



Administration of Medicines Policy

Formally adopted by the Governors of: -	Windmill Federation
On: -	December 2025
Chair of Governors: -	Louise Cousins
Last updated: -	December 2025
Next review date: -	May 2027

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1. Introduction

- a) We feel children should not come into school if they are not well enough to join in normal activities. When a child is ill, a day of rest and recuperation at home can save many more days of mediocre performance by a pupil in class. It will also prevent infection of others.
- b) The administration of medicines to children is the responsibility of parents/guardians/carers.
- c) Very few courses of medication are likely to require medicines to be taken during school hours but if this is required parents are welcome to come into school at lunchtime to administer such doses.
- d) The school staff are under no duty to supervise the administration of medication to pupils in school. If it is agreed by the Executive Headteacher or their nominated representative to take on responsibility, it is purely on a voluntary basis.
- e) There are some circumstances in which requests may be made to school staff to deal with supervising the administration of prescribed medicines to children at school.

These are:

- Cases of chronic illness or long-term complaint, such as asthma, diabetes or epilepsy,
- Cases where pupils recovering from a short-term illness are well enough to return to school but are receiving a course of prescribed medication such as antibiotics and parents are unable to administer the medicines themselves at lunchtime.

In the above situation parents should contact the Executive Headteacher or Head of School prior to bringing medication into school.

2. School Procedure

a) Illness during the school day

If a child becomes ill during a school day, their illness will be assessed and monitored by the class teacher. If no noticeable improvement is made, the school office will be informed. The office will then try to contact the child's parents/guardians/carers or other approved emergency contacts. If successful, the child may be collected. If we are unable to contact anyone from the contact information, the child will remain in school.

b) Seriously unwell or injured

In a case of serious injuries parents/guardians/carers are notified immediately (if contactable) and any other relevant services contacted.

3. Parental Responsibilities

Parents/guardians/carers at our school are informed of our schools' practice that when a child becomes unwell they need to be collected as soon as possible. Therefore, parents/guardians/carers are expected to provide their child's emergency contact numbers. These numbers should be regularly updated by the parents/guardians/carers.

4. Administration of Medicines

a) Parental administration

Parents/guardians/carers are responsible for the administration of their child's medicine. If a pupil requires medication in the middle of the day, parents/guardians/carers are advised to come to school to administer the medicine.

b) Staff administration

Although parents/guardians/carers are responsible for the administration of their child's medicine, if a pupil requires medication in the middle of the day, staff may administer medicines if it is in their existing contract. Such duties will always be carried out on a strictly voluntary basis. Training in administering the medicine should always be given by the parent/guardian/carer or health professional concerned before any administration takes place in school. Medicines are kept in a suitably approved place, either a fridge or locked drugs cabinet. Each medicine should be in a separate container clearly labelled with the contents, the dosage, frequency of administration, duration of course, date of prescription and the pupil's name.

An up-to-date and detailed record of drug administration is kept in the school office.

c) Self-administration

In some cases, self-administration of medicines by pupils is necessary or appropriate. Close liaison with parents/guardians/carers is essential and written details provided should be very clear. These should state the child's name, accurate dosage and the timing of the medicine and given to the class teacher with the correct recording sheets (see DfE guidance). Storage requirements (e.g. refrigeration) should also be recorded. It is the child's responsibility to know when to take the medication and where to get it.

We agree to follow the guidance and procedures for the administration of medicines in school set down by the DfE.

5. Specific Medical Requirements

a) Asthma

Asthma is a physical condition that affects many children at school. Pupils are encouraged to be responsible for their own inhalers. These drugs are self-administered by the child concerned.

b) Anaphylaxis or anaphylactic reactions

Staff at our schools are advised of pupils who suffer from severe allergic reactions to food products e.g. nuts. If a pupil appears to demonstrate symptoms like burning, irritation or itching in the lips, mouth or throat then emergency services are contacted immediately along with parents/guardians/carers. The administration of appropriate medicines (prescribed by a doctor and in the child's possession) to a child suffering from anaphylactic shock will be given by school staff, who have been trained to do so. Where such medicines are brought into school they will be kept where there is easy access in location known by pupil and class staff.

c) Other Specific Medical Conditions

Through close liaison with parents/guardians/carers, medical advisors and staff, provision for other medical conditions can be established.