Policy for Taking Medicines in School

Audience	Parents and staff
Co-ordinated by	First Aid Lead
Date written / reviewed	May 2026
Date of next review	January 2027
To be reviewed by	Inclusion Lead and First Aid Lead
Associated Governing Body Committee	Inclusion

School vision statement

To provide an inclusive learning community where every child matters

Aims and Expectations

Our school aims to embed the principles of BRICKS:

- Belonging
- Respect
- Independence
- Curiosity
- Kindness
- Success

School aims

- *To provide a high standard of education in a stimulating, varied environment in which children can learn effectively;*
- *To create a caring atmosphere in which children are taught good citizenship, are happy and encouraged to act independently and foster self-discipline;*
- *To encourage the children to co-operate with, understand and care for others from all backgrounds and abilities, thus children are guided into responsibility not only for their own development but also that of the whole school family;*
- *To ensure that every child, whatever their ability, has the right and opportunity to attend our school with appropriate resources and support wherever possible, and to have access to a broad and balanced curriculum;*
- *To create, maintain and develop a physical and emotional atmosphere where children are stimulated to develop powers of observation and lively enquiring minds;*
- *To develop an understanding of decision-making and the need for rules, maintaining a continuous effort to improve standards for the general good and success of all.*

POLICY FOR THE TAKING OF MEDICINES IN SCHOOL

(Based on the Administration of Medicines in School, Solihull MBC, 6th edition, January 2015)

The administration by staff of medicines in school is entirely a voluntary, not contractual, duty.

The objective of this policy is to ensure that any vital medicine required by a pupil can be administered in a controlled and safe way and in accordance with the instructions of their medical practitioner.

Medicines should be duplicated for use at Greswold Greyhounds. This medication should be signed into Greswold Greyhounds by Greswold Greyhounds staff.

If such medicines need to be administered then:

- Instructions must be written and not verbal.

- A specific form, **Authority for the administration of medicine in school time** must be completed and signed by the parent. This should be brought into the school office **by the parent** and not the child. This form details the child's name, date of birth, address, home telephone number, school class name and medical condition. The parent will sign to give consent to the administration (or self-administration by the pupil, supervised by a member of staff) of a named medicine, stating the dose, time of dose, and expiry date. It also gives the doctor's name for verification, if necessary, of the instruction.

- Additional copies of the form can be obtained from the school office.

- Prescribed medicine should be in an original container showing the pharmacist's original label and clearly showing the child's name, date of birth and class. The label should also show: the name and strength of the medicine, the dose, the dispensing and expiry date, and any necessary explanation of how and when the medicine is to be administered e.g. before, with or after food. Over the counter medication must be in the original packaging containing the guidance leaflet and be labelled with the child's name. date of birth and class. The parent should ensure that there is sufficient medication and that it is in date.

- The form and medicine should be given to the school office staff or Greyhound staff depending on the child's location in school. The medicine should be kept in a safe location known to the child and staff. (Items requiring refrigeration may be kept in a clearly labelled and closed container in a standard refrigerator.) The consent form should be kept with the medicine. The office staff will complete a **Greswold pupil medication log** to ensure that all medicines are accounted for within school.

- The medicine will be administered by a member of staff nominated by the Headteacher.

- **An administration record** on the reverse of the consent form should be completed on each and every occasion when medicine is given.

- Any remaining medicines are to be kept in the safe location until returned to the parent. The fact that the medicine has been returned to the parent should be noted on the Greswold Pupil Medication Log in the date returned to parent section and the date given. The administration record should be kept at school and not returned with the medication.

- It is the responsibility of the parents, when so requested, to replace medication which has been used or where the date has expired.

- In situations where a child will be off the school premises at the time when the medicine is required (such as on an educational visit), a member of staff in charge will take the medication and accompanying administration form and deal with the administration of medicine on that occasion. A record should be kept in the usual way. For residential courses, parents will have been asked well in advance to complete a medical consent form. Any medication referred to therein should be handed to the staff in charge on the day of departure.

