

# **Cogan Primary School Ysgol Gynradd Cogan**



## **Administration of Medicines Policy**

## **COGAN PRIMARY SCHOOL'S YSGOL GYNRADD COGAN's POLICY FOR THE ADMINISTRATION OF MEDICINES**

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from the DFES notes "Managing Medicines in School and Early Years Settings" from March 2005.

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

### **Parental Responsibility**

- Parents/Carers have the prime responsibility for their child's health and should provide Cogan Primary School with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.
- Where a child has a long-term medical need then a health plan will be drawn up with the Parents/Carers and Health Professionals

### **Prescribed Drugs**

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day. Cogan Primary School can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Medicines will be stored in a cabinet during the day or a fridge where necessary where pupils cannot access the medicines.
- Parent/Carer should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to bring home unless agreed as in Self Management below.

### **Refusal of Medicine**

- If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency, then our emergency procedures will be followed.

### **Self-Management**

- Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own

medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self manage.

- Health professionals need to assess, with parents and children, the appropriate time to make this transition.
- Parents/Carers will be required to complete a “Self-Management” form which will detail where the medicines are to be stored during the school day.

### **Educational Visits**

- In line with Cogan Primary’s ALN policy, we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.
- If staff are concerned about whether they can provide for a child’s safety, or the safety of other children on a visit, they will seek parental views and medical advice from the school health service or the child’s GP.

### **Sporting Activities**

- Most children with medical conditions can participate in physical activities and extracurricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental, and physical health and well-being. Any restrictions on a child’s ability to participate in PE should be recorded in their individual health care plan. The school is aware of issues of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

### **Known medical conditions**

- A list of all children within a class with any known medical condition will be placed in each classroom.
- A central register will be placed in the staffroom to ensure that all teaching staff, lunchtime supervisors and support staff have access to the information.
- When supply staff are asked to cover a classroom, it will be the responsibility of the member of staff showing the supply teacher to the room where the list is held.

### **Training**

- Any staff required to administer prescribed medicines will receive training to do so.
- All staff will receive annual refresher training on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis.



## **Policy – Administration of Medicines**

This is to confirm that the Governing Body of

**Cogan Primary School**  
**Ysgol Gynradd Cogan**

has accepted the attached policy at the Governing Body meeting held on

February 2026

Signed: K John

**Chair of Governing Body**

Date: 04/02/2026