



Greswell Primary School

Administering Medicines Policy

Greswell Primary School wishes to ensure that pupils with medication needs receive appropriate care and support at school.

At Greswell we care, share, enjoy and achieve.

Key roles and responsibilities

- 1.1. The Governing Board has overall responsibility for the implementation of the Administering Medication Policy and procedures of Greswell Primary School.
- 1.2. The Governing Board has overall responsibility for ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The Governing Board has responsibility for ensuring the correct level of insurance is in place for the administration of medication.
- 1.5. The Headteacher will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures of Greswell Primary School.
- 1.6. A first aider will be designated when a pupil is identified and on roll as diabetic and will be responsible for overseeing insulin injections for diabetic pupils.
- 1.7. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for also ensuring pupils do so also.
- 1.8. Staff, including teachers, support staff and volunteers, will be responsible for implementing the agreed policy fairly and consistently.



- 1.9. Parents and carers will be expected to keep the school informed about any changes to their child/children's health.
- 1.10. Parents and carers will be expected to complete a [medical indemnity form](#) prior to bringing medication into school.
- 1.11. Parents and carers will be expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

2. Definitions

- 2.1. Greswell Primary School defines "medication" as any prescribed medication.
- 2.2. Greswell Primary School defines "prescription medication" as any drug or device prescribed by a doctor.
- 2.3. Greswell Primary School defines a "staff member" as any member of staff employed at Greswell Primary School, including teachers.

3. Training of staff

- 3.1. Teachers and support staff will receive regular and ongoing training as part of their development.

4. Guidelines

- 4.1. Prior to staff members administering any medication, the parents / carers of the child must complete and sign a "Medical Indemnity Form" which is available from the school office (Appendix 1).
- 4.2. Medicine will only be administered at school with parental consent that has been prescribed by a doctor to be administered 4 times a day. The only exception to this is children who attend Kidszone from 7.30am – 5.30pm in which case medicine prescribed by a doctor to be administered 3 times a day may be given with written parental consent.



- 4.3. Medicines **MUST** be **in date, labelled**, and provided in the **original container** with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 4.4. A supply of the medication may be provided to the school, until the course has been completed.
- 4.5. For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHCP) will be developed in liaison with the pupil, parents/carers, headteacher, SENCO and medical professionals (Appendix 1).
- 4.6. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 4.7. Medications will be stored securely in the school office/child's classroom/fridge where appropriate.
- 4.8. Only trained staff may administer a controlled drug.
- 4.9. Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the headteacher will delegate the responsibility to another staff member.
- 4.10. Any medications left over at the end of the course will be returned to the child's parents.
- 4.11. Pupils will never be prevented from accessing their medication.
- 4.12. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- 4.13. Greswell Primary School cannot be held responsible for side effects which occur when medication is taken correctly.
- 4.14. When medication is administered by a staff member they will sign the '**Record of Medicines Administered to Children**' which is located in the school office (Appendix 3).

Appendix 1 – Medical Indemnity Form

The following form must be completed before any medications prescribed by a G.P. can be administered in school.

Please note: medicines prescribed by a G.P. can only be given in special circumstances and with full details of dosage. For example: 3 doses a day – this should be managed at home by breakfast/tea/bedtime. However in very unusual instances a medication might be required **IN THE SCHOOL DAY** – in such cases school must be consulted first.

PLEASE TICK THE APPROPRIATE BOX

I wish my child to complete a course of medicine prescribed by my G.P.

☐

I wish my child to be administered asthma Medication (Daily Dosage).
These are usually children in the Infant Department.

☐

I wish my child to self-administer Asthma Medication (when required).
Please note we encourage all Junior children to be responsible for their
own inhalers. They should carry these at all times.

☐

I give my permission for my child to be in school with a plaster cast and take responsibility for his
her welfare (school will admit no liability)

☐

NAME OF CHILD:

CLASS:.....

MEDICINE:

DOSAGE:

I consent an appropriate member of staff to administer the above dosage.

Signed:..... Parent/Guardian

Dated:.....

**PLEASE NOTE: MEDICATIONS NOT PRESCRIBED BY A G.P. CANNOT BE ADMINISTERED
AT ALL**

Appendix 2 – Individual Healthcare Plan Template



Greswell Primary School Individual Healthcare Plan

Pupil name:

Address:

Date of Birth:

Class teacher:

Medical Condition:

Date plan drawn up:

Review date:

CONTACT INFORMATION

Family Contact 1

Name:

Phone No:

(work):

(home):

(mobile):

Relationship:

Family Contact 2

Name:

Phone No:

(work):

(home):

(mobile):

Relationship:

GP

Name:

Address:

Phone No:

Clinic/Hospital Contact

Name:

Phone No:

Describe medical condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:

Follow up care:

Who is responsible in an emergency (State if different on off-site activities):

Signed	Date	
Parent/Carer		
Pupil (where appropriate)		
Headteacher		
SENCO		
GP		

Appendix - 3

Record of Medicines Administered to Children
Sept 23 – July 24

Date	Child's Name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff	Print

Greswell Primary School

Policy: Administering Medication Policy

Implementation date: July 2026

Next review date: July 2028

Signed 07.07.26

.....
Chair of Governors

.....
Date

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Headteacher

.....
Date