Sunny Brow Nursery School

where children grow

Policy on Administration of Medication to Pupils

Reviewed October 2025
Next Review October 2026
Next Review October 2028

THE ADMINISTRATION OF DRUGS AND MEDICATION TO PUPILS

Administration is at the discretion of the Headteacher. When staff are requested to administer a drug or medical preparation to a pupil written authorisation and instructions from the parent will be obtained.

Parents are advised prior to entry of this situation in the Nuts and Bolts brochure and are requested to keep children at home whilst receiving anti-biotics or at least until the child is well enough to cope with a school session and not infect others. Parents are requested to comply with Public Health Guidance (see links)

https://www.publichealth.hscni.net/sites/default/files/2024-10/A2%20Schools%20poster%20to%20fold%202024%20%28updated%29.pdf

http://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

Only drugs and / or medical preparations prescribed by a general practitioner or a consultant will be administered and should be provided by a parent. School has a spare asthma inhaler to be used only in an emergency situation.

Drugs and medical preparations for individual pupils will be kept in a secure lockable cabinet or fridge. All inhalers will be kept in the lockable first aid box in the children's bathroom and clearly named.

A register will be kept of drugs administered; noting date and time drug administered and will be completed on each occasion. See proforma for short term application.

The advice of the Authority's medical adviser is that information on individual children is confidential and should not be disclosed to non-medical persons. The School Business Manager keeps the register and should be kept up to date.

If life supporting drugs are to be administered, and they have acknowledged side effects, it is advisable that this information is shared with all school staff. However, parental permission MUST be sought before doing so.

See proformas:

Appendix 1 Permission letter

Appendix 1

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PERMISSION FOR SCHOOL TO ADMINISTER MEDICATION FOR:

NAME OF CHILD:……

*I / WE wish the Head teacher/Teacher to administer the medication *I / we give them, as instructed and prescribed by the G.P. to *my / our child.

*please delete as necessary

SIGNED:…… Print name:……

DATE:……

Please give details of doses/drugs and record administration overleaf

- continuous treatment or
- short term treatment

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P T O

Appendix 1 continued

Permission to administer **short course** / **continuous course** of medication

Name of child……...Date……...

Name of medicine or description of other treatment	Required dose or Treatment	Time to administer	Parent name	Parent signature	Headteacher Agreement	Staff to initial when administered
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