



St. Lawrence Church of England
Primary School

MEDICINE SAFETY POLICY

SEPTEMBER 2025

Approved by: David Oludotun Fasanya (Chair of Governors)

Last reviewed on: September 2025

Next review on: September 2026

There is no legal or contractual duty on school staff to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the DfES. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.

Staff should be particularly wary about agreeing to administer medicines where:

- the timing of its administration is crucial to the health of the child
- some technical or medical knowledge is required
- intimate contact with the pupil is necessary

Staff who do volunteer to administer medicines should not agree to do so without first receiving appropriate information, training or advice. Wherever possible, medicines should be administered by Mrs Higham, the School Business Manager and witnessed by member of staff from class.

The following points should be noted where children are administering their own medicine:

1. There should be written instructions on the medicine container or from parents or other competent authority to indicate when the medicine is to be taken and how much constitutes a normal dose
2. Medicines should be kept in the office cupboard or the staffroom fridge. The only exception is where children need the medication with them as with inhalers.
3. Periodic checks should be made to ensure that no medicines have been left in school beyond the period of administration. Whenever possible no medication should be discarded in school but rather sent home in the same way they were originally brought to school.
4. All medicines should be clearly labelled with the child's name on both the outer and inner containers where appropriate.
5. Two members of staff should observe a child taking their medicine and sign to record that this has taken place

Where a member of staff has volunteered to administer medicine:

1. Signed consent should be obtained from parents
2. All medication given should be documented on Form 6 – Record of medicines administered in school to all children.
3. Two members of staff should sign to say they have given the dose.