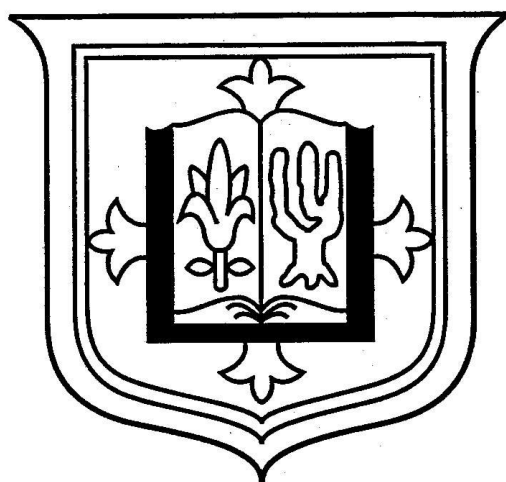


ST ANTHONY'S CATHOLIC PRIMARY SCHOOL



ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

September 2025



Mater Ecclesiae
Catholic Multi Academy Trust

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

1. The Governors and staff of St Anthony's Catholic Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
2. Medication will not be accepted in school without parental consent.
3. Only reasonable quantities of medication should be supplied to the school.
4. Each item of medication must be delivered in its original container and handed directly to the School Office. Out of date medication cannot be administered.
5. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
6. Medicine to be administered 3 times a day will not be administered by school.
7. Each item of medication must be clearly labelled with the following information:
 - Pupil's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date
8. The School will not accept items of medication which are in unlabelled containers.
9. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cupboard or fridge where required.
10. The school will keep a log of when medication has been administered.

11. Where it is appropriate to do so pupils will be encouraged to administer their own medication, under staff supervision.
12. Staff are unable to administer eye or ear medication.
13. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
14. Staff who volunteer to assist in the administration of medication will receive, where necessary, appropriate training/guidance.
15. The school will make every effort to continue the administration of medication to a pupil whilst on visits away from the school premises, including sporting activities, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
16. Staff cannot be held responsible for the non-administration of medicines.

September 2025

L Cartwright
School Business Manager