

St Saviour's C of E Academy
Handling and Administering Medicines Policy
Summer 2025

Medical Equipment

It is the responsibility of named staff and office staff to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified new stock should be ordered through the office staff.

Storage, Administration and Handling of Medicines

For safety reasons all medicines, with the exception of asthma inhalers, are stored centrally in the school office (or in the fridge) and handled by adults only. Parents are asked to deliver any medication to school via the school office and to collect them at the end of the day in the same way. At no time, should children be given medicines to bring in or take out of school. Only medicines that have parental authorisation and are appropriately named are allowed in school.

Children with asthma should have their inhalers kept in the classroom by the teacher. Children will be supervised when using their inhaler and note will be sent home to say that an inhaler has been needed/used whilst in school. Also see Guidance on the use of Emergency Inhalers in School. An up to date allergy list/ list of asthma sufferers is available in the office and in Care Plans which are situated in the staffroom.

Timing of Administration of Medicines

Children come to the school office for medicine to be administered at lunchtime or the appropriate time of day. If they do not arrive the office staff will ask for the child to be sent to the office by a member of staff.

Parental Authorisation Forms

Unless urgent no prescription medicines are administered routinely in school. Before medication can be given in school, parents must complete the appropriate authorisation for Administering Medicines in School form. The completed form is stored on file in the school office with the following key information

- Child's name
- Name of the medication
- Times medication to be administered
- Dosage
- Duration child needs to take medicine (start date and end date)
- Parent signature/date

These forms are available in the school office.

Medicine Administration

The office staff or Principal will dispense oral medicine to children. All medication given must be logged. All medicines are administered with two staff being present to ensure safety and compliance and a log be kept of the date, time and dose administered. No teacher is expected to administer medication.

Children will be supervised when using their inhaler and note will be sent home to say that an inhaler has been needed/used whilst in school.

Administration of Antibiotics

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times a day. A prescribed dosage of three times a day is usually taken at home before school, after school and at bedtime.

Educational Visits

A portable First Aid Kit and individual medicines must be taken on Educational Visits. This is the only time medication is allowed outside the designated storage areas for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff (named on Risk Assessment).

Allergies and Allergic Reactions

Drugs like Epi-pens are securely held in the child's classroom. These will always be taken on a school visit. All staff have received Epi-pen training.

All staff are aware if there is a child in school with an ongoing medical condition/allergy and these children will have a Care Plan set up. Care Plans are kept in the staffroom.

Written Summer 2025

Principal L Davis

Chair of Governors M Weller

Review Summer 2026

Signed



Signed