



Telford Infant School

LOVING LEARNING

Every child to be an inquisitive, resilient and successful learner who is eager for their next challenge.

Medicines in School Policy

Manager:	Headteacher
Date of latest update:	June 2025
Date of next review:	June 2026

*This Policy is available for Staff and Governors on the Learning Platform.
It is also available for parents on the school website and on request from the school office.*

Telford Infant School is an inclusive community that supports and welcomes pupils with medical conditions.

Arrangements Governing Medicines in School

1. Medicines which are non-prescribed

The school will not store or administer medicines which are not prescribed. If parents consider non-prescribed medicines (including calpol and cough medicine) to be necessary during school hours, parents or their representatives can come into school and take responsibility for administering these.

2. Medication for long term medical conditions

If a child has a long term medical condition the parent/carer must inform school. School Health or the Child's Consultant will create a plan with parents.

The school will hold and administer medication for children with long-term medical conditions based on the child's Health Care Plan. All medicines must be prescribed and should be provided by parents/carers in the original container bearing the original manufacturer's guidelines and pharmacist/doctor's instructions. Medicines must be clearly labelled with the child's name and class.

3. Prescribed medication to be taken 3 times a day
The school has been advised by school health that most medication for basic childhood illnesses that is prescribed for 3 daily doses can be timed to be taken outside the school day. These could be given before school, after school and at bedtime, for example. Therefore if a child is prescribed three doses of medicine per day school will not administer this. Parents/carers are welcome, however, to come to school to administer the medication if they wish but school will not store this medication.
4. Prescribed medication needing to be taken more than 3 times a day
Occasionally a child may be prescribed medication to be taken more frequently than 3 times a day. If the child is well enough to attend school whilst taking this medication the school offers two options in these exceptional circumstances:
 - a) Parents/carers are welcome to come to school during the day to administer the medication, but school will not store it.
 - b) If the child is well enough to attend school but parents are unable to come into school during the day to administer the prescribed medication then parents should speak to the school office, and School will try wherever possible to arrange for staff to administer it on the parents' behalf. School will not administer medication before written consent using the school proforma has been fully completed and signed by parents. School will store this medication securely and it is the parents' responsibility to take it to the school office each morning and to collect it from the office at the end of the day. It must not be handed in to the class teacher. All medicines must be prescribed and should be provided by parents/carers in the original container bearing the original manufacturer's guidelines and pharmacist/doctor's instructions. Medicines must be clearly labelled with the child's name and class.
5. Children attending SMILES After School Club
It may be necessary to administer medication during a child's attendance at SMILES and this is the only time that School will administer a three times daily antibiotic. The same arrangements as above should be adhered to with the medication being taken to the school office and the appropriate documentation completed. The medicine will be administered by the SMILES Manager and can then be collected from SMILES with your child, although it is the Parent's responsibility to remember to obtain this.
6. No member of staff, teaching or non-teaching, in any school, can be made responsible for administering medicines or drugs to pupils.

Exceptional Cases

For children who require regular medication, or who through exceptional circumstances require medication at a particular point in time, the procedures below must be followed:

1. Only prescribed medicine will be held on the school site.
2. Appendices 1 and 2 must be completed in all cases.
3. The parent should arrange delivery of all medicines to be taken or administered in school. The parent should arrange for the removal of unused/unwanted medication. Whilst every

effort is made in school to check expiry dates ultimately it is the parents' responsibility to ensure all medication held in school (including inhalers and epi pens) is within date.

4. All medicine should be in its original container, bearing the original manufacturer's guidelines and pharmacist's instructions. Medicines must be clearly labelled with the child's name and class.
5. A number of staff are First Aid trained but staff members do not have a medical qualification and, therefore, are expected to respond to a level of skill of a caring parent and not to be medically competent.
6. All medicines will be securely stored in a small named medical bag which will be in the child's classroom, out of reach of the children, in a designated medical/first aid bag. These bags are the same in each classroom, clearly marked with each class name, and all staff are aware of the whereabouts of all medical bags. This medication will include epi pens, inhalers, anti-histamine, antibiotics etc. The only exception to this will be any antibiotics that require fridge storage and these will be kept in a designated fridge in the staff room, not accessible to children.
7. All medicines will be taken with the child on off-site activities in the class medical bag, so that easy access can be gained, should the medication be required.
8. Any child diagnosed with anaphylaxis will not be allowed in school without an epi pen which will need to be held permanently in school. School will obtain a Health Care Plan directly from School Health for these children, or alternatively the Child's Consultant may provide this. School holds a universal epi pen for emergencies – see below.
9. Any child diagnosed with asthma must have an inhaler in school permanently. School will require an Asthma Care Plan, or Wheeze Plan, which must be completed by the child's asthma nurse (or Parent if this isn't possible) and returned to school. If a child requires their inhaler during the school day, this is recorded on the child's individual consent form and a pre-printed slip is issued to parents. School holds a universal inhaler for emergencies – see below.

Emergency Inhaler Policy

A universal emergency inhaler is kept in the medication cupboard in the staffroom for use if a child's own inhaler has run out, expired or is not in school. This would only be used for children diagnosed with asthma for whom we hold consent to administer an inhaler.

It would be used in conjunction with the child's asthma Care Plan and administration will be recorded on their individual consent form, with the pre-printed advice slip issued to parents as normal.

After use the spacer will be thoroughly rinsed out and left to drain before reuse.

Emergency Epi Pen Policy

A universal emergency epi pen is kept in the medication cupboard in the staffroom for use if a child's own epi pen has expired, or Paramedics instruct us to administer a second epi pen whilst an ambulance is en route, and only one is held in School. This would only be used for diagnosed children for whom we hold consent to use an epi pen.

It would be used in conjunction with the child's Care Plan or instruction from a Paramedic as detailed above. The use of this will be recorded on their individual record of administration form

as normal.

After use the epi pen will be handed to the paramedic.