Walverden Primary School

Administration of Medication Policy

Approved by:	Governors	**Date:** March 2026
Last reviewed on:	March 2025	
Next review due by:	March 2026	

WALVERDEN PRIMARY SCHOOL

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

1. The Governors and staff of Walverden Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for the supervision of pupils taking prescribed medication during the school day or for those members of staff who have volunteered to do so.
2. Medication will only be accepted in school if it has been prescribed by a doctor/pharmacist.
3. Medication will not be accepted in school without complete written and signed instructions from the parent.
4. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time)
5. Each item of medication must be delivered in its original container and handed directly to the Headteacher (or to a nominated person authorised by the Headteacher). This is then to be recorded on Medical Tracker
6. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
7. Each item of medication must be clearly labelled with the following information:
   - Pupil's name
   - Name of medication
   - Dosage
   - Frequency of dosage
   - Date of dispensing
   - Storage requirements (if important)
   - Expiry date

8. The school will not accept items of medication which are in unlabelled containers.
9. Unless otherwise indicated all medication to be administered in school will be kept securely in the office in the safe cupboard.
10. For children in Key Stage 2, where possible it is the responsibility of the child to go to the main school office to receive their medication at the appropriate time. The office will set a reminder in order to ensure that the medication is administered at the correct time.
11. The school will provide parents/carers with details of when medication has been administered to their child if requested. This will be completed through the reporting process on Medical Tracker.
12. Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
13. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
14. Staff who volunteer to assist in the administration of medicine will receive appropriate training/guidance through arrangements made with the School Health Service if required.
15. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed. All administration will be recorded on Medical Tracker.