



*'Together We Grow'*

# Smithdown Primary School

## Administration of Medicine Policy

Reviewed annually.

Last reviewed: October 2025

# **‘Together We Grow’**

## **Our Key Values**

Our school motto is ‘Together we Grow’.

We ensure that every child has access to a broad, balanced and supportive curriculum. Through this we are able to give our pupils a range of opportunities and experiences to grow and develop academically, physically socially and morally.

## **Our School Vision**

At Smithdown Primary School, we aim high for every member of our community—pupils, parents, and staff. We are committed to creating a happy, safe, and stimulating environment where children are inspired to learn and grow together. We have high expectations of ourselves and each other and we equip our pupils to face opportunities and challenges with confidence, resilience, and determination. We nurture curiosity about the world and strive to develop children who make a positive contribution—both now and in the future.

# Policy on Administering Medicines (Including Non-Prescription Medicines)

Smithdown Primary School is committed to supporting the medical needs of pupils and ensuring that all children can access education safely and fully. This policy sets out the procedures for administering both prescription and non-prescription medicines to pupils, in accordance with the Department for Education (DfE) statutory guidance, the British Medical Association (BMA) advice, and the Early Years Foundation Stage (EYFS) framework.

## 1. Legal and Guidance Framework

This policy has been developed with reference to:

- Department for Education: Supporting Pupils at School with Medical Conditions (2015)
- British Medical Association (BMA) guidance on the administration of medicines in schools
- EYFS Statutory Framework (2024) – particularly Section 3.45, which covers medicines and supporting children's health
- The Medicines Act 1968 and related regulations

## 2. Roles and Responsibilities

- Headteacher: Overall responsibility for implementing this policy and ensuring staff are appropriately trained.
- Staff Members (volunteers): Those designated to administer medicines will follow the procedures outlined in this policy and maintain accurate records.
- Parents/Carers: Responsible for providing written consent and ensuring medicines are clearly labelled and within expiry dates.
- Pupils: Encouraged to participate in decisions about their care appropriate to their age and understanding.

## 3. Administration of Medicines

### 3.1 Prescription Medicines

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Prescription medicines must be provided in the original container as dispensed by a pharmacist, with the child's name, dosage, and administration instructions clearly shown.
- Parents/carers must complete and sign a Medicine Administration Consent Form before medicine can be given.
- Medicines must be stored securely and administered by trained staff in accordance with the prescriber's instructions.

### 3.2 Non-Prescription Medicines

Following confirmation from the Department for Education and advice from the BMA, an FP10 (prescription form) is not required for schools to administer non-prescription medicines, provided that:

- Parents have given written/verbal consent specifying the name of the medicine, dosage, and time/frequency of administration.
- The medicine is supplied in its original packaging with clear manufacturer's instructions.
- The school will only administer non-prescription medicines (e.g. paracetamol, antihistamines) where it is necessary to enable a child to remain in school and only as part of a clearly documented care plan or parental agreement.
- The first dose of any non-prescription medicine should be administered by the parent at home to ensure the child has no adverse reaction.

## 4. Storage and Record Keeping

- All medicines will be stored securely in a locked cupboard or refrigerator (as required).
- A record will be kept of all medicines administered, including:

- The name of the pupil
- Date and time of administration
- Name of medicine and dosage given
- Signature of the administering staff member
- Parents will be informed the same day when any medicine has been administered.

## **5. Staff Training**

Only staff who have received appropriate training may administer medicines. Training will include safe storage, record keeping, emergency procedures, and recognition of adverse reactions.

## **6. Refusal or Error in Administration**

If a child refuses medicine, this will be recorded, and parents will be informed immediately. In the event of an administration error, the Headteacher will be informed, parents will be contacted, and medical advice sought immediately.

## **7. Early Years Foundation Stage (EYFS) Considerations**

For pupils in EYFS settings:

- Medication (both prescription and non-prescription) may only be administered with written parental permission (EYFS 3.45).
- Practitioners must keep written records of all medicines administered to children and inform parents on the same day or as soon as reasonably practicable.
- Staff must ensure medicines are stored and labelled safely, and that all EYFS requirements regarding the welfare and safety of children are met.

## **8. Review and Monitoring**

This policy will be reviewed annually or sooner if new legislation or guidance is issued. The Headteacher and Governing Body are responsible for ensuring compliance and monitoring its implementation.