



Barnett Wood Infant School

Administration of Medicines Policy 2026-28

Barnett Wood Infant School

Policy Impact Statement and Updates

Policy:	Administration of Medicines Policy
Date of review:	September 2026
Governor/s responsible:	Paul Tylor / Sophie Bloxam
Status / date of next review:	Biennial – September 2028
How well has the policy achieved its purpose and outcomes?	
The purpose of this policy is to ensure that medicines required by pupils during the school day are managed and administered safely, accurately and consistently. It sets out clear responsibilities and procedures for parents, staff and the school so that pupils with medical needs are supported effectively, medicines are stored and administered appropriately, accurate records are maintained, and children are able to attend and participate in school as fully and safely as possible.	
Updates and/ or changes to policy:	
September 2026	The previously named policy 'Administering Medicines and Managing Allergens' has been separated into two policies in line with guidance on Allergy Safety DfE 2026

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils and or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

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1. Purpose

Barnett Wood Infant School aims to support pupils who need medicines during the school day so that they can remain safe, healthy and included in education. This policy sets out the school's arrangements for receiving, storing, administering and recording medicines and for supporting pupils with longer-term medical needs. Allergy-specific risk management and anaphylaxis arrangements are set out in the separate Allergy Safety Policy.

2. Responsibilities

- Parents/carers are responsible for providing accurate, up-to-date information, written consent where required, medicines in the original labelled container, and replacement medicines before expiry.
- The Headteacher is responsible for ensuring appropriate arrangements, staff training and safe systems are in place.
- Designated office staff, the Headteacher and other trained senior staff may administer medicines as part of agreed school arrangements. Staff will only undertake tasks for which they have appropriate information, instruction and training.
- Where a pupil's needs are beyond the school's competence or require clinical delegation, the school will seek advice from appropriate healthcare professionals and agree safe arrangements before the support is provided.

3. Information from parents/carers and healthcare professionals

Parents/carers must tell the school about medical conditions and medicines needed during the school day, including changes to dosage, timing, formulation or treatment plans. The school may seek clarification from the child's GP, consultant, school nursing team or other relevant healthcare professional, with appropriate involvement of parents/carers.

Children with longer-term or complex medical needs may require an Individual Healthcare Plan (IHP). Where a healthcare professional has issued a care or action plan, it will be attached or clearly referenced rather than rewritten in a way that could alter clinical instructions.

4. Prescription medicines

- Parents/carers must provide written agreement for medicines to be administered by school staff. The school's medicine request/consent form will record the medicine, dose, time, method and relevant instructions.
- Prescription medicines must be supplied in the original container as dispensed by the pharmacy, clearly labelled with the pupil's name and the prescribed dosage and frequency. The school will not alter a prescribed dose or accept medication that has been decanted into another container.
- Any discrepancy between parental instructions and the dispensing label will be resolved before administration, with advice sought from the parent/carer and, where necessary, a pharmacist or healthcare professional.
- Where possible, medicines should be prescribed in a way that avoids the need for a dose during school hours. Where this is not possible, the school will make reasonable arrangements to administer the medicine safely.

5. Non-prescription medicines

A non-prescription medicine will only be given to a pupil where there is specific parental consent and the Headteacher or person in charge has agreed that school administration is appropriate. The medicine must be suitable for the child's age and supplied/used in accordance with the product instructions. The school will not give aspirin to a child unless prescribed by a doctor.

Any school-held stock of children's pain relief will be managed carefully, with parental consent confirmed before administration, checks to prevent duplicate dosing, and a written record of the dose and time given.

6. Storage and access

- Medicines will be stored in accordance with the manufacturer's instructions, including temperature requirements, and normally in the original labelled container.

- Non-emergency medicines will be stored securely and out of reach of pupils. Medicines requiring refrigeration will be stored appropriately and securely.
- Emergency medicines must remain readily accessible to the adults who may need to administer them. Adrenaline devices and asthma reliever inhalers are governed by the Allergy Safety Policy and relevant IHP/Action Plan and must not be made inaccessible by locked or remote storage.
- A record will identify where each pupil's medicine is stored. Medicines will not be transferred between pupils.

7. Administration procedure

1. Check the pupil's identity.
2. Check the written consent/instructions and the medicine label.
3. Check the medicine name, prescribed dose, route, time and expiry date.
4. Check whether the dose has already been given and whether any minimum interval applies.
5. Administer the medicine in accordance with the written instructions and any relevant IHP/care plan.
6. Record the date, time, dose and name/signature of the staff member who administered it.
7. If a pupil refuses medicine, do not force them. Record the refusal and inform the parent/carer; seek urgent advice where missing the medicine may place the child at immediate risk.
8. If an error occurs, seek appropriate medical advice promptly, inform the Headteacher and parent/carer, and record the incident.

