



West Winch Primary School

Policy for the Administration of Medicines 2026

Introduction

At West Winch Primary School, our policy on medicines is to provide for pupils in a variety of ways.

School Procedure

Illness during the school day:

If a child becomes ill during a school day, their illness will be assessed and monitored by the class teacher. If no noticeable improvement is made, the school office is informed. The office will then try to contact the child's parents or other contacts. If successful, the child may be collected. If we are unable to contact anyone from the contact information, the child will remain in school. Pain relief medication (age appropriate) is available in school, which can be administered to any child whose parents/carers have returned the permission slip. This is recorded in the 'Administration of Medicines' book (which is kept in the Jane Goodall Room) and a medication slip is sent home with the child.

Seriously unwell or injury:

In a case of serious injuries parents/carers are notified immediately (if contactable) and any other relevant services contacted.

Parental Responsibilities

Parents at West Winch Primary School are informed of our school practice, concerning illness, that when a child becomes unwell they need to be collected as soon as possible. Therefore, parents are expected to provide their child's home telephone number, parents work numbers and any other emergency contact such as those of relatives or childminders. These numbers are regularly updated.

Administration of Medicines

Although parents are responsible for the administration of their child's medicine, if a pupil requires medication in the middle of the day, staff may administer medicines if they agree to do so. Such duties will always be carried out on a strictly voluntary basis and Form F624b 'Parent/Headteacher Agreement for School/Setting to administer medicine' should always be completed by the parent/carer. Medicines should always be taken to the school office and form F624b completed by parents/carers. This form is then checked and signed by the Headteacher and the form and medicine is then handed to key first aid trained staff. All medicines will be placed in the designated storage area in the Jane Goodall Room. **Medicines should never be handed to staff in the playground, sent in with**

a child or kept in the classroom or with the child. The administration of any medicine should be recorded in the 'Administration of Medicines' book, which is kept in the Jane Goodall Room. This will prevent any duplication of medication. Training in administration of long term or more complex medicine should always be given by the parent concerned before any administration takes place by staff in school.

Specific Medical Requirements

Asthma is a physical condition that affects many children at West Winch Primary School. Pupils are encouraged to be responsible for their own inhalers. These drugs are self-administered by the child concerned. The latest asthma guidelines are available at each first aid point and spare inhalers are kept in both the main office and the Jane Goodall Room. We have a supply of emergency blue inhalers, which are readily available in school for use if required.

Anaphylaxis or anaphylactic reactions – once we are informed by parents/carers, all staff at West Winch Primary School are advised of pupils who suffer from severe allergic reactions. If a pupil appears to demonstrate symptoms like burning, irritation or itching in the lips, mouth or throat then emergency services are contacted immediately along with parents. The administration of appropriate medicines (prescribed by a doctor and stored in school) to a child suffering from anaphylactic shock will be given by school staff, who have been trained to do so. Where such medicines are brought into school they will be kept by the class teacher. We have a supply of emergency auto-injectors, which are readily available in school for use if required. For further information, please consult the Allergy Safety and the Health and Safety Policies.

Other Specific Medical Conditions

Through close liaison with parents, medical advisors and staff at West Winch Primary School, provision for other medical conditions can be established.

Administration of Medicines Policy Adopted: Autumn 2026

Administration of Medicines Policy Review: Autumn 2029



Heather Habbin - Chair of Governing Body