

Stoke Park Infant School

Administration of Medication Policy 2026-2029



Approved by	FGB
Reviewed date	September 2026
Next review date	Autumn 2029
Responsible person	Headteacher
Committee responsible	FGB
Regularity of review	3 Yearly

Managing medication on School Premises

The administration of medicines is the overall responsibility of the parent. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours.

However, the admin team are responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription medicines to a child under 16 without their parent's written consent (a 'parental agreement for staff to administer medicines' form will be used to record this), except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, we will make every effort to encourage the child or young person to involve their parents while respecting their right to confidentiality.

We will not give non-prescribed medicines to a child under the age of 16.

The name of the child, dose, expiry and shelf-life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication the parents will be informed at the earliest opportunity.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage.

Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

As children are too young to take carry their own inhaler, staff will make sure that it is stored in a safe but readily accessible place (cosy corner), and clearly marked with the child's name.

Controlled drugs will be securely stored which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school.

There may be instances where it deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner.

Any homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Headteacher.

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication ie. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures.

Storage

All medication, other than emergency medication, will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premises.

Where medicines need to be refrigerated, they will be stored in the office refrigerator in the clearly labelled original container. There must be restricted access to a refrigerator holding medicines.

Children will be made aware of where their medicines are at all times, and be able to access them immediately where appropriate.

Medicines such as inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school visits.

Where possible, storage of medication whilst off site will be maintained at a steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

Disposal

It is the responsibility of the parents to dispose of their child's medicines. It is our policy to return any medicines that are no longer required, including those where the date has expired, to the parents.

Parents will be informed of this when the initial agreements are made to administer medicines. Medication returned to parents will be documented on the tracking medication form.

Sharps boxes will be in place for the disposal of needles if required. Collection and disposal of these will be arranged locally through Cannon Hygiene (or other similar provider).

Medical Accommodation - Cosy Corner or the School Office will be used for all medication administration / treatment purposes. The room will be made available when required.

Record keeping

A record of what has been administered, including how much, when and by whom, will be recorded on a 'record of prescribed medicines' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parents.

Stoke Park Infant School
Abbotsbury Road
Bishopstoke
Eastleigh
Hants
SO50 8NZ
Tel: 02380 601773

