

## ADMINISTRATION OF DRUGS & MEDICINES TO CHILDREN

1. No drugs/medicines shall be given to a child other than those for whom there is a Medication Consent Form.
2. Our New Starter form asks parents to provide information of any medical conditions that apply to their child. Details and photographs of children with medical conditions are kept on the noticeboard in the staff utility room.

Parents/Carers must complete a Medication Consent Form for each particular medicine. This completed form must be given by hand, together with the drugs/medicines, to a member of staff. This member of staff will be responsible for the organisation of the administration of the drugs/medicines, preferably by the child's keyworker. This information **must** be shared with the child's keyworker. If this is not possible it must be shared with the Headteacher or Deputy Head teacher.

3. Only drugs/medicines prescribed by a registered Medical Practitioner may be administered to children.
4. Drugs/medicines must only be administered to the child for whom they are prescribed.
5. All drugs/medicines must be kept in original container stating for whom they are prescribed and all dosage information.
6. All drugs/medicines must be stored as shown on the original container label.
7. Staff will obtain information about the time and amount of the previous dose of medication when the parent fills in the consent form
8. The actual member of staff administering the dose must sign the Medicine Record.
9. A record of drugs given should be made indicating the time, dosage and signed by the person administering the dose. This information will be shared with the parent when they collect the child.

10. The Headteacher/Deputy Headteacher will initial the Medicine Record each time a dose is given.
12. While a child is having medicine administered at school, the forms will be kept on the “medical conditions” board in the staff utility room.
13. Once the course of treatment has been completed, the child’s keyworker will put the form with the child’s record.
14. Unwanted or unused medicines must be returned to the parent/carers for disposal/on-going use.
15. Creams or ointments will only be applied to a child whose parent/carers has signed a Medication Consent Form.
16. Training will be provided to administer any medicines that require technical knowledge e.g. epipens, blood sugar checks

Reviewed: Autumn 2025  
Next review: Autumn 2026