

St Anne's Catholic Primary School



Medicines Policy

Spring 2026

Up for review: Spring 2027

ST ANNE'S CATHOLIC PRIMARY SCHOOL MEDICINES POLICY

OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special need met to give them fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures for the medications to be kept and administered.

OBJECTIVES

- To keep medication safe in school
- To ensure that children who need to take medication whilst they are in school have their needs met in a safe and sensitive manner
- To make safe provisions for the supervision and administration of medication in school time

STRATEGY

- Only medication prescribed by a doctor or authorised health care worker will be administered in school.
- The school will only administer prescribed medicines during school hours if the medication requires at least four doses per day. For medications prescribed with three doses per day, parents/carers are expected to administer one dose outside of school hours (e.g., morning, after school, and bedtime) to avoid disruption to the school day.
- Only members of staff that have been trained and authorised by the headteacher may supervise and administer medication. In emergency, the headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the headteacher, a child's parents/carers or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
- Parents must send written requests to the headteacher when they wish the school to supervise or administer medication.
- Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
- Medication must be sent into school in its original container.
- Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the Headteacher/Business Manager will decide how it is to be stored.
- When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible, within the available resources, special arrangements are made to allow the pupil to participate.

OUTCOMES

The school will do all that it can to ensure that children with medical and special needs

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will have as little as possible disruption to their education. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

February 2026