# ASTON AND COTE CHURCH OF ENGLAND PRIMARY SCHOOL

This policy should be taken and used as part of Aston and Cote's overall strategy, and implemented within the context of our vision and values of a Church of England School. Aston and Cote is a Church of England School which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

# Medicine Policy

# May 2026

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| **Signed:** | **Headteacher** |
| **Signed:** | **Chair of Governors** |
| **Date:** | **Date of next review: May 2027** |

## Aims:

- To encourage regular attendance of all pupils irrespective of whether they are requiring regular medication
- To ensure staff understand their roles and responsibilities in helping children to take medicines
- To ensure parents understand their responsibilities in respect of their children's medical needs
- To ensure medicines are stored and administered safely

Where children are unwell and not fit to be in school, and where they are still suffering from an infection, which may be passed to others, children should not attend school, but should remain at home to be cared for.

The school is committed to ensuring that children may return to school as soon as possible after an illness and sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

## Prescription Medicines

- Medicines should only be taken to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day).
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
- Under no circumstances will the school accept medicines that have been taken out of the original container.
- The school will not make changes to the prescribed dose on parental instruction.
- Medicines will only be accepted for administration in school when delivered by an **adult** to the office staff for safekeeping and a relevant medicine form is filled out. Under no circumstances will we accept medicine sent to school with a child.
- Staff will supervise children administering their own medicine following the prescriber's instructions if they are able to do so.

## Non-prescription Medicines

- Other than in circumstances that the school considers to be exceptional, only prescribed medicines will be accepted in school.
- Administration of non-prescribed medicines must be approved by the Headteacher or Deputy Headteacher.
- Where circumstances are considered exceptional, non-prescribed medication should be provided in the original container and include the instructions for administration.
- All other procedures remain the same, whether a medicine is prescribed or not.

**The following standard practice should be followed by school staff when administering medicines.**

They must:-

- Identify the child as being the child for whom the medicine is intended.
- Check written instructions received by the school and confirm with the details on the medicine container.
- Check the prescribed dosage and the methodology for administration.
- Check the expiry date of the medicine (Note: it may be helpful to remind parents if the expiry date is approaching)
- Complete a written record via SmartLog of the dosage given, including the date, time and staff member that administered the medicine and inform parents via Smartlog.
- If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

## Managing Prescription Medicines on Trips

- On school visits or outings, the visit leader may agree to take temporary responsibility for supervising the administering of medicines following the above procedure.
- Where a visit leader is not prepared to take this responsibility parents should speak to the head teacher to make separate arrangements.
- All procedures outlined above should be followed.

## Roles and Responsibilities of School Staff

- All staff can supervise the taking of medication, it will then be their responsibility to record the medicine and dosage on the online system, ensuring that the programme sends an email to parents.
- Senior staff and visit leaders may agree to take temporary responsibility for the supervision of the administration of medicines. This **MUST** be discussed with the Headteacher beforehand.
- Whilst school employees are not permitted to undertake general medicines training, they do receive specific training on 'life-saving medication' e.g. Autoinjectors, Buccal administration. This training is obtained from the School Nurses and recommended websites. The school staff have a responsibility to contact the headteacher for further training should they not feel confident in their ability or knowledge.

## Written Agreement from Parents

- Parental agreement forms **MUST** be filled in and signed by parents **before** any medicine is sent to school for taking under supervision
- Where parents are not able to attend school to fill in a parental agreement form, this form must be requested from school and returned to school with a responsible adult **before** medicine is sent to school for administration.

- Letters requesting that children are supervised whilst taking medicine will not be accepted

## Long Term and Complex Needs

- Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need.
- Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.
- Please see the school's separate policies on Medical Needs Policy

## Safe Storage of Medicines

- The Head Teacher is responsible for ensuring that all medicines are stored safely.
- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration.
- Medicines should be stored in a locked room which is not accessible to children.
- Where medicines need to be refrigerated, they will be kept in fridge in the staff room.
- Emergency medicines such as asthma inhalers and autoinjectors should be readily available to children (usually in the child's classroom) and should not be locked away.