



## GRANGE INFANT SCHOOL ADMINISTRATION OF MEDICINES

<b>Name of School</b>	Grange Infant School
<b>Date of Policy Issue/Review</b>	November 2025
<b>Name of Responsible Manager (RM)</b>	Sam Myers, Headteacher (HT)
<b>Name of Nominated Person/s (NP)</b>	Kirstie Allison, Tori Bamfield (AAO)

### **Policy Statement**

Grange Infant School will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Grange Infant School is held by the named NPs and the RM.

It is our policy to ensure that all medical information will be treated confidentially by all staff. All administration of medicines is arranged and managed in accordance with the Hampshire Health in Education

<https://www.hants.gov.uk/socialcareandhealth/publichealth/hampshirehealthineducation/keystages/primary/healthprotection> . All staff have a duty of care to follow and co-operate with the requirements of this policy.

### **Aims & Objectives**

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - prescribed medicines
  - non-prescribed medicines
  - maintenance drugs
  - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed annually or following any significant change which may affect the management or administration of medicines

### **Administration**

The administration of medicines is the overall responsibility of the parents /carers. The RM is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

## **Routine Administration -**

### **Prescribed medicines**

It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, with written consent from the parents/carers.

### **Non-prescribed medicines**

It is our general policy not to take responsibility for the administration of non-prescribed medicines, (e.g. Calpol or cough mixtures provided by the parents/carers) as this responsibility rests with the parents/carers. This means such medicines should not be brought on site without consultation and agreement with the RM and written consent from parents/carers.

On occasions when children require paracetamol and parents/carers are unable to come into school due to work commitments, it is our policy to administer providing that written consent from the parents/carers has been received in advance and administration is in accordance with guidance provided.

Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the RM who may decide to administer under certain miscellaneous or exceptional circumstances, following discussion with the parent/carers.

### **Maintenance drugs**

It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from the parents/carers. On such occasions, an Individual Health Care Plan (IHCP) will be written for the child concerned.

## **Non-Routine Administration**

### **Emergency medicine**

- It is our policy (where appropriate) to manage, in accordance with the child's IHCP, the administration of emergency medicines such as (for example):
  - Injections of adrenaline for acute allergic reactions
  - Rectal diazepam for major fits
  - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

## **Procedure for Administration**

When deciding upon the administration of medicine needs for children, we will discuss this with the parents/carers concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parents/carers and kept electronically on the pupil's file.

IHCPs will be completed for children where required and reviewed periodically in discussion with the parents/carers to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

All medicines are to be handed into the office and will be managed by the Admin Team. Two adults must be present when administering medicines to a child, one of them being a member of the office staff (NP). Both adults will complete the medicines sheet ensuring two signatures.

If a child refuses to take medication the parents/carers will be informed the earliest available opportunity.

### **Contacting Emergency Services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

### **Medical Accommodation**

The Medical Room will be used for medicine administration/treatment purposes. The room will be made available when required.

### **Training**

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet is held by the school's Health and Safety Officer, to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

### **Storage**

The storage of medicines is the overall responsibility of the RM who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Inhalers are stored in the classroom cupboard.

Each class has a clearly marked First Aid Kit.

### **Disposal**

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents/carers to ensure that all medicines no longer required, including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Review: This policy will be reviewed annually.

Next review: November 2026

Signed  
Headteacher



Signed  
Chair of Governors

