



Alsager School

## ADMINISTRATION OF MEDICATION POLICY

Prepared by  
Mrs L Young, Deputy Headteacher  
April 2026

Presented for approval  
At the Resources Committee Meeting  
On May 6 2026  
and subsequently approved and adopted on the same date.

Joint Vice Chair of Resources Committee:  
Mr C Christian

Signature: *Colin Christian*

I confirm that typing my name above constitutes my signature.

Date: 06/05/2026

## Aims

The aim of the School is to ensure that all staff and parents/carers are aware of the procedures to be followed in the administration of prescribed medication to children.

***This policy works alongside the 'First Aid Policy' and the 'Medical Conditions Policy'.***

## Background

Alsager School understands that the safe and effective administration and management of prescribed medication to be a part of its duties and procedures to safeguard the health and well-being of children in its care.

**Please note that parents should keep their children at home if acutely unwell or infectious.**

Many children have the occasional or regular need to take prescribed medication to keep them in good health and to ensure their well-being. Alsager School is keen to ensure that the need for medical care or the administration of prescribed medication does not stop children from attending regularly and will therefore arrange for the administration of certain medication by advance agreement with their parents or carers. Medication will be self-administered under staff supervision where appropriate. If a child is deemed unable to do so due to their medical condition, medication will then be administered by a member of staff. (For example, epi-pen).

Alsager School understands the importance of ensuring that medication is administered correctly. We understand that mistakes involving medication may be injurious to the health and well-being of a child and we will do all to ensure that its policies and procedures are robust and reflect good practice in line with national guidance.

## Policy

To safeguard the health of children, certain prescription medication will only be administered by staff when the student is deemed unable to self-administer and by staff who have agreed to oversee the administration of medication.

All medications must be prescribed by a doctor and brought into school in the prescription box/bottle, labelled with the contents, the child's name, and the dosage clearly visible.

NO medications, including pain killers (e.g. aspirin or paracetamol, including "junior" forms such as Calpol) are supplied by school

Alsager School will only administer prescription medication that is essential to the health of a child and where it would be detrimental to a child's health if the medicine were not administered

during the school day. Parents are encouraged to give doses outside the school day if possible e.g. 3 times a day could be taken in the morning, after school and at bedtime.

The need for medication, along with all other relevant health details, should be discussed with the child's parents/carers during the registration of a new child.

Children with complex or long-term medical or health needs will have a healthcare plan agreed with the parents/carers and other relevant health care professionals, if required, which may include a long-term plan for the administration of medication.

Prescription and non-prescription medicines will only be administered at school:

- > When it would be detrimental to the pupil's health or school attendance not to do so, **and**
- > Where we have parents/carers' written consent

Parents must complete the "request to store medication" form (available from reception), Giving signed consent for the medication to be stored and/or administered.

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.**

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- > In-date
- > Labelled
- > Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Administration of medication will, in the majority of cases, be conducted by the student. The medicine will be kept in the school first aid room in a secure locked cabinet. The student can attend student reception at the appropriate times and self-administer the medication. Pupils who need an EpiPen will carry one in their blazer pocket. Spare EpiPens will be carried by PE staff if they teach a child who requires an EpiPen in their lesson.

The responsibility for administration of the medicine at all times remains with the student. The school is not obliged to administer medication, but where it agrees to do so, will follow this policy and any agreed health care plan.

Where a student refuses to take their medication, no attempt will be made to coerce or make them take it, but the refusal will be recorded and the parents/carers informed.

When administering medication staff should do the following:

- a) Check that a signed consent form is in place.
- b) That at least one dose of medication has been taken by the child, at home, under the supervision of a parent before bringing their medication into school.
- c) Check the administration record to ensure that the medication is due.
- d) Check the identity of the child.
- e) Check the label of the medication for the name of the medication, the name of the child, the strength of the medication and the expiry date of the medication.

Staff will support the administering of the medication as instructed on the label and as specified in the written permission from the parents/carers. Great care should be taken in ensuring that the correct amount is given by the correct route. Wherever possible, a second member of staff should check and witness the administration.

Accurate, signed records should be kept of all medication administered, withheld or refused by the student.

- School will store 2 EpiPens in the locked medical store.

Any side effect or reaction noticed by staff to any medication taken by a pupil will be reported to the front office which is the main first aid point within the school.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has changed or ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Any out-of-date medication should be collected by the parent/carer and if not collected the School will dispose of via the local pharmacy.

### **Cost of first aid supplies**

If your child requires first aid assistance following an incident or sustains an injury outside of school, the school reserves the right to pass on the cost of first aid supplies to parents/carers.

### **Expectations of the Headteacher, Governors and Senior staff**

- To ensure the protection of health and safety of staff and children at all times.
- To ensure that all policies and procedures are effectively implemented.
- Regularly review and audit provisions in this area to ensure that policies, procedures and arrangements are adequate.
- Ensure that adequate numbers of staff are trained to administer medication to cover staff sickness, holidays and other absence.
- Arrange any training required.

- Monitor the administration of medication carefully to ensure that the procedures are being carried out properly and that they are clear to all.
- Obtain feedback from staff highlighting any areas of concern or identifying any training needs they may have.
- Ensure that all staff and parents are aware of this policy.
- Ensure that the policy is regularly reviewed and updated.

### **Expectations of Staff**

- Only staff who are first aiders will oversee the administration of medication, with the exception of EpiPens.
- All staff in school are able to administer EpiPens. PE staff must carry a spare EpiPen when teaching outside, with a pupil in their class who requires an EpiPen.
- All staff in school have a duty to comply with agreed policies and procedures at all times.

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**This policy will be made available on the school website.**

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