The school may use practical reminder systems, including alarms, where this supports timely administration.

8. Self-management

Because Barnett Wood is an infant school, most pupils will require adult support with medicines. However, a pupil's developing ability to manage their own medication will be considered individually with parents/carers and healthcare professionals. Where self-management is agreed, the IHP will state the level of supervision and how rapid access to the medicine will be ensured.

9. Individual Healthcare Plans and long-term medical needs

- An IHP will be considered where a medical condition requires arrangements additional to or different from normal school provision, creates a risk of harm, or has a significant impact on participation, attendance or learning.
- The plan will describe the support the school will provide, daily care requirements, emergency arrangements, medication and storage, staff responsibilities, trips and review arrangements.
- Plans will be developed with parents/carers and the pupil where appropriate and will take account of relevant healthcare advice.
- The plan will be reviewed regularly and whenever the pupil's condition, medication or healthcare advice changes.

10. Asthma and allergy emergency medicines

Detailed arrangements for allergy, anaphylaxis, prescribed adrenaline, school spare adrenaline devices and the emergency salbutamol inhaler are contained in the Allergy Safety Policy. Staff must follow the pupil's current Allergy Action Plan or Asthma Action Plan where one has been issued.

Emergency medication must be immediately accessible when required, including during PE, lunchtime, clubs and educational visits. A pupil who becomes acutely unwell must not be sent alone to obtain medication or to seek help.

11. Educational visits and off-site activities

- The trip leader will identify medical needs as part of the visit planning and risk assessment.
- Office staff will prepare the agreed medicines and relevant medical information for the trip leader, with a verbal handover where needed.
- The pupil's required emergency medication will travel with the group and remain readily accessible.
- A trained/briefed member of staff will be responsible for administering or supervising medicines as set out in the IHP or consent arrangements.
- Any medicine administered off site will be recorded and the record returned to the school.

12. Sport and physical activity

Pupils with medical conditions will be supported to participate in physical activity wherever it is safe to do so. Staff leading PE, swimming or other physical activity will know about relevant medical needs, necessary adjustments and emergency medication. Reliever inhalers and other emergency medicines must be available without delay.

13. Emergency procedures

If a pupil or adult has a life-threatening medical emergency, staff will call 999 without delay and follow any relevant IHP or action plan. A member of staff will take charge, allocate tasks, arrange access for the ambulance, inform parents/carers and record any medicine given and the time it was given. Where a child is taken to hospital by ambulance and a parent/carer is not present, a member of staff will accompany the child and remain until the parent/carer arrives. Staff will not transport a child to hospital in a private car in an emergency.

14. Record keeping

- Written parental consent/request forms will be retained in the school's medical records.
- Each administration will be recorded with the medicine, dose, date, time and person administering it.
- Refusals, errors, adverse reactions and relevant communications with parents/carers or healthcare professionals will be recorded.
- Records will be stored and shared in accordance with the school's data-protection arrangements.

15. Expiry, return and disposal

Parents/carers remain responsible for replacing prescribed medicines before expiry. The school will monitor expiry dates as part of its routine checks and will remind parents/carers where practicable. Unused or expired medicines will normally be returned to parents/carers for safe disposal. Used or expired adrenaline auto-injectors require safe disposal because they contain a needle; arrangements are set out in the Allergy Safety Policy.

16. Confidentiality and information sharing

Medical information will be treated confidentially and shared only with staff who need it to support the pupil safely. The Headteacher will balance the pupil's privacy with the need for adults responsible for the pupil to understand relevant medical needs and emergency actions.

17. Complaints and concerns

Concerns about the administration of medicines should be raised with the Headteacher in the first instance. Formal complaints will be managed under the school's complaints procedure. Any safeguarding concern will be addressed in accordance with the school's safeguarding procedures.

Appendix 1 - Request for an ambulance

- Dial 999 and ask for an ambulance.
- Give the school telephone number and your name.
- Location: Barnett Wood Infant School, Barnett Wood Lane, Ashted, Surrey, KT21 2DF.
- Give the child's name, symptoms and exact location in school.
- State any medicine already given and the time it was administered.
- Arrange for an adult to meet the ambulance at the vehicle gate and direct the crew.

Appendix 2 - School administration checklist

- Written parental request/consent received.
- Original labelled container checked.
- Pupil, medicine, dose, route, time and expiry date checked.
- Relevant IHP/action plan checked where applicable.
- Administration recorded immediately.
- Parents/carers informed of any refusal, error, adverse effect or emergency.

Related documents

- Allergy Safety Policy
- Individual Healthcare Plans and relevant clinical care/action plans
- First Aid Policy
- Educational Visits procedures,
- Safeguarding/Child Protection Policy
- Data Protection Policy