administration of Medicines during residential visits– all medical needs.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff is aware of all medical requirements. In the case of higher levels of care eg intimate care, the named member of staff will also meet with the school nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.



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Medication Consent Form

Important: School staff are not required to undertake this duty

Please use block print throughout

Child's name:	Date:	Class:	Date of Birth:
Parent name & emergency contact number:			
Doctor:	Surgery	Surgery Tel:	
Name of medication to be administered:	Use before date:		
Dosage to be given:	Date & time of last dosage given Storage requirements (if any):	Storage requirements (if any):	
Any special guidance / frequency:			
Consequences if medication or treatment missed / action required:			
PARENT / GUARDIAN CONSENT. Please read and sign. <i>This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.</i> Signature:			
STAFF MEMBER. DO YOU UNDERSTAND EXACTLY WHAT IS REQUIRED? YES/NO Signature:			

1. Original: Retain with medication
2. Copy: to be filed in Medication File