



St Mary's Priory Catholic Infant and Junior Schools

Love one another
Always do our best
Take care of ourselves and the world around us

Administering Medication Policy

Approved: March 2026

1. Statement of Intent

St. Mary's Priory Catholic Infant and Junior Schools recognise that pupils with medical needs may require medication during the school day to enable them to remain healthy and access education fully.

This policy sets out the procedures for the safe storage, administration and recording of medication within the school.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy, which outlines wider arrangements for supporting pupils with medical conditions and Individual Healthcare Plans (IHPs).

The school will ensure that medication is administered safely, appropriately and in accordance with statutory guidance.

2. Legal Framework

This policy has due regard to the following legislation and guidance:

- Children and Families Act 2014
- Education Act 2002
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Medicines Act 1968
- The Human Medicines (Amendment) Regulations 2017
- DfE (2015) Supporting pupils at school with medical conditions

3. Principles

The school will ensure that:

- Medication is only administered at school when it would be detrimental to a pupil's health not to do so.
- Parents provide written consent before medication is administered.
- Medicines are stored safely but accessible when required.
- Staff administering medication are appropriately trained and confident.
- Accurate records are maintained for all medication administered.

4. Parental Responsibilities

Parents and carers are responsible for:

- Informing the school of their child's medical needs.
- Completing the Parental Agreement for the School to Administer Medicine form before medication is given.

- Providing medication in the original container with pharmacy label.
- Ensuring medication is in date and clearly labelled with the pupil's name, dosage, timing and method of administration.
- Collecting medication at the end of its course or when it is no longer required.

5. Medicines Accepted in School

The school will only accept medicines that:

- Are prescribed by a doctor, dentist, nurse or pharmacist.
- Are in date.
- Are labelled and in their original container.
- Include clear instructions for administration.

The only exception is insulin, which may be provided in an insulin pen or pump. Medication will normally only be administered where a child requires four or more doses during the day or where it is specified in an Individual Healthcare Plan.

Non-prescription medication will not normally be administered unless there are exceptional circumstances and appropriate medical advice has been provided.

6. Storage of Medication

All medication will be stored safely.

At St. Mary's Priory:

- Medicines are stored in classroom medical bags or in the medical room.
- Pupils are informed where their medication is stored.
- Medication is accessible at all times, including during trips and activities.
- Refrigerated medicines will be stored in a designated medical fridge where required.
- Sharps boxes will be used for the safe disposal of needles.

Emergency medication such as inhalers or adrenaline auto-injectors must remain readily accessible.

7. Administering Medication

Medication will only be administered:

- With written parental consent.
- In accordance with the instructions on the label or healthcare plan.
- By a trained member of staff.

Staff administering medication must:

1. Check the pupil's identity.
2. Check the medication label.
3. Confirm the dosage and timing.
4. Administer the medication safely.
5. Record the administration immediately.

Staff may decline to administer medication if they do not feel appropriately trained.

8. Record Keeping

A written record will be kept of all medication administered to pupils.

Records will include:

- Pupil name
- Medication name
- Dosage
- Date and time administered
- Name and signature of staff member administering the medication
- Any side effects observed

Records are maintained through school Arbor.

Accurate record keeping protects both pupils and staff and ensures agreed procedures are followed.

9. Self-Administration

Following consultation with parents, some pupils may be permitted to administer their own medication, such as inhalers.

This will only occur where:

- The pupil is competent to do so
- It is agreed with parents and the school
- It is documented in the pupil's Individual Healthcare Plan (IHP)

Staff will maintain appropriate oversight.

10. Emergency Medication

Emergency medication may include asthma inhalers and adrenaline auto-injectors.

These medicines will be clearly labelled and easily accessible and administered according to the pupil's Individual Healthcare Plan.

In the event of a medical emergency, staff will follow the emergency procedures outlined in the Supporting Pupils with Medical Conditions Policy and contact emergency services where required.

11. School Trips and Activities

Pupils with medical conditions will be supported to participate in school trips and activities wherever possible.

Staff responsible for trips will ensure that required medication is taken, that staff are trained where necessary, and that relevant healthcare plan information is available.

12. Staff Training

Staff administering medication will receive appropriate training from the school nurse, NHS professionals or external first aid providers.

Staff will not administer medication unless they are confident and trained to do so.

Training needs will be identified through the development and review of Individual Healthcare Plans.

13. Liability and Indemnity

The school is covered by the Department for Education Risk Protection Arrangement (RPA).

Staff who administer medication in accordance with this policy and their training will be covered by the school's insurance arrangements.

14. Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team and the Governing Board.

Any updates will be communicated to staff, parents and relevant stakeholders.