Merridale Primary School

Medicines in School Policy

Policy reviewed by Governors: January 2026
Date for next review: January 2029

Long term medication needs

Parents are responsible for making the school aware of any child with long term medication needs to help facilitate any arrangements to assist the child in obtaining maximum benefit from their education.

Children suffering from asthma who are responsible enough to take their own inhaler may carry it with them if their state of health requires they use it often, otherwise medication should be kept as detailed below. An inhaler suitable for all asthma sufferers is available for any emergencies. All children with Asthma must have an Asthma Card in school (completed and signed by parents and carers).

Short term medication needs

Parents should be encouraged to seek advice from the GP or child's paediatrician on whether it is possible for the prescribed medication to be taken out of school hours. If this is not possible then parents should go to the school office and complete and sign a form giving all the necessary details for its administration. Medication **must not** be sent to school with a child. Parents/carers must hand in all medicines at the start of the school day and collect it at the end of the school day.

Please note that medicines will only be administered at 12 noon. If a medicine must be administered at a different time of day, a parent or carer must come into school to administer this medicine.

Non prescription medicine

Usually this medicine should not be given at school. However, if circumstances make it necessary, parents can request and authorise staff to administer medication as above. A member of staff must supervise the taking of all medicines and painkillers.

Storing of medication and disposal

Large quantities of medicine should not be stored on school premises.
Medication should be clearly labelled with the child's name, name of medication, required amount and timing of dosage. It should be stored in a locked cupboard/drawer in the school office where it can be accessed (by school staff ONLY) at the required time. Inhalers are stored in the classroom. Any medication which needs to be stored at a low temperature should be placed in the locked refrigerator in the school office.
Parents are responsible for the disposal of date expired medicines and these should be returned to them.

Guidelines for staff agreeing to administer/supervise medication

Staff should check:

- pupil's name
- written and signed instructions provided by parent/carer/doctor
- prescribed dose
- expiry date

All medicine administration must be witnessed by another member of staff and a signed (with date and time) record must be kept.