



NEWNHAM ST PETER'S C OF E PRIMARY SCHOOL
Cherish Everyone ~ Flourish Together ~ Serve Others

ADMINISTERING MEDICINE PROCEDURE

At Newnham St Peter's Primary School, we recognise that some children may need medication during the school day. To ensure the safety and well-being of all pupils, we have clear procedures for administering medicine in school.

General Principles

Medication will only be administered when absolutely necessary and prescribed by a doctor.

Parents/carers must complete a *Parental Agreement to Administer Medicine* consent form (available online) before any medicine is given at school.

Bringing Medication to School

Medicine must be handed directly to the school office by a parent/carer. Children must not bring medicine themselves.

If a child attends wraparound care, the medication must be handed to the wraparound or breakfast club staff, who will ensure it is passed on to the school office.

Medication must be in its original packaging, clearly labelled with the child's name and dosage instructions.

Parents are responsible for ensuring medication is in date and must collect any unused medication from the school office. The school cannot store expired or unnecessary medication.

Providing Consent and Dropping off Medication

Parents/carers must complete and sign a *Parental Agreement to Administer Medicine* consent form at the office before any medication can be administered.

For children attending wraparound care, *Parental Agreement to Administer Medicine* consent forms are available there. Medication, along with a signed consent form, must be handed over to wraparound/breakfast club staff, who will pass it on to the office.

Storage and Administration

Medication will be stored securely in the office, except for long-term medications (e.g., inhalers, EpiPens), which will be kept in a designated medical bag in the classroom and carried by an adult when the child moves around school.

Medication will be administered by a designated staff member, following the provided instructions.

A record will be kept of all administered medication, including date, time, and dosage.



The first dose of any new medication must be given at home to monitor for any adverse reactions.

If a child refuses medication, parents will be informed, and alternative arrangements will be discussed.

If a child requires emergency medication (e.g., inhalers, EpiPens), staff will follow the child's Individual Healthcare Plan (IHP).

Collection of Medication

It is the parent/carer's responsibility to collect any medication from the school office at the end of the school day if needed.

For children attending wraparound care, the wraparound staff will also collect the medicine from the office at the end of the day.

Long-Term Medication & Medical Conditions

Long-term medication is stored securely in a designated medical bag in the classroom and is always carried by an adult when the child moves around the school or goes on a trip. This ensures that medication is always available when needed.

For children requiring long-term medication, an Individual Healthcare Plan (IHP) will be developed in consultation with parents and healthcare professionals.

Parents/carers must update the school with any changes to their child's medication or condition.

Parents/carers must ensure medications are in date and provide replacements when needed.

Emergency Situations

If a child experiences a medical emergency, staff will administer any prescribed emergency medication and contact emergency services if necessary.

Parents/carers will be notified immediately.

For any questions or to complete a *Parental Agreement to Administer Medicine*, please contact the school office.

Our *Parental Agreement to Administer Medicine* consent form is also available on our website.

Thank you for your cooperation in keeping all children safe and well.