Guidelines

1. Aspirin or medicines containing aspirin should never be taken by pupils in school.

2. If analgesics are required in rare circumstances, a clear policy must be agreed for each individual child as to the circumstances in which they are to be administered.

3. Whenever possible, no medicines should be taken in school if they can be administered at home before and/or after school.

4. In particular, as regards to antibiotics, **parents are encouraged to ask the GP to prescribe antibiotics which can be given outside school hours wherever possible**. If this is not possible, antibiotics should be brought into school in the morning and collected in the afternoon, by the parent not the child along with the **Authority for the administration of medicine in school time** consent form. Parents must confirm with their GP that their child is not allergic to the antibiotics so prescribed

5. With regards to temporary medication, parents are still required to complete an **Authority for the administration of medicine in school time** consent form. They also need to stipulate how long the medication will need to be administered for. During half termly medication audits, the First Aid lead will use **Administration Records** to decide whether the temporary medication needs to be returned to parents if an end date hasn't been stipulated. The school office will then contact parents to organise the signing out of the medication.

6. As regards asthma sufferers, an **Authority for the administration of medicine in school time** consent form is required if a member of staff is to administer the required dose. A **Care Plan for Pupils with Medical Needs** is required for severe asthmatics. Inhalers may be self-administered by children, under supervision, if their age and maturity indicate this, but a consent form is still required so the administration record can be filled in. Inhalers and spacer devices must be named and kept in the clearly

labelled medical box in the child's classroom. In any event, parents are asked to inform school of the continuing need for an inhaler at the start of each academic year. It would be helpful if the parent could provide a spare inhaler. Additionally, spacer device used with the inhaler must be taken home for cleaning at least once a term.

7. School are allowed to hold spare emergency inhalers. Therefore, parents are encouraged to give written permission for their child to be added to the **Emergency Medication Register** This means that if a child's inhaler was faulty or empty, the emergency inhaler can be given.

8. No injections or other medicines requiring technical or medical skills will be administered in school. If such treatment is required, the child should not be in school. In the case of a need for an adrenaline auto injector (AAI) in an emergency, a Care Plan for Pupils with Medical Needs and an Authority for the administration of medicine in school time consent form is required for each child as agreed with the school nurse. 2 adrenaline auto injectors are recommended, one for the child's classroom and one to be stored securely in the school office. For diabetics, individual arrangements are to be made in consultation with the school nurse and hospital personnel.

9. School are allowed to hold spare emergency auto injectors. Therefore, parents are encouraged to give written permission for their child to be added to the **Emergency Medication Register.** This means that if a child's AAI was faulty or empty, or an additional dose is required, the emergency AAI can be given.

10. For any child who suffers from seizures, a Care Plan is required in agreement with the school nurse.

11. If any child has been prescribed Ritalin, Medikinet or other similar medication, the medication must be stored in a locked place to which only named staff may have access and a record of administration must be kept in the usual way. It is necessary to make a record when new supplies are received in school. Unused medication must be sent home via an adult and a record kept of the date when this is done. These records must allow full reconciliation of supplies received, administered and returned home.

Over The Counter medication in school

In March 2018 NHS England published guidance regarding conditions for which over the counter (OTC) items should not routinely be prescribed in primary care. In support of this guidance, Greswold is fully aware that OTC medicines **do not** need an Appropriate Practitioner's prescription, signature or authorisation in order for school to administer them, provided that there is written permission to administer the medicine from the parent or carer.

However, over the counter medicines, e.g. hay-fever treatments, cough/cold remedies will be treated in the same way as prescription medication. Greswold will ensure parents provide written permission/consent for staff to administer the OTC medicine and check that the:

- Medication is in date.

- Manufacturers' instructions on the medicine are in line with what is being requested.
- Child's name, DoB & Class is written on the OTC medicine container.

