

MERTON COURT SCHOOL



Administration of Medication policy

Signed by the Headmaster/Proprietor:	
Shared with staff:	22/9/26
Put on Website:	22/9/26
To be reviewed by June 2027: Headmaster/Proprietor, Advisory Board & DSL	

Applies to:

- **The whole school including the Early Years Foundation Stage (EYFS), Breakfast Club, After School Club, Holiday Playscheme, and all other activities provided by the school, inclusive of those outside of the normal school hours;**
- **All staff (teaching and support staff), the Headmaster/Proprietor and volunteers working in the school.**

Other relevant documents:

- Admissions Policy
- Communications Policy
- Educational Visits
- First Aid Policy
- Allergy Policy
- GDPR & Data Protection Policy
- Keeping Children Safe in Education (September 2026)
- Statutory Framework for the EYFS (September 2026)

Availability

This policy is made available to parents and staff in the following ways, on the staff shared drive, and on request, a copy may be obtained from the School Office.

Medication should only be brought into School when it is essential, and in all cases the child's Form teacher and Office staff must be informed.

The Advisory Board

The Advisory Board has a duty under section 175 of the Education Act 2002 to ensure *"that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are children at the school"*.

This Policy has been discussed and accepted by the Advisory Board members.

This policy is a working document and is open to regular review by all staff members. Any suggested amendments will be presented to members of the Advisory Board for discussion at a meeting following a review. It will be formally reviewed as appropriate.

Management of the Policy

The Headmaster/Proprietor and all members of the Leadership Team will familiarise themselves with this policy, and ensure all Staff, the Advisory Board and Volunteers are aware of the procedures to follow should the need occur.

It is the responsibility of parents to ensure that their children's auto-allergy injector pens (AAIP's)/inhalers/hay fever medication are kept in date. School keeps a record of all medication kept in school and expiry dates of auto-allergy injector pens (AAIP's) and inhalers. It is the responsibility of parents to ensure all medication is in date and dispose of any expired medication.

School staff are not obliged to administer medication to children. If a child is unable to self-medicate then parents/carers will need to come into school to administer the medication.

The medication must be in its original packaging stating the child's name, prescriber's instructions, (dosage and frequency), and expiry date.

Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.

The parent should fill in and sign a Consent for the Administration of Prescribed Medication Form (Appendix A) and the child's form teacher/TA/office staff will record the date/time that medication was taken.

Should a child refuse the medication, this will be recorded and the parent informed.

Children are encouraged to self-medicate but parents must complete and sign the Consent for Self-Medication Form (Appendix A)

Staff will not give children medication or allow them to share medications they have brought in from home. Parents will be contacted regarding this.

Asthma pumps/auto-allergy injector pens (AAIP's) will be kept by children or in their class, so they have immediate access to them. EY-J3 will keep these with their form teacher. S1-S4 will have these with them.

To administer medicine, a member of school staff needs to be present, and the dose needs to be recorded on the Medication Record Form (Appendix A) which is kept in the child's form room and then child's file in the school office.

Should there be a child who needs emergency specialist medication in a life-threatening situation e.g. requiring the use of an auto-allergy injector pen (AAIP's) or insulin, no consent will be sort from the parents.

Spare auto-allergy injector pens (AAIP's) are located and sign posted throughout School.

The School has a defibrillator for emergencies located outside the sports hall.

All staff have had training on how to administer auto-allergy injector pens and the defibrillator.

Senior children may administer their own medication once school has received a completed and signed form from parents. The children are supervised by a member of staff.

If Junior children require medication during the school day, where possible, parents/carers are asked to come into school to administer these to their own children.

Storage of Medication

All medication is held in lockable cupboards with a green/white cross sticker on it or in the locked fridge in the main Staff Room (except for children's emergency medication). Locked with a combination padlock of which all staff know the code. For EYFS children medication is stored in the lockable fridges in their areas.

Spare Auto-allergy Injector Pens (AAIP's) are stored around the school and marked with an orange/black sticker. Signs indicating where the nearest spare Auto-allergy injector pen (AAIP) is kept are displayed around the school.

Out of date medication will be sent home and given to the parents/carers in person by the form teacher/TA or office staff.

Staff medicines must be stored in a secure locker and not left in any unlocked place within the School.

Guidance on specific medical conditions

Anaphylaxis

All children who suffer from Anaphylaxis (severe allergy) are prescribed an auto-allergy injector pen. The child's auto-allergy injector pen is kept readily available (including spare backup pens).

Signs (orange/black) are displayed around the School indicating where school spare auto-allergy injector pens (AAIP) are stored.

Staff have regular in-house training on how to use an auto-allergy injector pen (AAIP) especially if taking the child on an Educational Visit outside school.

