



Caversham Preparatory School

Policies and Procedures

Administration of Medicines Policy and Procedures

Administration of Medicines Policy and Procedures

Procedures for the administration of medication for all of the children in the school including those in the Early Years Foundation Stage.

Procedures

- If a child requires medication during the day, parents must complete the permission side of the **School Medication Record Sheet** before the medication can be given. The medication must be clearly labelled.
- It is the parent's responsibility to notify the school if there are any changes to the requirements during the course of the medication. A new **School Medication Record Sheet** must be issued and signed.
- The staff member receiving the medication will ensure that all other staff members are aware of the need for this medication. An agreement will be reached by the team as to who will be responsible for giving the medication to the child.
- The person responsible for giving the medication will check the child's medication record before giving the medication and ensure that the child receives the correct dose at the correct time.
- The person responsible for giving the medication will ensure that the medication record is completed immediately.
- A member of staff will supervise the administration of the medication and a second member of staff will witness the administration of the medication and sign the medication record.

These procedures will in no way delay or prevent staff from seeking medical advice or assistance if they feel it is necessary.

All medication will be stored appropriately, safely and in accordance with the manufacturer's instructions, away from the children.

Long term medication such as inhalers and EpiPens will be checked regularly by the Lead First Aider to ensure that it is in date.

The school cannot take responsibility for giving medicines where timing is of vital importance. Parents will be invited to come to school to administer or keep the child at home until the course is finished.

If a child has a serious condition requiring regular medication the pupil will have a Medical Care Plan (MCP) which clearly details the medication required, dosage and storage. See [Managing Medical Conditions Policy](#) for more details.

Staff must lock their own personal medicines away in the staffroom where children have no access. Medicines will not be kept in handbags, coat pockets or desk drawers or anywhere near the children. This includes over the counter remedies such as cough lozenges or pain killers. All sanitary products or personal hygiene items must be kept in the staff toilets.



Caversham Preparatory School

Policies and Procedures

Administration of Medicines Policy and Procedures

Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- First Aid Policy
- Managing Medical Conditions Policy

Quoted Legislation and Guidance

Review Schedule

This policy is reviewed by the Head Teacher or Bursar at least every 3 years or if needed to respond to a situation.

Update and Review Log

Updated/ Reviewed By	Date	Notes
C Neal	12.02.19	
J Lawson	07.09.20	Reference to staff locking own medicines away in staffroom
J Lawson	08.02.21	Reference to Managing Medical Conditions Policy
A Lawson	15.05.22	Review
J Lawson	Sept 2022	Review prior to staff induction. Para on over-the-counter remedies and personal hygiene items added.
J Lawson	Sept 2025	Reviewed for INSET 2025