KEA SCHOOL

ADMINISTRATION OF MEDICINES POLICY

Approved by:	Full Governors	**Date:** 10 November 2026
Last reviewed on:	Autumn 2 2026	
Next review due by:	Autumn 2 2029	
Signed by:		**Name:**

Policy Overview

Where possible, to ensure that children are able to attend for school on a regular basis, we will support children who need to have a prescribed medicine administered during the school day. However, the following guidelines will apply.

Prescribed Medicines

Medicines should only be brought to school when absolutely essential; that is where it would be detrimental to the child's health if the medicine were not administered during the school day. Medicines that have been prescribed by a doctor, dentist, nurse or pharmacist must be provided in the original container and include the prescriber's instructions for administration. Medication will be stored and administered as per the medication instructions.

Where possible all prescribed medicines should be preferably taken at home and where there are three dosages this is possible in the morning, after school hours and at bedtime.

Medication will be administered by trained staff in the presence of another member of staff. The child will be asked to confirm their name before any medication is administered.

Parents must complete an administering medicine form before office staff can administer medicine. Office staff administering medicine will record the medication, dose, date, time, & reason on Bromcom.

Medication must be brought to school and collected from school by the parent/carer. School staff will never give medication to children to take home.

Non-Prescription Medicines

Office staff, in certain cases (e.g. injury, sprain, tooth ache), will administer non-prescription medication such as Calpol and antihistamine to pupils provided parents have completed the administering medicine form. Medication will be stored and administered as per the medication instructions. Before administering any medication, office staff will check with parents/carers to confirm that the pupil has not exceeded the recommended daily dose. The medication, dose, date, time, & reason will be recorded on Bromcom.

Medication must be brought to school and collected from school by the parent/carer. School staff will never give medication to children to take home.

Long Term Medical Needs

Children admitted to the school, who have a long-term medical condition, may need a Healthcare Plan completed for them. Please see Medical Conditions Policy.

Administrating Medicines at Kea School. No child at Kea School will be given medicine without their parent's completing the administering medicine form.

Office staff administering medicines are volunteers and have no legal or contractual duty to do so and will always check:

• The child's name
• The prescribed dose
• Expiry date
• Written instructions by the prescriber on the label of container.

If in any doubt staff will not administer the medicine and they will seek advice from the parent/carer.

Office staff are trained to administer medication and are made aware of hygiene matters when administering medicines. PPE equipment (gloves) are always available if necessary.

Office staff administering medicine will record the medication, dose, date, time, & reason on Bromcom.

Refusing Medicines

If a child refuses to take medicine, staff will not force them to do so but will note this on Bromcom and inform parents as soon as possible and within the same day.

School Visits and Sporting Events

Where at all possible the above procedures will be applied when children are away from school on school visits or at sporting events.

For overnight trips/camps, prior permission is obtained from parents to administer specified non-prescription drugs at the leader's discretion should the child need them.

For off site medication administration a paper record log will be maintained.

Emergency Situations

All staff are required under Common Law Duty of Care to act like any prudent parent in an emergency situation. This may include taking such action as administering medicine.

Further information is contained in the Medical Conditions, Asthma and First Aid policies

Parental Agreement for Kea School to Administer Medicine

Kea School will not give your child medicine unless you complete and sign this form. Kea School has a policy so that the staff can administer medicine.

Name of school/setting	Kea C P School
Name of Child	
Date of Birth	
Year Group	
Medical Condition or Illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Time medication to be administered	
Start Date	
End Date	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy and include the prescriber's instructions for administration.

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Ms Lamerton or Mrs Trivett in the school office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Kea School staff administering medicine in accordance with the school's Administration of Medicines Policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is to be stopped.

Signature _____ Date _____

Record of Medicine Administered to an Individual Child

Name of School	Kea C P School
Name of child	
Date medicine provided by parent	
Year Group	
Name and strength of medicine	
Expiry date	
Dose and frequency of medicine	
Start Date	
End Date	

Staff signature _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Comments			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Comments			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Comments			