



**Rowde C of E Academy**

**Administration of  
Medicines Policy**

**Date agreed:  
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Review Date:  
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## Administration of Medicines

Medicines must be in their original container with the child's name clearly stated, the dosage and the name of the medicine. They must be stored in accordance with the instruction on the container. Check "use by" date is still valid.

Where children can administer their own medicine, inhalers for example, then a "Request for child to carry his/her own medicine" must be completed by the parent. The medicine should be kept in the designated area in class room.

For all other medicines, other than those agreed via an individual child's Health Care Plan (see appendix), the parent must complete and sign a "Parental agreement for school/setting to administer medicine" form. A copy of the completed form will be given to the class teacher and the original kept in the "medicine consent" file held in the medical room

A new form must be completed for each individual medicine and for each new period of medicine administration. The form must have an end date.

Medicines must be kept in a secure environment that cannot be accessed by children, but Epipens and inhalers must be in the main classroom of the child and readily accessible, but out of reach of children. If the medicine needs to be refrigerated it can be put in the office refrigerator. Medicines must not be kept in the classroom unless the Headteacher has given specific permission to do so, they should be held in the school office.

A “Medicine Administration Record” must be completed and signed by the person that gave the medicine at the time of administration. This is kept in the “permission to administer medicine” in the medical room.

**Related Policies and procedures:**

Health & Safety Policy  
Medicine Administration Record

**This procedure was reviewed: May 2021**  
**Next review: May 2022**