



# **Armley Park**

## **Primary School**

### **Administering Medicines in School Policy**

**Reviewed: October 2025**





# Armley Park Primary School

## **Administering Medicines in School Policy**

### **Aim**

To establish a framework for the safe administration of medicines in school.

Armley Park Primary School will follow the detailed guidance in Leeds City Council “PG505 – Supporting children/young persons with medical conditions in school” regarding administration of medication/medical procedures including disposal of out of date medication, record keeping and training for staff.

### **Overall Considerations**

Armley Park Primary School will allow medications to be brought to school where it is essential, e.g., where it would be detrimental to a child’s health if the medicine was not available or not administered during the school day.

Wherever reasonably possible, parents/carers are advised to request that any prescription is such that the child does not need to take any medication whilst at school.

We will only accept medication in its original container and with the prescriber’s instructions for administration if the medication is prescribed.

We will allow non-prescription medications to be provided if it is essential (as above) and needs to be taken during the school day. We will follow the same procedures set out in this policy for all medications.

The administration of medicine is the responsibility of parents and carers. In cases where the administration of medicines is routine and straightforward and where the parent asks the school to administer medicines the following conditions will apply:

- Parents must complete a form of consent for the administration of medicines/treatment at the school office.
- Only medicines and treatments prescribed by a doctor and/or accompanied by a signed written instruction from the parent on the school’s medication slip will be accepted.
- The instruction, which must be made on the school’s consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.
- The school will not accept items of medication in unlabelled containers.

- Throat soothers, cough sweets etc. are not allowed in school at any time as these present a choking hazard and are not prescribed medication.
- All medication will be kept in a secure place, out of the reach of pupils, with the exception of inhalers for asthma, which can be kept with the child if appropriate.
- Unless otherwise indicated all medication to be administered in school will be kept in a cupboard or in the refrigerator in the school sick bay adjacent to the school office.
- Medication will typically be administered at 12 noon unless the prescription or child's healthcare plan states otherwise.
- For each pupil with long-term or complex medication needs, the Headteacher will ensure that a care plan and protocol is drawn up, in conjunction with the appropriate health professionals, and that staff receive any appropriate training.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- Staff who assist in the administration of medication will receive appropriate training/guidance.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements and training might be required.

### **IHCPs and Individual Children Risk Assessments (IPRAs)**

Armley Park Primary School will follow the guidance in PG505 – Supporting children with medical conditions in school regarding both the development and monitoring of IHCPs and when an IPRA may be required.

The school will review IHCPs at least annually, or earlier if evidence is presented that the child's needs have changed.

#### *Being notified that a child has a medical condition*

When the school is notified that a child has a medical condition, the process outlined below will be followed to decide whether the child requires an IHCP. Armley Park Primary School will make every effort to ensure that arrangements are put into place as soon as possible. When notification of a child with a medical condition is received, the school will:

- Gather all the required information by providing parents/carers with the appropriate form and having follow-up conversations where necessary.
- Where possible, make appropriate arrangements for staff to administer any medication or medical procedures and to receive whatever training is necessary.
- Where required, instigate an IHCP.

## **Self-Management**

We will allow children who are competent to do so to manage their own medication. This will be based on discussions with the child and their parent/carers. Written consent from the parent/carer will still be required. Where necessary, staff will supervise the child whilst they are taking their medication.

Armley Park Primary School allows the following medication/medical equipment to be carried by children where it is deemed that they are competent and it is safe to do so:

- Asthma inhalers;
- Auto-injection devices;
- Paracetamol;
- Allergy medication;
- Diabetes management devices/insulin;

## **General Principles**

Children suffering from short-term ailments, who are clearly unwell and / or who are infectious should not be in school and we reserve the right to ask parents to keep them at home. The decision will be made in their own best interests and that of other pupils and staff.

Should a child fall ill whilst at school, parents or carers will be contacted and asked to take them home.

**This Administering Medicines in School Policy was adopted by  
Armley Park Primary School on 23/09/2021**

Chair of Governors – Mr B Tummons	
<b>Signature:</b>	
<b>Frequency of review:</b>	2 years
<b>To be reviewed and approved by:</b>	APPS Full Board
<b>Date of next review:</b>	October 2027

**REVIEW RECORD**

Date of review	Reason for review	Date of next review
23/09/2021	Agreed review schedule.	September 2023
<b>Name:</b>		<b>Signature:</b>

**on behalf of APPS Full Board**

Date of review	Reason for review	Date of next review
24/10/2023	Updated in line with guidance in Leeds City Council PG505 – Supporting children/young persons with medical conditions in school	October 2025
<b>Name:</b>		<b>Signature:</b>

**on behalf of APPS Full Board**

Date of review	Reason for review	Date of next review
14/10/2025	Agreed review schedule.	October 2027
<b>Name:</b>		<b>Signature:</b>

**on behalf of APPS Full Board**