

Medication Procedure

Kingsmead School



September 2026

Review September 2027

Medication Policy

Students that need to take medication for a specific illness or reoccurring issues.

- It is the Duty of Parent/Carers to inform the school of any medical conditions or needs so that a Health Care Plan can be put in place.
- Medications need to be in the original packaging and named. If it is 'prescribed' medication, it will need the pharmacy label on the packaging.
- Consent. Medication forms are available at Reception or from First Aid. If you require medication in school, please email L.taylor@kingsmeadschool.net or at least write a letter of what, when and how much and sign it.
- Medication forms need to be signed by the Parent/Carer of the child in question.
- Each medication needs to be listed together with dosage, timings, and expiry dates.
- Only First Aiders will give medication to the student and they themselves will self-administer.
- The pupil will be asked if they have taken any medication in the last 4 hours.
- Dates, times, and dosage will be logged on the MAR side of the medication forms each time it is taken, and the First Aider will also input the details on the First Aid log.
- Medications are stored in metal lockable cabinets or in the First Aid fridge if required.
- Each student has a plastic wallet with their Name, DOB, Medications are listed with expiry dates. Records are kept of what is held in school.
- First Aiders are trained in the management, documentation, and administration of medications.
- They will verify with the student, their identity, medication, and the dosage they are taking and what it is for.
- Expiry dates are checked monthly, and messages are sent home to replace any vital medications. 2 EpiPens should be kept on a child, and 2 further for emergencies in First Aid. If your GP will not supply further EpiPens we can produce a letter for you to take to them.
- Inhalers students wish to keep in First Aid, are also kept in a cabinet and students and staff can gain access to these at any time. The same with EpiPens. All staff are trained in using AAI's.
- EpiPens/Sharps Bins will need to be collected, by parents/carers to dispose of at their GP or taken by Ambulance staff if called to site.
- Out of date medications are disposed by First Aid staff via a pharmacy unless Parent/Carer collects.
- No medications are to be kept on a student; they should be taken to First Aid for safe keeping and safe administering. Exception diabetics and Anaphylactic or similar.
- Controlled drugs will be kept in a locked cabinet.
- We keep spare AAI's and Inhalers in school for emergencies; however, each child is to have their own on them and spares kept in First Aid.
- **It is up to Parents/Carers to replace such items and make sure they are aware of expiry dates.**
- Please make sure your contact details are kept up to date. Any changes please email school.
- Any discrepancies in medications administered will be reported to the First Aid Lead, Mrs L Taylor and Mr I Pritchard. Parent/Carer will be contacted if such an issue arises. If further medical assistance is needed, then 111 or 999 would be contacted.
- Any issues/complaints email i.pritchard@kingsmeadschool.net