

ADMINISTERING MEDICINES AT SCHOOL POLICY



We love God and each other and follow the example of St Teresa.
We enjoy learning together and doing our best in a happy, healthy and welcoming community.
We learn to be responsible and caring citizens.
"Let us do little things well today".
St Teresa

Approved by:	Governing Body	Date: <i>Pending</i>
Last reviewed on:	July 2025	
Next review due by:	July 2027	

Policy Statement

At St. Teresa's Catholic Primary School, we are committed to supporting the health and wellbeing of our pupils. This policy sets out our procedures for managing and administering medication in line with the EYFS Statutory Framework 2025, 'Supporting pupils at school with medical conditions' (DfE), and best practice guidance. We recognise that some children may require medication during the school day to manage a short or long-term medical condition.

Aims

This policy aims to:

- Ensure that children requiring medication receive appropriate care and support.
- Clarify the roles and responsibilities of staff and parents.
- Promote safe storage and administration of medication.

Roles and Responsibilities

- Parents must inform the school of any medical conditions and bring medication to the school office.
- School staff may administer medicine if a parent/carer has completed the required written consent form.
- The school will keep a central record of all medicines administered.

Procedure for Administering Medicine

1. Parents/carers must take the medicine directly to the school office.
2. A school 'Administering Medicine' consent form must be completed in full and signed.
3. Medication must be in the original container, clearly labelled with the child's name, dosage, and instructions.
4. Medicines will be stored securely in a cabinet or fridge as required.
5. A designated member of staff will administer the medicine in line with the instructions provided.
6. Each administration will be recorded in the school's medical log and signed.

Emergency Medication and Individual Health Plans

Children with long-term medical conditions (e.g. asthma, epilepsy, diabetes, allergies) will have an individual health plan developed with the family and relevant health professionals. Emergency medicines such as inhalers or adrenaline auto-injectors must be clearly labelled and accessible at all times.

6. Monitoring and Review

This policy is reviewed annually by the SLT and SENCo to ensure compliance with statutory guidance and evolving best practice. Records of medicine administered are monitored termly.