



## St Mary and St Pancras Church of England Primary School

# MEDICINE POLICY

### ADMINISTRATION OF MEDICATION

Policy Review by Assistant Head  
Teacher/SENDco: February 2018  
**Policy Approved by Governors: February 2018**  
Review due: February 2019

#### Statement of Intent

As a church school what and how we teach, what and how our pupils learn within and beyond the classroom are and must be rooted in Christian values:

Friendship, Respect, Endurance, Thankfulness and Forgiveness.

These values are fundamental in the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

Pupils may not bring prescribed or non-prescribed medication into school.

Parents/Carers may visit the school at agreed times to bring and administer prescribed or non-prescribed medication themselves, **by prior arrangement**.

In the event that this may not be possible, parents are asked to provide written consent to authorise the self-administration (under supervision) of medication. Parents/Carers must use a copy of the authorisation form overleaf which is located in the school office. Each case will be assessed individually, and it will be at the schools discretion whether medicines could be administered with the support of staff.

Where children have medical needs, parents must give us details of the child's condition and medication using the **Medical Record form** and an Administration of Medication form where appropriate. Parents/Carers will bring the medication to school. Records will be kept of all medication received and given. This record will be kept with the medicine. The medicine will be stored in a secure, labelled container (Nursery and Reception in their classroom, other years in the medical room). Emergency medication may be stored securely in the classroom (for anaphylaxis or asthma); other drugs will be stored securely in the school office with the exception of Nursery and Reception which is stored the classrooms. Parents are responsible for ensuring medication is up to date and regularly replenished.



