

CATCOTT PRIMARY



MEDICINE IN SCHOOL POLICY

'...where learning takes you to greater heights...'

Approved by:

Date: March 2026

Last reviewed on: March 2026

Next review due by: March 2027

Catcott Primary School

Medicines in School Policy

1. Purpose

Catcott Primary School is committed to supporting pupils with medical needs so that they can attend school safely and fully participate in school life. This policy sets out the procedures for the safe administration, storage and recording of medicines in school. Wherever possible medicines should be administered outside of school hours.

2. Prescribed Medicines

The school will only administer prescribed medicines when the following conditions are met:

- A medicine form has been fully completed and signed by the parent/carer.
- The medicine is provided in the original pharmacy container.
- The container clearly shows:
 - the child's name
 - the name of the medication
 - the prescribed dosage
 - the frequency of administration
 - the date
- Medicines must be in date.

Parents or carers must hand medicines directly to the school office. Medicines must not be sent into school with a child.

Medicines will be stored for a maximum of five school days (Monday–Friday).

All medicines must be:

- handed in at the school office
- collected from the school office by a parent/carer on Friday

Medicines will not be sent home with a child.

Parents are responsible for:

- ensuring medication is in date
- collecting medicines at the end of the week
- the safe disposal of any unused or expired medication.

Storage of Medicines

- Prescribed medicines will be stored in a locked first aid cabinet in the school office.
- Only authorised adults may access this cabinet.
- Medicines requiring refrigeration will be stored in a clearly labelled sealed container in the staff fridge.
- Emergency medicines (e.g. inhalers) must remain accessible at all times with the child.

All medicines must be stored safely and in accordance with manufacturer instructions.

4. Administration of Medicines

Where possible, parents should arrange for medicines to be administered outside school hours.

If medication must be given during school hours, staff administering medication must:

1. Check the child's name.
2. Check the medication label and dosage instructions.
3. Check the expiry date.
4. Confirm the time of the previous dose if applicable.
5. Measure medication using the appropriate measuring spoon or device.
6. Record the administration on the Medication Record Form.
7. Sign the form and record the time and dosage given.

Two adults should be present where possible.

Parents will be informed on the same day that medication has been administered.

5. Non-Prescribed Medicines

Catcott Primary School keeps a small supply of:

- Infant Calpol
- Calpol 6+

These may be administered if required under the following conditions:

- Written parental permission must be provided in advance.
- Verbal permission must also be obtained from a parent/carer by telephone before administering the medication.
- The medication must be recorded on the medicine administration record.
- Only spoon measuring device doses will be used.

The school will NOT administer:

- Ibuprofen
- Aspirin (unless prescribed by a doctor.)

6. Inhalers and Asthma

Children with asthma must have:

- A named inhaler kept in the classroom
- A completed Asthma Medical Plan
- A parental consent form for emergency inhaler use

The school may hold an emergency inhaler for use if a child's inhaler is unavailable and consent has been given.

Inhalers must be:

- clearly labelled
- easily accessible
- in date.

Parents are responsible for ensuring inhalers remain in date and replaced when necessary.

7. Individual Healthcare Plans

Children with ongoing or complex medical needs may require an Individual Healthcare Plan (IHP).

This will be developed in partnership with:

- parents/carers
- the school
- healthcare professionals where appropriate

The plan will outline:

- the child's condition
- medication required
- symptoms
- emergency procedures.

8. School Trips and Off-Site Activities

Children with medical needs will be fully included in school trips wherever possible.

For school trips:

- Required medication will be taken on the trip.
- A trained member of staff will be responsible for carrying and administering medication.
- Emergency medication such as inhalers will always be readily accessible.
- A copy of the medical form and emergency contact details will accompany the child.

9. Staff Responsibilities

Staff involved in administering medication must:

- follow this policy
- ensure correct documentation and record keeping
- store medicines safely
- ensure medicines are given exactly as prescribed
- report any concerns or errors immediately to the Headteacher or senior member of staff
- seek medical assistance if required.

Appropriate training will be provided where necessary.

10. Parents and Carers Responsibilities

Parents and carers must:

- complete the medication request form
- provide medicines in the original labelled container
- ensure medicines are in date

- inform the school of any changes to medication
- collect medication from the office each Friday
- dispose of any unused or expired medication safely.

11. Record Keeping

A written record will be kept each time medication is administered. This will include:

- child's name
- date
- medication given
- dose
- time
- staff signature.

Records will be stored in accordance with school record-keeping procedures.