



Cowes Primary School

Administration of Medicines in School Statement

Reviewed by: **Headteacher**

On: **November 2024**

Next review due: **November 2025 (Updated June 2025)**

Headteacher: **Mrs Stephanie Praetig**

Signature:

Version History		
Version	Date	Description
V1.2	May 2023	Update re Pharmacy labelling for new Calpol and written consent for school Calpol
V3	Nov 2023	Checked following previous update
V4	Nov 2024	Reviewed by HT
V5	June 2025	Updated anti sickness tablets

Administration of Medicines in School

This guidance must be read in conjunction with The Department of Education's Supporting Pupils at School with Medical Conditions and Guidance on the use of Emergency Salbutamol Inhalers in Schools (March 2015).

Recording

Individual record sheets filed in alphabetical order in folders separated by class.

Healthcare Plans

These are completed for all children with any short or long term medical condition which requires prescribed medication/recommended medicine to be administered in school. Some pupils with life long medical conditions, not requiring medication, may also benefit from these if staff need to be aware.

Details include:

- Medical Condition
- Medicine type/name
- Special precautions
- Side effects
- Emergency procedures
- Parent declaration

Staff are to be responsible for ensuring that these are returned fully completed and filed accordingly. These are filed in the medical room and are renewed annually (or more frequently if needed). Additional copies to be kept in class for reference.

Procedure for administering medicines in school

1. If parents request prescribed medicine to be administered and staff are happy to do this, the Healthcare Plan is completed and signed by the parent. The form is filed in alphabetical order in the folder in the medical room and a copy to the class.
2. All medicines need to be in their original, prescription labelled packaging, indicating: the child's name, that the medicine is in date, has instructions for administration, dosage and storage.* These remain stored in the medical room cupboard (class box or fridge accordingly) clearly marked with the child's name and class.
3. Children with EpiPens should have two; to be kept with them at all times. For emergencies only, a stock of spare 1x 150mcg (up to 5 years) and 1x 300mcg (6-12 years) Auto-injectors will be kept in the medical room for back up – this follows new guidelines from the Department of Health.
4. Inhalers should be kept in the classroom. For emergencies only, a stock of two spare Salbutamol inhalers will be kept in the medical room for back up – this follows new guidelines from the Department of Health. These will be administered as per the Guidance on the use of Emergency Salbutamol Inhalers in Schools (March 2015).

5. If parents want any non-prescribed medicine given, then they must complete a Healthcare Plan and the medication must have a label on it from the Pharmacy, confirming recommended dose and child's name. Unopened/sealed bottles of liquid paracetamol or ibuprofen can be accepted without a pharmacy label. Parents are welcome to come in to school to administer these themselves. Designated staff can administer these medications; however parents need to advise on dosage in line with the recommended amounts on packaging. The medicine will be stored as for the prescribed medicine above. School does administer Calpol from the school supply, but only if we have had prior written consent which will be obtained from parents at the beginning of each academic year – additional verbal over the phone consent will also be required from parent/carer before administering school Calpol. A follow up email will be sent to parents confirming the date, time and dosage given.
6. School will also administer anti- sickness tablets from our own supply, to pupils, but only with the written consent of the parent/ carer.
7. When administering medication, it is written on the Child's Individual Record Sheet on the reverse of the Healthcare Plan, dated and signed.
8. Staff to be aware of the existence of Healthcare Plans and arrange for completion if one is required.