

ASQUITH PRIMARY SCHOOL



Medicines in school – Summary – September 2025

The main Medicines in School policy will be read by all staff on an annual basis.

This summary is designed for ease of access to key information regarding medicines in school.

Asthma – inhalers must be named and kept in the classroom so that children can access as needed. They must be taken with the child wherever they go, eg PE, swimming, school visits.

If a child requires support to administer the inhaler please ensure a member of staff is happy to do this.

Allergies – EPI Pens (or similar) will be kept in the classroom where the adults in class can access easily. All adults working in the class to know where they are stored.

A Health Care form must be completed for the child on an annual basis (SENDCo) and be kept with the medicine in the class.

Controlled drugs - eg medication for ADHD. These can be administered in school with signed consent from parents/career and the headteacher. All appropriate paperwork must be completed.

These medicines will be kept in the locked first aid cabinets (near main reception in KS2 and in the kitchen area KS1) They must be in a labelled dispensing container.

Staff are to administer the drugs and a daily record kept of administration.

Prescribed medication – eg antibiotics

Parents are advised to try and administer doses, avoiding school hours. Where this is not possible, the prescription can be administered in school by designated staff with signed agreement of parent/carer and headteacher. All appropriate paperwork must be completed.

These medicines will be kept in the lockable first aid cabinets or in the fridge (staffroom KS2 and kitchen area KS1)

Non prescription/Over the counter medicines.

These will only be administered in certain circumstances with the agreement of the head teacher. Forms will need to be completed as appropriate.

These will be kept in the locked first aid cabinets and administered by designated staff.

No other medicines are allowed in school and verbal consent is not permissible for administration of any medicines.

Adopted by Governors – Autumn Term 2025 (PSC meeting 08/10/2025)