



St John's
School Billericay

Administration of Medicine in School Policy

Date:	July 2025
Those Responsible:	Mr A Angeli - Headteacher Mrs A Fleming – Deputy Headteacher
To be reviewed:	July 2026

St John's School

Administering Medicines in School Policy

Most pupils will at some time have a medical condition that may affect their participation in school activities. For the majority this will likely be short-term and may perhaps involve finishing a course of medicine. However, other pupils may have long-term health conditions which require medication such as an asthma pump or an epipen to be administered in the case of an emergency.

Parents or guardians have the prime responsibility for their children's health and must provide the school with information about any medical condition.

It is preferable that parents administer medicine to the child.

There is no legal duty which requires school staff to administer medicine; this is a voluntary role.

Staff who provide support for pupils with medical needs or who volunteer to administer medicine will require access to relevant information and training.

Short Term Medical Needs

Medication must only be taken at school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours e.g., a dose before school, a dose after school and one before bedtime. Parents should ask the prescribing doctor or dentist about this.

However, the school recognises that sometimes children do need to take medicines in school time. If this is the case, there must be prior written agreement, from parents for any medication, prescription or non-prescription, to be given to a child. This written agreement must also include the dosage.

Medicines must only be handed over to the school office in a named container. They should not be handed over to the class teacher or left in the child's bag or blazer pocket.

Administration of non-prescription medication

The school will **not** give non-prescribed medication to pupils. However, the follows exceptions apply:

Calpol – Calpol will be only administered in exceptional circumstances of illness. This should be provided by the parents/carers and a medicine form should be signed by the parents/carers.

Paracetamol – Paracetamol may be administered to pupils in the Senior School for headaches, menstrual pains, toothache etc. The tablets will be kept in the School Office and should be provided by the parents. A permission form will be required.

Long term Medical Needs

The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. The school will need to know:

- Details of the condition
- Special requirements
- Medication and any side effects
- What to do, and who to contact in an emergency

Some children require a health care plan to identify the level of support that is needed at school. The plans may identify specific training needed by volunteer staff. Staff must not give medication without appropriate training.

Administering Medicines for Short Term and Long Term Medical Needs

No pupil should be given medication without parental consent.

Staff should check:

- Pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Self Management

It is good practice to allow pupils who can be trusted to do so to manage their own medication from an early age. With this aim in mind, and for reasons of immediacy, children with inhalers will be expected to administer the required dose themselves. At the teacher's discretion, children may also carry their inhaler or keep it in their drawer. Other inhalers should be kept in the classroom in a safe place known and accessible to the children. All inhalers must be named. Children are reminded not to share inhalers.

Refusing Medication

If pupils refuse to take medication, the school will not force them to do so and will inform parents immediately.

Record Keeping

Parents are responsible for supplying information about medicines and for letting the school know of any changes to the prescription or the support needed. Parents/carers are responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to replace any medication with a replacement before expiry.

Staff keep a written record of the dates and times of administration.

Storing Medication

Any medication must be in a container that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and within expiry date. Where a pupil needs two or more prescribed medicines, each must be in a separate container. Medicines are kept in the office.

Disposal of Medicines

The school does not dispose of medicines. Parents must collect medicines held at school and are responsible for the disposal of out-of-date medicines.