

GUARDIAN ANGELS' RCPS ADMINISTERING MEDICINES POLICY

Policy approved by: Governors	Date: April 2026
Last reviewed: September 2024	
Next review: April 2028	

Purpose

As far as possible, the medical needs of pupils should not prevent them from attending school. The purpose of this policy is to determine circumstances when the school will administer prescribed medicines on behalf of a pupil's parents.

It is normally expected that parents administer medicine to their children. It should be the exception rather than the rule for medicines to be brought into school. Each request for medicine to be administered to a pupil in school should be considered on an individual basis.

No Bury Council employee can supervise, or authorise the taking of non-prescription medication including painkillers or analgesics for any pupils. To do so would be operating outside the terms of the Council's insurance policy.

Under no circumstances should any person employed by the school administer medication if they have not received requisite training and authorisation from the Head teacher.

Medicines can cause harm to anyone for whom they are not prescribed and be harmful for the person for whom they are prescribed if that person takes an incorrect dose.

Headteachers are required to assess the risks presented by hazardous substance to any person who may come into contact with it. The primary consideration is to eliminate the risk completely. This may be done by parents requesting that doctors prescribe 3 x daily doses rather than 4 x daily doses.

Practice

- The primary responsibility for a pupil's health rests with the parents who should ensure that their child is well enough to attend school. The teaching profession has a general duty of care towards pupils in schools. Whilst in law this duty cannot require teachers to administer medicines, it does expect them to react promptly and reasonably if a pupil is suddenly taken ill.
- Parents are advised to ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours.
- Non-prescribed medicines e.g. Calpol, medicated throat sweets etc cannot be administered by school staff. Children are not to bring throat lozengers into school for their own use.
- However, if parents wish the school to administer prescribed medication (in *loco parentis*) they should give the Headteacher a written request on a form provided by school detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). Oral information from the pupil or parent will not be acted upon. The form can be obtained from the school office and is attached to this policy (appendix 1)
- No pupils should be involved in the administration of prescribed medicines or medical procedures for another pupil.

- The parent must supply the medication in a suitable container clearly labelled with:
 - the child's name
 - the name of the medicine
 - the method, dosage and timing of administration
 - the date of issue
 - the expiry date
- Details of possible side effects should also be given.
- If there is any doubt about these details, or they are not provided, the advice is not to give medication until further details are known.
- The medicines should be packed and labelled professionally. Not more than one week's supply should be sent at one time.
- It is important that an up-to-date record of the parent's home, mobile and work telephone numbers be kept so that they can be contacted at any time.
- Medicines will be kept in a cupboard in the staffroom. Alternatively, medicines may need to be stored in the fridge (in the staffroom).
- Mrs Hickman, Mrs Ensor, Mrs Davies and Mrs Sly are responsible for administering prescribed medication.
- Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.
- Where an individual pupil's permanent or long-term medical need requires administration of prescribed medicine or a medical procedure, then a Health Care Plan should be completed and reviewed annually. The Healthcare Plan will be written by a Health Professional working with school and the child. A Teaching Assistant working with this child will be responsible for administering this medication and this will be written in the Health Care Plan. Regular dialogue with the parents / guardians of the children is essential.
- Parents will inform the school if their child suffers from asthma. A list is compiled and given to each class teacher.
- Inhalers and epi-pens are kept in class, clearly labelled. There is a spare epi-pen stored in the medicine cabinet in the staff room.

Off Site Education or Sporting Activities

- Staff supervising young people have a common law duty of care to act like a reasonably prudent parent. In exceptional circumstances the duty of care could extend to administering medicine. This duty extends to staff leading activities taking place off site, such as educational visits.

School will ensure that on an educational visit:

- Medical needs are considered as part of the risk management process
- There are procedures in place for managing prescription medicines on educational visits
- Staff administering medicines, or supervising the administration of medicines, are aware of their roles and responsibilities
- Staff receive appropriate information and/or training
- Prior to the event, written agreement from parents is obtained for any medicines to be given to a child or young person
- Where appropriate, young people should be encouraged to manage their own medication whilst on educational visits
- Medicines are stored safely whilst on educational visits

Appendix 1

GUARDIAN ANGELS' RCPS REQUEST TO ADMINISTER MEDICATION

Name of child: _____ Class: _____

I, _____ request that Mrs Hickman, Mrs Ensor, Mrs Davies or Mrs Sly administer _____ (dosage) of _____ (medicine) at _____ (time) to my child from _____ (start date) to _____ (end date).

Additional information e.g. any possible reactions:

Should this medicine be stored in the fridge: YES / NO

Signed: _____ Date: _____

Date	Dosage administered	Administered by	Witnessed by