



Medicines in School Policy 2025-26

Happiness at the heart of learning

In our welcoming and inclusive school, we aim for the highest standards in everything we do.

- **B**ravery (persevering when things are difficult, facing learning challenges)
- **R**espect (respect for ourselves and others; fair inclusion of everyone)
- **I**ntegrity (being honest and trustworthy)
- **D**etermination (challenging ourselves to improve)
- **G**enerosity (thoughtfulness, co-operation, and emotional growth)
- **E**xcellence (taking pride in everything we do)

Approved by:

Date: 23/09/2025

Last reviewed on:

Autumn 2025

Next review due by:

Autumn 2026

It should be noted that there is no legal duty that requires school staff to administer medicines but that we, at Whitehall Junior School are willing to undertake this task to enable regular attendance, under the following conditions:

- Parents should keep children at home when they are acutely unwell.
- Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

Prescription Medicines

Prescription medicines only will be given in line with this Policy.

Aspirin or ibuprofen will not be administered unless prescribed by a doctor.

Parents are welcome to come in and give their child medicine if they wish.

Asthma inhalers

We need two blue inhalers in school. One inhaler is to be kept in the classroom and the second to be kept in the medical room. We have an asthma policy which is kept in the medical room.

Parental Responsibilities

Children must not keep medicines anywhere in school. They must be taken to the medical room at the start of the school day. Medicines must not be administered by the child.

For medicines to be administered in school, they must be properly labelled with the name of the child, the required dose and the appropriate time at which they should be administered.

Medicines are not accepted out of the container in which they were originally dispensed and must include the prescriber's instructions.

A parent/carers must complete the appropriate form, required under Health and Safety regulations, before medicines can be accepted into school.

Parent/carers must ensure that long term medication e.g. asthma inhalers and epipens are replaced before their expiry date.

First Aid Staff Responsibilities

All medicines will be kept in the medical room in a locked cupboard and administered by a first aider.

Medicines required to be taken when a child is on a school trip will be administered by the child's class teacher or designated first aid representative in accordance with the written instructions given by the parent on the appropriate form.

Medicines needing refrigeration will be kept in the refrigerator (cool bag if off site activities are planned).

The appropriate form, signed by the parent, must be checked for the time the medicine is required and the dosage.

Record Keeping

The date, name and class of the child, the type and dose of the medicine and the time of administration of the medicine, will be recorded in the record book together with the initials of the administrator.

Long Term or Complex Medical Needs

Consultation with the parent/guardian will need to take place prior to the administration of long term or complex medical needs. Specialist nurses will be consulted if necessary.

Storage of Medicines

Medicines will be kept in a locked cupboard with the key accessible to all administration staff.

Medicines requiring refrigeration will be kept in the medical refrigerator which is in full view of the administration staff.

Emergency Procedures

An ambulance will be called in all emergency situations. A child should not be taken to hospital in a staff car except in very exceptional circumstances.

In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Disposal of Medicines

It is the responsibility of parents to ensure that date-expired medicines are returned to a pharmacy for safe disposal. All medicines will be returned to the parent at the end of the school year.

Residential Holidays

Where children are staying away from home on a residential holiday organised by the school, parents will be asked to sign a form giving permission for mild medication such as paracetamol, antiseptic cream or lip salve, to be administered by staff if deemed necessary.

The named person who has overall responsibility for this policy implementation is:
Anneline Moloj, Headteacher
The school nurse is: Ann Brown