



Kenningtons Primary Academy

Medication Policy

2025

This Policy was reviewed by the Headteacher, approved by the Pupils, Admissions & Curriculum Committee and ratified by the Governing Body on a 1-year cycle. It must be displayed on the school's website.

Date of Approval	10 th July 2025
Review Duration	1 Year
Date of Review	July 2026



It is the policy of the school to administer oral medicines during the school day, but this should be the exception rather than the rule. If it is not possible, the guidelines outlined below must be followed. Each request for medicine to be administered to a pupil in school will be considered on an individual basis. The school will only agree to administer prescribed medication, unless there are exceptional circumstances.

Responsibilities

It is the responsibility of the Headteacher to ensure that these guidelines are understood and adhered to by all parties.

Any Parent / Carer who wants their child to be given medicine during the school day must first go to the School Office and complete a form entitled '**Parental Agreement for school to administer medicine**'. This form will be kept in the First Aid Room.

Any medicine brought into school must be handed by the Parent / Carer to the School Office and not by the child and then collected by the Parent / Carer.

When prescribed medicine is handed in, it should be in its original container from the pharmacy and clearly labelled with: -

- Child's Name
- Name of Medicine
- How much to give (i.e. dose) if liquid medication the dose must be measured out. The container will be returned at the end of the day via an adult.
- When to be given
- Any other instructions
- A current date

Parents / Carers must notify the school in writing of any changes in medication or if their instructions differ from those on the medicine container. Without the completion of the school medicine record form and the agreement of the Headteacher, the school will not be responsible for the medication and will not be able to administer it. No medication will be administered to children that is not labelled with the child's name or out of date.

Children with long term or complex medical conditions

Should the school admit a child with long term or complex medical conditions we will, in partnership with Parents / Carers, School Nurses and our Medical Advisors, discuss individual needs.

Where appropriate, an Individual Care Plan will be developed in partnership with Parents / Carers, School Nurses and / or Medical Advisors.

Any resulting training needs for staff will be met.

On admission to School

All Parents / Carers will be asked to complete an Admissions Form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants and special dietary requirements etc.

Administration and storage of medicine

All medication will be kept in the First Aid Room in a lockable cabinet. Asthma pumps will be kept in the child's classroom. If 1 dose of specialist medication / epipen is provided it must be kept in an accessible place for all staff e.g. in classroom or First Aid Room.

A record of the administration of each dose will be sent to parents via Medical Tracker

Reasons for any non-administration of regular medication should be recorded and the Parent / Carer informed on that day via Medical Tracker. A child should never be forced to accept a medication. Wasted doses (e.g. tablets dropped on floor) should also be reported to Parent / Carer.

If medication needs to be replenished, this should be done in person by the Parent / Carer.

Should the child be able to administer their own medication e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the School Nurse to check the child's technique before accepting full responsibility.

A regular termly check will be made of medication kept in school and Parents / Carer will be asked to collect any medication which is out of date or not clearly labelled. If Parents / Carers do not collect this medication it will be taken to the local pharmacy for disposal.