A list of children who have an auto-allergy injector pen (AAIP) is displayed in the School Office, Staff room, Early Years, J1, Sports Office, Kitchen and Afterschool Club and included on Form Lists.

Asthma

All children with asthma carry their inhaler with them and always have access to their inhaler. Parents of children in S1-S4 should provide a reliever inhaler for their child which can be given to their teacher, kept in a cupboard in their classroom marked with a green/white cross sticker, or, if the child is responsible enough, kept in their School bag when moving around the school. EYFS Practitioners will take any necessary inhalers/auto-allergy injector pens (AAIP's) with them as they move around the school doing activities.

An updated list of children with asthma is kept in the School Office. If a child has an asthma attack, the parents will be phoned immediately and an ambulance called.

Epilepsy

Types and severity of epileptic seizure can vary enormously. In the event of a child having a seizure the staff member will immediately call for help and the child's parents will be phoned. Members of staff will prevent others from crowding around; remove any immediate danger to the patient and provide cushioning for head; they should not attempt to restrain the convulsive movements or put anything in their mouth; stay with the person until recovery is complete; Once convulsions have stopped, check for injury, check airway and roll person into recovery position, maintain dignity and throughout talk calmly and reassuringly; Inform parents and record details of the episode, especially how long it lasted; The staff member should then call an ambulance if it is believed to be the child's first seizure, the seizure lasts more than 5 minutes, one seizure follows another without the person regaining awareness between them, the person is injured during the seizure or the person needs urgent medical attention. Certain children are prescribed "**Rescue Medication**" which needs to be administered if the seizure is longer than a specified time, so it is important to make a note of the time the seizure starts to relay this information to the teacher.

Diabetes

Should a child with diabetes join the School, their form teacher would meet with the parents to discuss a care plan whilst the child is at school. Most children learn to do their own injections from an early age. The first aid room can be made available as a private place for injecting insulin or testing blood sugar levels if required and as a safe place for storage of and disposal of insulin and sharps. The catering staff will be informed and will arrange any special dietary requirements in consultation with parents. Teaching ways of recognising signs and symptoms of low or high blood sugar levels would be given to all staff involved with the child.

Hygiene/Infection Control

All staff will be made familiar with normal precautions for avoiding infection and will follow basic hygiene procedures (Appendix C).

MERTON COURT SCHOOL

APPENDIX A Administration of Prescription Medication

Dear Parents

Legally schools are not compelled to administer medication to children, because of the risks involved and possible legal consequences. Parents should come into school to administer medicine; alternatively, we would encourage all children to administer their own medication under the supervision of a member of staff.

If, however, this is genuinely not possible, the school may administer medicine to the children in its care, but imposes the following conditions:

1. Parents must ensure that all medicines are labelled clearly with the name of the child, date when prescribed, dosage and the times that the medicine should be administered, along with expiry date.
2. Only medicines prescribed by a medical practitioner will be administered eg doctor, dentist, nurse or pharmacist.
3. Parents must hand medicines directly to the form teacher or school office staff.
4. Parents must fill in and return the consent form below, giving permission for the medicine to be administered at the school.

Yours sincerely

Dominic Price

REQUEST FOR THE ADMINISTRATION OF PRESCRIPTION MEDICINE IN SCHOOL

To be completed by the parents/guardian of any child to whom medication may be administered under the supervision of school staff.

Please complete in block letters

Child's name: _____	Form: _____
Doctor's Name: _____	Doctor's Tel No: _____

A Doctor, Nurse, Dentist, Pharmacist has prescribed the following:

Name of Drug/Medicine to be given:	When to be taken, before/after food:	Date:	How much:	Period of Treatment:
1.				

NB: Parents are responsible for keeping medicines up to date, for notifying school of any changes and removal of out-of-date medicines and return to the dispensing pharmacy.

Please record below any special/emergency procedures to be followed or side effects known.

PLEASE DELETE AS APPROPRIATE

I request that the treatment be given in accordance with the above/attached information. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises. I will inform you immediately of any changes in the above.

I undertake to supply the school with the medicines in properly labelled containers, including a 5ml medicine spoon or oral syringe for liquid medicines.

I understand that whilst school staff will use their best endeavours to carry out these arrangements, no legal liability can be accepted by School staff or Headmaster/Proprietor in the event of any failure to do so, or of any adverse reaction by my child to the administration of the drug.

I give consent for my child to administer their own medication.

Signed: _____
(Parent/Guardian)

Date: _____

Teacher's or School Office staff initials: _____

Confirmation of Prescription Medicine Given

Name of Child	Name of Medication	Date	Time	Amount administered	Any reaction (describe)	Name of staff administering