



Administration of Medicines Policy



Staff Responsible:	Mrs A Chilton
Governor Committee:	FGB
Status & Review:	Autumn 2026
Next Review Date:	Autumn 2027

Introduction

Town Farm Primary School has adopted Surrey County Council guidelines 'Pupils Health and the Administration of Medicines' and the school procedures are based on this guidance. A copy of these guidelines is available from the school office.

This policy also applies to Nursery.

Statement

Staff are responsible for the care and control of children at Town farm Primary School and they are expected to take the same care as a reasonable, responsible and careful parent would take in similar circumstances.

Parents Responsibilities:

- To provide sufficient information regarding their child's medical condition and any treatment or special care that is required at the time of their child's admission to the school and to keep the school informed of any new or changing needs.
- To ensure that there are clear and up to date contact details held in school so that a parent, carer or other appropriate adult can be contacted at all times
- To ensure their child is well enough to attend school and participate in the curriculum.
- To keep their child at home for 48 hours following the end of a bout of sickness and / or diarrhoea.
- The administration of medicine is the responsibility of the parent. However, school staff will normally administer prescribed medication for which they have clear written instructions signed by the parent/carers. A form is available from the office.
- To hand in and collect medication from the office.
- To ensure all medication is in its original container with the pharmacists written instructions.
- Children can, with consent of parent, self-administer medication. This would be under the supervision of a member of staff.
- To advise the office when medication, such as inhalers and auto Injectors are due to go out of date, collect and replace as necessary.

Staff Responsibilities:

- Office staff will normally administer medication although this may be another member of staff.

- Pupils must not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.
- Staff can decline to administer medication.
- Medication is stored appropriately in a locked first aid cabinet or fridge (where necessary).
- Staff are provided with information and training but if they feel unsure they should ask their line manager for support.
- All medication given or supervised is recorded on Medical Tracker, the information to be recorded includes date, time, medication, dosage and who administered it.

Medical Emergencies:

- Staff will take immediate, appropriate action.
- If required, a member of the office team will call the emergency services and provide them with clear information on the condition of the child and the location of the school.
- A senior member of staff, or nominee will contact the parent / carer.
- A senior member of staff, or nominee will meet the emergency services and direct them to the child.
- If the child needs to go to hospital and a parent / carer is not available a member of staff will accompany the child.
- In the unlikely event of a child having to be taken to hospital by car then another member of staff would accompany the driver.

Pupils with known medical needs:

A senior member of staff, will in liaison with parents and other professionals, prepare a medical plan for each individual child.

Health Professionals:

Town Farm Primary School is supported by the School Health Service and other Health Professionals.

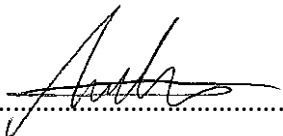
Should a pupil need medication to be administered during the school day, the following will apply:

A supply of Medical Request Forms will be kept in the entrance hall for parents/carers to complete.

The medication will be stored securely in the medical room and administered in due course.
Medication may be collected from Mrs Chilton at the end of the day by the parent or agreed responsible adult.

This Policy was Reviewed and Updated: Autumn 2026

Date of Next Review: Autumn 2027

Signed by:..........(Headteacher)

Signed by:..........(Chair of Governors)