

TANKERSLEY C of E (A) PRIMARY SCHOOL

ADMINISITERING MEDICINES POLICY



“A love of learning in a Christian environment”

We aim high and have self-belief

We have community spirit

We are enterprising

We have enquiring minds

We are respectful

Updated for September 2025 (Governors 14.07.25)

Next review September 2026

Administering Prescription Medicines - Tankersley St Peter's Primary School.

1. Parents/carers should provide full written information about their child's' medical needs in the form of a Parental Request Form_or an individual Health Care Plan.
2. Short-term prescription requirements should only be brought to school if it is detrimental to the child's health not to have the medicine during the school day. Normally when required 3 times a day, this can be managed out of school hours, unless time specific. If the period of administering the medicine is eight days or more, there must be an individual Health Care Plan.
3. The school/setting will not accept medicines that have been taken out of the container as originally dispensed nor make changes to prescribed dosages.
4. The school/setting will not normally accept medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber unless it is done as part of an individual Health Care Plan. The school will inform parents of this.
5. Some medicines prescribed for children are controlled by the misuse of Drugs Act. Members of staff are authorised to administer a controlled drug in accordance with the prescriber's instructions. A child may have a prescribed controlled drug in their possession. The school/setting will keep controlled drugs in a locked non-portable container to which only named staff will have access. A record of access to the container will be kept. Misuse of a controlled drug is an offence and will be dealt with under the schools behaviour policy.
6. Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescribers instructions for administration. In all cases this should include:
 - Name of child
 - Name of medicine
 - Dose
 - Method of administration
 - Time/frequency of administration
 - Any side effects
 - Expiry date
7. A minimum of two people should be responsible for administering medicine to a child in school so there is always an adult there to administer the medication.
8. Each time a child is given medication a record will be made on the by the person who administered the medication and displayed on the board in the office
9. In cases where pupils can be trusted to manage their own medication it will be encouraged and staff will observe/supervise this. The office will ensure that a parental consent form (AM1 / AM2) has been completed and returned to school before medication is administered and signed by the headteacher.
10. If a child refuses to take medication school staff will not force them to do so. The Headteacher will make an informed decision on the action to be taken based on the arrangements agreed with the parent.

Administering Non - Prescription Medicines - Tankersley St Peter's Primary School.

1. Unless there are exceptional circumstances school staff must not administer non-prescribed medicines to any pupil.
2. The only permitted circumstances when a non-prescribed medicine can be administered to a pupil or self-administered are:
 - a) where a child suffers from acute pain such as migraines, a letter to support this is provided by a doctor and the parent provides consent using
 - b) where a female pupil experiences dysmenorrhea (period pains) and this is with the consent of the parent using
 - c) for travel sickness where the timing of administering the medicine does not make it possible for the parent to administer the medicine.
3. The medicine should either be supplied by the parent/carer or from the supply in school and stored in a safe and secure place.
4. A record will be kept stating the medication dosage, time administered, by whom and the reason. This will be recorded on Parent Permission Form
5. Where a non-prescribed medicine is administered to a pupil the parents must be informed in writing that day using the standard form
6. No pupil under the age of 16 will be administered aspirin.

The school setting will refer to the [DfES guidance document](#) 'Managing Medicines in Schools and Early Years Settings' when dealing with any other particular issues relating to managing medicines.