

Administration of Medicines Policy

Mersey Park Primary School



1. Policy Statement

Mersey Park Primary School is committed to ensuring the health, safety, and well-being of all pupils. We recognise that some pupils may need to take medication during the school day. This policy outlines the procedures for safely managing the administration of medication to ensure consistency, accountability, and care.

2. Aims

- To support pupils who require medication during the school day to access education fully.
- To ensure medication is administered safely and appropriately.
- To comply with legal requirements and guidance (e.g., Department for Education, local authority guidance).

3. Responsibilities

- **Parents/Carers** are responsible for:
 - Providing accurate, up-to-date information about their child's medical needs.
 - Supplying medication in the original container, clearly labelled with the child's name, dosage, and administration instructions.
 - a doctor's note should be received to the effect that it is necessary for the child to take medicine during school hours. This note should give clear instructions concerning the dosage.
 - Signing the Parental Agreement form.
- **School Staff** are responsible for:
 - Ensuring that authorised staff administer medication.
 - Keeping secure and accurate records of medication administered on Medical Tracker
 - Storing medication securely.
 - Carried out a risk assessment with guidance from legislations:
 - Health & Safety at Work Act 1974
 - Management Regulations 1999
 - Equality Act
- **Headteacher/Senior Leadership Team** are responsible for:
 - Ensuring staff are trained where necessary.
 - Maintaining up-to-date records and this policy.

4. Medication Administration Procedures

- Only prescribed medication or non-prescription medicines (with prior parental consent) will be administered.
- Medication will only be given if it is essential and cannot be taken outside of school hours.
- A Parental Agreement form must be signed before any medication is administered.
- Medication will be administered by authorised staff, witnessed by a second adult where possible, and logged on Medical Tracker.

5. Storage of Medication

- Medication will be stored in a locked cupboard or fridge as required
- Pupils must not carry medication (except in agreed cases such as asthma inhalers or EpiPens).
- Expired or unused medication will be returned to parents/carers.
- Display Emergency Action Card in Home/School Liaison Room, Lower PPA Room and Main Office

6. Emergency Medication

- Emergency medication (e.g., EpiPens, asthma inhalers) will be readily accessible to trained staff.
- Individual Health Care Plans will be developed for children with specific medical needs, in consultation with healthcare professionals and parents and uploaded to Medical Tracker. These will be reviewed annually.

7. Record Keeping

- A log will be maintained for each instance of medication administered on Medical Tracker, including date, time, dosage, and staff initials.
- Any errors in administration will be reported to the Headteacher immediately and parents/carers will be notified.
- All records maintained for 21 years or in line with school retention of documents policy.

8. Staff Training

- Staff involved in administering medication will receive appropriate training and regular refreshers.
- Records of training will be maintained by the school.

9. Medication Incidents

- Use Emergency Action Card -Medication Incident

- Carry out an investigation use **Form F 09 Accident Investigation or equivalent.**
- Establish root cause.
- Establish actions to take to prevent a recurrence.
- Review administration process.
- Review staff training
- Revise this risk assessment and share with staff who administer medication. Staff to sign they have read and understood.

10. Review

This policy will be reviewed annually or following significant changes in legislation or school procedures.

April 2026