Our Lady of Walsingham Catholic Primary School

Administration of Medicines and First Aid Policy

Adopted by Governors: Autumn 2026

Date for renewal: Autumn 2027



Our Lady of Walsingham Catholic Primary School is a learning community based on Gospel values. We aim to develop our pupils by encouraging their growth as spiritual and moral individuals who have the confidence to make the best choices. We encourage them to aspire to achieve and to realise their full potential. We nurture our children as they grow into responsible members of our community and to develop a lifelong love of learning.

Hand in hand with God, we love, live and learn.

Medical Procedures

Medicine in School

We have a duty of care to our children to ensure that they are safe and well and this includes managing any medication they have, responsibly and carefully.

Isaiah 40:11

"He gathers the lambs in his arms and carries them close to his heart."

Short Term Medication

If a child has short term, prescribed medication, such as antibiotics, the parent of the child must fill in an administration of medication form at the school office. The school administrator will then take a copy of this form to the child's class teacher.

It is the responsibility of the class teacher to ensure that the medication is administered by a first aider at the correct times.

The class teacher and first aider, must first verify that it is the correct medication for the correct child and check the correct dosage. Both should then sign the administration form.

If the medication has not been administered as expected, a non-administration of medicine form should be filled in and this should be shared with parents.

Long Term Medication

If a child has long term, prescribed medication, such as an epi pen, asthma inhaler or diabetic medication. This should be kept in a clear plastic box, with the child's name photograph on the front. Inside the box, there should also be a record sheet for staff to record if and when this medication has been taken. This will then provide a record for medical professionals should they need it. This should also be countersigned by an additional adult.

This medication MUST travel around the school with the child e.g. assemblies, PE etc. At break and lunch times it should be left at the middle doors, out of reach of any other children and then return to the child's class for the next lesson.

First Aid

Where there is a minor incident, such as a fall in the playground, resulting in a light injury such as a mild graze or cut, any adult in school may administer light first aid such as cleaning the graze and/or administering a plaster.

More serious cuts, falls, burns or bumps should be directed to the nearest first aider. In this instance, an accident slip should filled out by the first aider dealing with the incident. The accident slip should be passed onto the class teacher and it is the class teacher's responsibility to ensure that parents are made aware of the accident at the end of the school day at the very latest. Additionally the school administrator should be informed so that the incident can be logged on Handsam.

Where the injury is deemed to be more serious and/or when a child has bumped their head, an accident form should be filled out but also, the parents must be contacted immediately by phone. All head bumps will be recorded on Handsam also.

If a child is taken home by their parent, the Office Manager should be informed and this will be recorded on Handsam.

First Aid on Trips

The trip leader must ensure that a suitably stocked first aid box or bag is taken on all trips. This must now include two spare epipens that are the correct dosage for the age of the children going on the trip.

Additionally, the trip leader is responsible for ensuring that they have a list of all of the children with medical needs and/or allergies and that all medication for children is available.

At least one member of staff should hold a current certificate for Emergency First Aid at Work training and if possible, a second staff member who is trained in First Aid should also be available. With trips that involve children under the age of 5, a Paediatric & Early Years trained member of staff should be present.

For trips which are classed as medium or high risk , such as overnight trips, a member of staff who holds the full 'First Aid at Work' certificate should accompany the trip, with an additional member of staff who holds the Emergency First Aid Training Certificate.

Our Lady of Walsingham

Administration of Medication Record

Name of pupil	
Group/class/form	
Date medication provided by parent	
Quantity received	
Name and strength of medication	
Expiry date	
Dose and frequency of medication	
Quantity returned	

Staff signature: _____

Parent/carer signature: _____

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

NOTIFICATION OF MEDICATION NOT ADMINISTERED

Date:

Dear

Re: the Administration of requested medication

Unfortunately, we were unable to give …….. his/her

……. in school today

as……. .

Yours sincerely