



Buxton Primary School

Policy for Medicines in School

September 2025

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On:-	15th September 2025
Chair of Governors:-	Kathryn Corder
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This policy is based upon guidance issued to schools by Norfolk County Council, which itself is based on the 2005 DCSF document, 'Managing Medicines in School and Early Years Settings'.

Many children will, at some time, have short-term medical needs, perhaps entailing the finishing off of a course of medicine such as antibiotics. Some children may require medicines on a long-term basis, such as those with well controlled asthma or epilepsy. These children are usually able to attend school regularly, and take part in normal school activities. Individual care plans are drawn up with the help of the school nursing service where required.

This policy seeks to explain how Buxton Primary School can support children with medical needs within school.

Prescribed Medicines

Medicines should only be brought into school when essential: that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.

Medicines should only be administered in school if they are on prescription from a doctor, dentist, nurse or pharmacist prescriber. These medicines should be provided to the school in the original container with the prescriber's instructions for administration and dosage. We would expect that in sending medicine to school, parents/carers would either be following the advice of a doctor in deciding that a child who is completing a course of treatment (e.g. antibiotics) is well enough for school, or that the medicine is for the treatment of a long-term condition such as asthma or epilepsy. In either case, parents/carers are welcome to come into school to administer the dose themselves. In all cases, written permission on the appropriate forms must be given (see attached form)

Non-Prescription Medicines

Staff cannot give children non-prescribed medicines unless permission is obtained from a parent/carer. We hold non-prescription medicines for administration when a child feels unexpectedly unwell (e.g. has a headache or toothache). We are under no obligation to administer analgesics or non-prescribed medication (in fact LA advice is NOT to provide this facility), but we feel that the welfare of the child is paramount. Parents work and it could be sometime before a parent is able to attend school and administer pain relief. Parental 'verbal' permission **must** be obtained prior to administering, and the necessary forms completed with a parental signature when the child is collected (albeit after the medication has been administered). We will only issue one dose daily.

The exception to this is on school trips. Analgesics will be taken by the school and parents (as part of their consent to the trip) agree (or not) for their child to be given pain relief under the direction of the visit leader. Wherever possible, the parent will be contacted before administration of any pain relief/medication and instant verbal consent provided.

Long-term medical needs

If a child has long term medical needs, the school will seek the advice of the school nursing service in drawing up a care plan. This will include information relevant to the care of the child concerned. The school has a medical needs policy in place.

Administering Medicines

1. All Medicines should be clearly labelled with the child's name; the first dose should be accompanied by the 'Parental agreement for schools to administer medicine' (see attached form). This states that it is necessary for the medicine to be taken in school hours and a request is being made for the school to administer it. The note should give clear instructions about the dose required. **No child under 16 can be given prescription medicines without their parent/carer's written consent.**
2. In the case of inhalers for asthma sufferers, please have one set of equipment in school and another at home to avoid the problem of forgetting to bring it in or take it home.
3. The medicine should be given a member of school staff at the school gate/office, who will store the medicine in a locked cabinet or pass to the appropriate class adult (where appropriate) and should be taken only under supervision. A written record of medicines taken will be kept by the school. Each class has their own record.
4. Children should 'self-administer' medicines under the supervision of an adult at the school wherever this is possible. In the case of analgesics such as Calpol, (required for pain relief in a specific requested situation), single dose sachets will be used where possible, so that self-administration is possible.
5. Medicines should not be sent to be used 'where necessary' when requested by the child (e.g. for headache). Written consent is required for the administration of all medicines. However, specific circumstances may be discussed with the Headteacher, and arrangements made if necessary.
6. Parents of children who require the school to keep prophylactic medicines (such as epi-pens and asthma inhalers) are responsible for ensuring that medicines remain 'in date'.
7. If a child refuses medication, the staff should not force them to take it, but should make a note in the records regarding the refusal. Parents/carers will be informed on the same day.
8. It must be clearly understood that, whilst every effort is made to comply with requests that fall into the categories above, the distractions of a busy school day may lead to an oversight and there can be no guarantees that medicines sent in will be administered in school. If the timing of administration is vital, parents/carers should make arrangements to come into school to administer medicines.

All medicines are stored in the locked medical cupboard (or the staff refrigerator if necessary). The exception to this is inhalers, which are kept in classrooms. Older children

may be responsible for their own inhaler. Care plans for individual children with long term conditions are available with medicines, and on display in the staff room. For children who may need to use an epi-pen, there is an identification picture posted in the staffroom with instructions for action, if required. All staff are aware of these instructions. If the allergy requiring an epi-pen is food related, kitchen staff are also made aware of the needs of the child and a photo displayed in the kitchen near the servery.

There is no legal obligation that requires staff to administer medicines, but the school seeks to ensure all children who are able to attend school, including those who may need medication – can do so. To this end, staff are trained to administer medicines in accordance with the schedule above.

The person administering medicine to a child must check the name of child, name of medicine, dose, method of administration, time of administration and expiry date of medicine. The Record of Medicines Administered must be completed.

The school has many staff who are trained first aiders (lists displayed in school) in the event of an emergency, all staff are clear about what action to take. We also have 7 paediatric first aiders (GB HA LF RW SM AC MW) and 4 first aid at work (FAW) trained staff members (GB HA LF RW).

Sporting Activities

Where children need to take precautionary measures before or during exercise (e.g. use of inhalers), staff supervising such activities should be aware of relevant medical needs and, if necessary, carry out risk assessments.

Educational Visits

We encourage children with medical needs to participate in educational visits where it is safe for them to do so. Where children need to take medicines that are normally administered at home, parents/carers should send full written instructions for administration along with the medicines in their original containers. All medicines must be labelled with the child's name. The administration of all medicines is recorded on a visit sheet. Where necessary, detailed discussion between the parent/carer and the visit leader will take place; if a child has a care plan, a copy of this will be taken on the visit.

The school seeks to facilitate all children attending school for the maximum number of days possible in the school year, but parents/carers should be clear that children who are ill should not be sent to school. This includes children with temperatures controlled by analgesics and those who have only just begun medication with antibiotics. This policy addresses the management of children who are – fundamentally – well, but who have specific long or short-term medical needs.

Parental agreement for setting to administer medicine

Buxton Primary School will not give your child medicine unless you complete and sign this form.

The school has a policy in place that staff can administer medicine.

Date

Name of child

Date of birth

Class / Year Group

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and administration method

Time to administer

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – yes/no

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

I understand that I must deliver & collect the medicine personally – either from the class adult or school office

The above information is to the best of my knowledge, accurate at the time of writing and I give consent to Buxton Primary School staff administering medicine in accordance with the school's policy. I will inform the school immediately in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____