



Equals Trust  
Policy for the Storage and Administration of  
Medicines

**Adopted : February 2017**

**Review : April 2023**

Signed.....(Chair of Trust Board)



## Context

This policy follows the guidance document from the dfes 'Managing Medicines in Schools and Early Years Settings' and builds on the drugs in education policy for Robert Miles Junior School.

The school acknowledges that, parents and carers have prime responsibility for their child's health and shall provide the school with information about their child's medical condition when appropriate.

## Storage of medicines

- Medicines should only be brought to school in **exceptional** circumstances and if at all possible parents should come to school to administer medicine to their own child or make other arrangements to do so.
- If at all possible medication should be taken outside school hours. Doctors are aware of this and parents/carers should check whether dose frequencies can be adjusted so they do not need to be taken in school time.
- Only medicines **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted at school.
- Children are not to bring medication to school themselves. All medication must be brought to the office staff by the parent/carer.
- Only the dosage for that day may be brought to school, as no medication may be stored in school overnight, apart from an inhaler.
- At the end of the day the parent /carer must collect the medication, the child will not be able to bring it home themselves.
- Other than an inhaler, no pupil is to be in possession of medication at any time.
- Children have responsibility for their own inhalers. (See Appendix 1 for treatment of an asthma attack).
- All necessary medication is stored in the refrigerator in the staff room or in the office.
- When possible a record of medicine administered to an individual child will be kept by the office staff (Form 5)

## Administration of medicines

- Medicines will be administered in school by the office staff when circumstances mean that parents are unable to come to school to administer the medication themselves. (see Exceptional circumstances below)
- Only medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted at school. The medicine must be brought to school and handed in to a member of the office staff by a parent/carer who will then have to complete a parent agreement form (Appendix 2). Without this the office staff will not be permitted to administer any medication. It is then the responsibility of the child to come to the office at the appropriate time for their medication to be administered, it is not the responsibility of the school staff to ensure pupils are administered their medication and they are not to be held accountable. At the end of the day the parent /carer must collect the medication, the child will not be able to bring it home themselves.
- Teachers are not permitted to administer medicine. The office staff will administer medication on a voluntary basis.

## Exceptional circumstances

- It is the school's policy that a parent or carer will, in the event of drugs or medication being required to be administered during school time, attend personally at the school premises or such other place at which the pupil is present, as part of a school activity, to administer that medication.
- This policy will only be departed from in the event of exceptional circumstances applying.

- What amounts to exceptional circumstances is a matter of judgement for the Head Teacher after listening to representations from the parent or carer.
- Examples of exceptional circumstances may be work commitments, childcare responsibilities elsewhere or accident or emergency. These categories are not exhaustive.
- In the event that a parent/carer feels aggrieved at any decision by the Head Teacher in this regard then an appeal will be heard by the Chair of Governors (or such other Governor or Governors nominated by the Chair) on the giving of written notice of that appeal to the Governing Body within 48 hours of the decision of the Head Teacher. That appeal will be heard as soon as is reasonably practicable having regard to the urgency or otherwise of the situation.

### **Roles and Responsibilities**

The Head Teacher has overall responsibility for the policy and its implementation; for liaison with the Governing Body, parents/carers, LA and appropriate outside agencies.

### **References**

- Guidance document from the dfes 'Managing Medicines in Schools and Early Years Settings'