



THE GREETLAND ACADEMY

Medicine and Drug Administration Policy

Approved by:	Local Governing Board		
Responsible department:	SLT		
Last review date:	February 2026	Last reviewed by:	Helen Crowther
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Overview

Where children have been prescribed medication by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures and has been updated to take account of guidance from DfE.

(Supporting pupils at school with medical conditions – December 2015)

Purpose

- To keep medication safe in school.
- To maintain accurate records of medication stored in school.
- To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
- To make safe provisions for the supervision and administration of medication in school time.
- To ensure that staff are trained to administer specialised medication and that accurate records are kept.

Procedures for Parents

- Parents/carers are responsible for providing the school with full and accurate information about their child's medical condition and any required prescribed medication.
- Prescribed medication will not be accepted in school without fully completed, written and signed instructions from the parent/carer.
- An authorisation form (see Appendix 1) must be completed and signed by the parent/carer before the school can administer any prescribed medication.
- Wherever possible **prescribed medication, which is required fewer than four times per day, should be administered at home.**
- **The school will not administer non-prescribed medication to pupils**, eg paracetamol, ibuprofen or antihistamines.
- **Parents/carers may attend school during the day to administer non-prescribed medication to their child if they become unwell** (including cough sweets or throat lozenges).
- Pupils **should not** bring any form of non-prescribed medication onto school premises, including cough sweets or throat lozenges.
- Where prescribed medication is brought into school, parents/carers are responsible for ensuring that it is collected at the end of the school day.
- Only reasonable quantities of prescribed medication should be supplied to the school (normally no more than four weeks' supply at any one time).
- Parents/carers are responsible for renewing medication when supplies are low and for ensuring that all medication provided is within its expiry date.
- The school will not alter prescribed dosages based on parental instructions alone.
- Parents/carers must inform the school in writing if their child no longer requires the medication.
- The school recognises that, on rare occasions, pupils may require travel sickness medication for extended journeys, such as school trips. Wherever possible, parents/carers should administer the medication at home on the morning of the trip. If a further dose is needed for the return journey, parents/carers must notify the class teacher in advance so that appropriate arrangements can be made for the safe storage and administration of the medication at the appropriate time.

If prescribed medication needs to be administered in school each item of medication must be delivered to the main school office by the parent, in a secure and labelled container as originally dispensed.

Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of prescribed medication in unlabelled containers.

Procedures for School

Any member of school staff may be requested to support pupils with medical conditions, including the administration of medication. However, there is no legal obligation for staff to administer medicines and such responsibilities are undertaken on a voluntary basis.

- School staff are not permitted to administer any non-prescribed (over the counter) medication.
- School staff may administer prescribed medication, where it is required at a specific time during the school day and appropriate consent procedures have been completed.
- The school recognises that, on rare occasions, pupils may require travel sickness medication for extended journeys, such as school trips. Wherever possible, parents/carers should administer the medication at home on the morning of the trip. If a further dose is needed for the return journey, parents/carers must notify the class teacher in advance so that appropriate arrangements can be made for the safe storage and administration of the medication at the appropriate time.

Although administering medication is not part of staff's contractual duties, all staff should take into account the needs of pupils with medical conditions. Any member of staff who agrees to support a pupil with a medical condition should receive appropriate training and demonstrate the required level of competence before undertaking this responsibility, for example the use of an EpiPen or inhaler.

Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. In some circumstances, as determined by the principal, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication. Medication will be kept safely according to the instructions on its container.

In cases where a child requires longer term medication, such as an inhaler or EpiPen, permission can be given for the academic year. A medical care plan will be made for any child with more complex medical needs, which will detail the level of support needed and be monitored in collaboration with parents to ensure the best possible care for the child.

When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

Storage of Medication

Medication stored in school should:

- have been prescribed by a medical professional
- be in-date
- be clearly labelled
- be in the original container (except insulin which should be in a pen or pump)
- include instructions for administration, dosage and storage
- be stored safely in a cool dry, place out of direct sunlight (can be a refrigerator)
- be accessible to the child who needs them but not openly accessible to other children.

EpiPens, inhalers and emergency medication should NOT be locked away to ensure they can be accessed easily in an emergency. In school, we also have spare asthma inhalers and epi-pens for use in an emergency, with staff receiving training on how to spot the signs of an asthma or anaphylaxis attack and what to do in the event of one happening.

Storage of Controlled Drugs

Controlled drugs should:

- be securely stored
- be only accessible to named staff
- be easily accessible in an emergency
- the child should be monitored taking them
- keep an on-going record of any doses used and the amount of the drug held in school

Record Keeping

There is no legal requirement for schools to keep records of medicines administered and the staff involved but it is good practice to do so as records offer protection to staff and reduce anxieties. It also provides proof that staff have followed agreed procedures.

The school will record the following information regarding medicines that are administered to pupils (see appendix 2):

- What medication has been given
- Dosage given
- Time of administration
- Who administered medication
- Any side effects noted (if any)

Outcomes

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration, recording and keeping of medication and it will seek to ensure that sufficient members of staff are confident to supervise and administer medication.



Appendix 1

Request to administer medicine in school

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	The Greetland Academy		
Name of pupil			
Date of birth	/	/	
Group/class/form/year group			
Medical condition or illness			
Medicine			
Name/type of medicine <i>(as described on the container)</i>			
Date dispensed	/	/	
Expiry date	/	/	
Agreed review date to be initiated by			
Dosage and method			
Timing			
Special precautions			
Are there any side effects that the school/setting needs to know about?			
Self administration			
Procedures to take in an emergency	.		
Contact Details			
Name and Relationship			
Daytime telephone no. (essential)			
Relationship to pupil			
Address			
I understand that I must deliver the medicine personally to			

I accept that this is a service that the school/setting is not obliged to undertake.

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

Date _____ Parent/Carer(s) Signature _____