Additional Greswold guidelines in light of NHS recommendations:

1. School would still like to stress that temporary medication and OTC medication should be administered where possible **before and after school.**
2. Medicines containing **aspirin** will still not be given to a pupil unless prescribed by an Appropriate Practitioner.
3. Requests to administer analgesia (Paracetamol & Ibuprofen) will be assessed on an individual case basis and will not be administered in order to reduce a temperature.
4. OTC antihistamines for **food allergies** will be referred to the School Nurse for implementation of a Care Plan if one isn't in place already
5. OTC antihistamines for other allergies such as hayfever should be taken at home, before school, unless there are extenuating circumstances which have been communicated to the school office team or senior leadership.
6. If school has a concern that they may be being asked to administer a medicine inappropriately (e.g. for a condition which the child does not currently have), then it will be considered as a quality issue, and referred to the safeguarding lead.
7. Other remedies, including herbal preparations, will not be accepted for administration in school.
8. Arrangements will be reviewed termly.

Please note: For children attending Greswold Greyhounds Before and After School Club, their parents must separately notify Greswold Greyhounds staff of any medical needs.

Transition to Medical Tracker
To improve the safety, accuracy, and oversight of medicine administration, the school is transitioning to the use of the Medical Tracker digital system. Medical Tracker provides a secure and centralised method for recording parental consent, medication details, administration times, and any related communications. This transition will ensure clearer audit trails, support consistent practice among staff, and enhance safeguarding and data protection standards. All staff involved in the administration of medicines will receive appropriate training, and paper-based records will only be used where necessary during the initial transition period or in exceptional circumstances.

Policy for medicines in school

GRESWOLD PRIMARY SCHOOL
Buryfield Road, Solihull B91 2AZ

School staff will not give any medication unless this form is completed and signed by the parent.

Authority for the administration of medicine in school time

To the Headteacher;

Child's Name _____Date of birth _____

Address _____

Home telephone no._____Class _____

I request and authorise that my child be given/be allowed to self-administer ***(please delete as appropriate)*** the following medication:

Medical Condition _____

Name of medicine _____

Time of dose _____ Dose _____

Start date _____ Finish date _____

Please Tick:

☐ This medication has been prescribed for my child by their GP.

☐ This medication has been **purchased over the counter** in consultation with my GP / Pharmacist for this condition who you may contact for verification. I have confirmed that it is necessary for this medicine to be administered during the course of the school day.

Name of GP_____

(Surgery telephone no._____)

☐ This medication has been **purchased over the counter**. My child has **not seen their GP/Pharmacist** in regards to this condition.

Signed _____(Parent/Guardian)

Dated _____

N.B. Prescribed medication must be: in an original container with the pharmacist's original label; indicate the name and strength of medicine, dosage, dispensing date and expiry date, and the child's full name and date of birth; and must give any necessary instructions as to administration. OTC medication must be in an original container with guidance label included.

Policy for medicines in school

Administration Record

Name of drug _____ Expiry date _____

Date	Time	Dose given	Staff signature	Comments

Emergency Medication Register

My Child (name):_____

Date of Birth:_____

Class: _____

has been prescribed (please tick as applicable):

☐ An Inhaler

☐ An Adrenaline Auto Injector (Epipen, Jext, Emerade)

For the medical condition:_____

I wish for them to be included on the emergency medication register and allow the administration of the relevant medication to be delivered in the event that the equivalent medication provided by myself is unsuitable to be used.

Signed:_____

Name:_____

Date:_____

Greswold pupil medication log

Policy for medicines in school

Pupil	Class	Temporary or Permanent medication	OTC or Prescribed medication	Medical Condition	Have you seen a GP?	Name of medication	Admin form completed?	Emergency Register completed?	Expiry date of medication	Location stored	Date received	Staff signature upon receipt	Date returned to parent	Staff signature upon return