



**NOTTINGHAM NURSERY
SCHOOL
Administration of Medication in
School Policy
May 2025**

DOCUMENT ORIGINS			
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DOCUMENT VERSION HISTORY		
Revision date	Author of changes	Summary of changes

This document concerns the administering of medication to children at Nottingham Nursery School.

1. Guidelines for School:

Medicines are strictly controlled in school, and for this reason, we have decided to adopt the guidance provided by the Department for Education in their document "Supporting pupils at School with Medical Conditions" issued September 2014.

1. The Governors and staff of Nottingham Nursery School wish to ensure that children with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising children taking prescribed or non-prescribed medication during the school day where those members of staff have volunteered to do so.

2. Medication will only be accepted in school if:
 - (a) it has been prescribed by a doctor; or
 - (b) It is non-prescriptive medication accompanied by written consent from the child's parent/guardian. (Appendix 1)

3. Medication will not be accepted in school without complete written and signed instructions from the parent/guardian. (Appendix 1)

4. Only reasonable quantities of medication should be accepted by the school, (for example, a maximum of six weeks supply at any one time).

5. Each item of medication must be delivered in its original container, clearly labelled (see below) and handed directly to the reception staff or child's key worker.

6. Where the child travels on school transport with an escort, the parents/guardian should ensure the escort is informed of any medication sent with the child, including medication for administration during respite care.

7. Each item of medication must be clearly labelled with the following information:
 - Child's name;
 - Name of medication;
 - Dosage;
 - Frequency of dosage; Date of dispensing;
 - Storage requirements (if important);

Expiry date.

8. The school will not accept items of medication that are in unlabeled containers.
9. Unless otherwise indicated all medication to be administered in school will be kept in a cabinet or fridge in a locked room.
10. If requested, the school will provide parents/guardians with details of when medication has been administered to their child.
11. The only form of medication that school allows a child to retain is an inhaler for asthma or cream for skin conditions.
12. It is the responsibility of parents/guardian to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.
13. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

2. Guidelines for Parents/Guardians:

To ensure the SAFE administration of medication in school the following guidelines have been produced. If these are not followed, then unfortunately the medication cannot be given.

Please note that the Headteacher/Authorised Person can only accept medication prescribed by a doctor or non-prescriptive medication with full written details from the parents/guardian.

1. Parents/guardians are responsible for providing the school with adequate information regarding their child's condition and medication. It is the parents/guardian's responsibility to inform the school in writing when the medication is discontinued or the dosage changed.
2. Medication will not be accepted in school without complete written and signed instructions. Medication will only be accepted from a parent or carer, pupils must not bring in their own medication.
3. Where the child travels on school transport with an escort, parents/guardians should ensure the escort is informed of any medication sent with the child, including medication for administration during respite care.
4. Only reasonable quantities of medication should be supplied to school, e.g. a maximum of 6 weeks supply at any one time.

5. Each item of medication must be delivered in the original container and handed directly to the Office. Each container must be clearly labelled with the following:

- Child's name;
- Name of medication;
- Dosage;
- Frequency of dosage;
- Date of dispensing;
- Storage requirements (if important);
- Expiry date.

The school will not accept items of medication that are in unlabeled containers.

Appendices

The remaining part of this policy document contains examples of the forms that are available for use in connection with the administration of medication.

Appendix 1 - Application to school to administer medication (Parent/guardian to complete)
Record of Medication Administered (Completed by the
Authorised Person at the time the medication is administered)

Appendix One



Nottingham Nursery School & Training Centre Medicines Request Form

Parental consent for school to administer medication

The school will not give your child medicine unless you complete and sign this form. The school has a policy regarding the administration of medication by staff. If more than one medication is to be given, a separate form should be completed for each one.

Child's name:	Class:
Date to begin medication:	Date to end medication:

Medication name:	Expiry date:
Prescribed dosage:	Frequency & Times of dosage:

Any instructions (i.e. to be kept in fridge)
Name & daytime telephone number of parent/carer:
Name & telephone number of GP

Medication will be returned once it is no longer needed.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medication in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medication is stopped.

Parent/carer signature: _____

Print name: _____

Relationship to pupil: _____

