



All Semley CE VA School policies apply to year R to 6 inclusively or Semley CE VA School Staff	
Name of Policy	Administration of Medicine
Agreed by the Governing Body	September 2026
Policy published (including on website)	September 2026
Latest revision	September 2026
Next review (date)	September 2028

Rooted and Growing in Love:

A culture of kindness in which all can flourish.

(Ephesians 3 & 4)

1. Introduction

Semley C of E VA Primary School is committed to ensuring that pupils with medical conditions are properly supported so they have full access to education, including educational visits and physical activity.

This policy is written in accordance with:

- The Department for Education statutory guidance *Supporting Pupils at School with Medical Conditions* (2015)
- The Children and Families Act 2014
- The Equality Act 2010
- Wiltshire Local Authority guidance
- Data protection requirements under the UK GDPR and Data Protection Act 2018

And should be read in conjunction with Allergy Safety Policy.

2. Aims

- To ensure safe and appropriate administration of medication.
- To safeguard pupils and staff through clear procedures.
- To support attendance and inclusion.
- To ensure robust record keeping in line with Wiltshire retention guidance.

3. Responsibilities

Governing Body

Ensures appropriate arrangements are in place to support pupils with medical conditions.

Headteacher

- Implements and monitors this policy.
- Ensures staff training is appropriate and up to date.
- Ensures adequate staffing for safe administration.

Staff

- Administer medication in accordance with this policy only.
- Record all administration accurately and immediately.
- Raise concerns promptly.

Parents/Carers

- Provide accurate medical information.
- Complete consent forms.
- Ensure medication is in date, labelled, and supplied in original packaging.

4. Prescribed Medication

The school will administer prescribed medication where:

- It is essential during the school day.

- It is prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber.
- It is provided in the original container with pharmacy label stating:
 - Child's name
 - Date
 - Name of medication
 - Dosage
 - Frequency

A signed parental consent form must be completed prior to administration.

Short-Term Medication

- Medication prescribed four times daily will be administered if timings fall within school hours.
- Three-times-daily medication should normally be administered outside school hours unless medically advised otherwise.

5. Non-Prescribed Medication (Including Calpol/Paracetamol)

The school recognises that children may occasionally require pain relief during the school day.

A. Calpol Supplied by Parents

The school will administer Calpol provided:

1. Written parental consent has been given.
2. The medication is supplied by the parent/carer.
3. It is in the original sealed container.
4. It is clearly labelled with the child's name.
5. Parents confirm the time of the last dose given at home.
6. The dosage follows manufacturer guidance.

Safeguards:

- Staff will verify the maximum 24-hour dosage has not been exceeded.
- The correct measuring device will be used.
- Two members of staff will be present where possible.
- Administration will be recorded immediately.
- Parents will be informed the same day.

B. School-Held Calpol (Exceptional Circumstances Only)

The school maintains a small supply of age-appropriate liquid paracetamol for **exceptional and unforeseen circumstances only**, such as:

- Sudden onset of high temperature.
- Acute pain (e.g. earache, headache).
- Delayed parental collection where immediate relief is judged to be in the child's best interests.

Strict safeguards apply:

- Parents/carers will ALWAYS be contacted before administration.

- Verbal consent must be obtained prior to giving any dose.
- The time of any previous dose must be confirmed.
- A written record of the parental conversation will be made.
- Manufacturer age-related dosage guidance will be followed.
- Two members of staff will be present where possible.
- The administration will be recorded immediately in the Medication Log.
- Parents will be informed again at collection.

If contact cannot be made, medication will NOT be administered (unless emergency services advise otherwise).

School-held Calpol will not:

- Be used routinely.
- Be used to mask symptoms where a child should be sent home.
- Exceed recommended dosage.
- Be given for more than 48 hours without medical advice.

The School Will Not:

- Administer aspirin unless prescribed.
- Administer ibuprofen unless prescribed.
- Administer medication from unlabelled containers.
- Administer expired medication.
- Force a child to take medication.

6. Storage of Medication

- Medication will be stored securely in a locked cabinet in the school office.
- Refrigerated medication will be stored in a labelled, sealed container within a staff-only fridge.
- Emergency medication (e.g. inhalers, adrenaline auto-injectors) will be stored in an accessible but secure location.

7. Record Keeping and Retention

Accurate records will be kept of all medication administered.

The Medication Administration Record (MAR) will include:

- Child's name
- Date
- Medication
- Dose
- Time administered
- Staff signature
- Witness signature (where applicable)

Retention of Records

In line with Wiltshire Local Authority Records Retention Schedule:

- Medication administration records will be retained for **a minimum of 3 years after the pupil has left the school.**
- Records relating to accidents or incidents involving medication may be retained longer where required under health and safety legislation (minimum 3 years, or until the child reaches 21 years and 3 months if related to injury).
- Individual Healthcare Plans will be retained in accordance with pupil educational records retention guidance.

All records will be stored securely and confidentially in line with data protection legislation.

8. Long-Term Medical Conditions

Where a pupil has an ongoing medical condition:

- An Individual Healthcare Plan (IHP) will be developed.
- Parents and relevant health professionals will be consulted.
- Staff will receive appropriate training.
- Reasonable adjustments will be made in accordance with the Equality Act 2010.

9. Educational Visits

Medication will be administered on trips in line with this policy.

A named trained adult will be responsible for carrying and recording medication.

10. Refusal, Errors and Emergencies

If a child refuses medication:

- Staff will not force administration.
- Parents will be informed.

If an error occurs:

- The Headteacher will be informed immediately.
- Parents will be contacted without delay.
- Medical advice will be sought (e.g. NHS 111).
- An incident report will be completed.

In an emergency, staff will call 999 and follow emergency procedures.

11. Monitoring and Review

This policy will be reviewed annually or sooner if legislation or local authority guidance changes.