



Rainbow Education Multi Academy Trust

Medicines Policy

Approval Date:	July 2025
Review Date:	July 2026

OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

STRATEGIES

1. Prescription medicines must only be administered if prescribed by a doctor, dentist, nurse or pharmacist. Written permission must be obtained by the child's parent or carer (for that particular medicine) before administration. **Medicines containing aspirin should only be given if prescribed by a doctor, or authorised health care worker.**
2. Non-prescribed medicine (medicine that can be purchased over-the-counter) can be administered in school. Parents must provide written consent for their child to be administered non-prescribed medication. Parents should be contacted prior to administering any medication.
3. Written records must be kept each time a medicine is administered to a child and parents must be informed on the same day, or as soon as reasonably practicable.
4. Schools must ensure that amounts of medication administered are in line with the recommended guidelines provided with the medicine.
5. Only members of staff that have been trained and authorised by the headteacher may supervise and administer medication. In an emergency, the headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
6. Parents must visit the school to discuss what is being requested and to agree to the procedures proposed by the school.
7. Medication must be sent into school in its original container.
8. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the headteacher will decide how it is to be stored.
9. When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special

arrangements are made to allow the pupil to participate. This may mean that the child's parents will be requested to accompany them on such visits and outings.

OUTCOMES

The Rainbow Education Multi Academy Trust will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.