



ST.ANNE'S COPP CHURCH OF
ENGLAND PRIMARY SCHOOL,
GREAT ECCLESTON



ADMINISTERING MEDICINES POLICY



"Let us love, not in word, but in truth and action." (1 John 3:18)

JANUARY 2026

In building solid foundations for every unique individual and putting God's love at the centre of all we do, our children learn to embrace our diverse world. We encourage our children to learn universally in order to understand our heritage and roots as a village, town, region and nation. Through strong community links, our children grow in **compassion** and **understanding**, promote **justice** and possess commitment and **aspire** to make a positive difference. We offer an ambitious curriculum that ignites **curiosity** along with high personal expectations that fosters **resilience** and which enables them to flourish. Our children are easily distinguished by the **courage** they show when making brave choices and understand the importance of becoming the very best versions of themselves.

MEDICAL NEEDS

St.Annes Great Eccleston Copp CE School is an inclusive school and will support the needs of children with long-term conditions and special medical needs. Staff are trained to deal with those specific needs; trained staff follow procedures regarding the care and associated medication required by the child. If a child is in this category and has been prescribed regular medication please consult the Headteacher so that appropriate arrangements can be made.

ADMINISTERING MEDICINES

The school staff are not legally, or contractually, required to give medicines to children but to note medical conditions and we do discourage medicines in school. Wherever possible please arrange for your child to receive their medicine outside school hours.

UN-PRESCRIBED MEDICINE

No un-prescribed medicine will be administered by the school staff.

PRESCRIBED MEDICINES

We recognise that there may be times when a prescribed medicine has to be administered in school. On this occasion, the class teacher and office staff should be notified, in writing, on the appropriate form – which can be collected from the school office. Any newly prescribed medication should be administered at home and the child observed for any adverse reactions before being returned to school. For medication prescribed by a doctor or dentist, which only require a 3 times per day administration, we would expect these doses to be given out of school time. For medication prescribed by a doctor or dentist, which needs a 4 times per day administration and therefore requires a dose to be administered in school, the parents will be able to visit the school during the day to administer medication in person. If the parent can demonstrate that they are unable to come into school, this must be clear when completing the relevant form.

If your child is self-administering medication, please ensure that the school has a letter indicating the child's needs with details of time and frequency of administration so that reminders may be given. We will, wherever possible, observe the child administering their own dose of the prescribed medicine rather than us administering to them. This obviously depends on the age of

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the child and nature of the medicine. Children with asthma must keep their medicines in school following the completion of the appropriate paperwork from the school office. The parent must supply the medication in a suitable container clearly labelled with:

- the child's name
- the name of the medicine
- the method, dosage and timing of administration
- the date of issue and the expiry date of the course of treatment.

1. Whenever possible parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours.
2. Details of possible side effects should also be given.
3. The medicines should be packed and labelled professionally.
4. Where possible not more than one week's supply should be sent at one time.
5. It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.
6. Medicines are kept in a safe and secure place, separate from the first aid box.
7. A record is kept of when a prescribed medicine is administered in school.
8. Any medications needed in an emergency will be readily accessible.
9. A designated member of staff will be made responsible for administering medication.
10. Medicines no longer required will be handed back to the parent.
11. We expect parents to collect medicines after a reasonable period of time; if not they will be given to a pharmacist for disposal.