



Administering Medicine Policy

2024-2025

At our school, we will ensure compliance with the relevant legislation and health guidance for schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at our school is held by the Headteacher who is the responsible manager. It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims of this Policy

- 1) To ensure the safe administration of medicines to children where necessary and to help to support attendance.
- 2) To ensure the ongoing care and support of children with long-term medical needs via a health care plan.
- 3) To explain the roles and responsibilities of school staff in relation to medicines.
- 4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness.
- 5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage.
- 6) To outline the safe procedure for managing medicines on school trips.

Roles and Responsibilities: Headteacher

The Headteacher will review parental requests to administer medicine in school hours. Each request will be considered in its own merits. Requests will only be considered where it is essential that the medication is given in school time (e.g. where sufficient dosages of the medicine cannot be achieved unless one or more dosages are given in school, or in the case of antibiotics where four doses must be spaced

regularly), and where the parent is not available to come to school to administer the medication.

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice.
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy and that children can always receive their medicine even when there is staff absence. The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school, e.g. the school nurse.
- To ensure that staff receive appropriate support and training.
- To ensure that parents are aware of the school's Administering Medicines Policy.
- To ensure that this policy is reviewed every two years.

Staff

- To follow the procedures outlined in this policy using the appropriate forms.
- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long-term medical needs.
- To share medical information as necessary to ensure the safety of a child.
- To retain confidentiality where possible.
- To take all reasonable precautions to ensure the safe administration of medicines.
- To contact parents with any concerns without delay.
- To contact emergency services if necessary without delay.
- To keep the office first aid boxes stocked with supplies.
- Educational Visits Leader – see *Medicines on School Trips* below.
- To abide by the exclusion times where relevant, set by the government.

Parents/Carers

- To give the school adequate information about their children's medical needs prior to a child starting school.
- To follow the school's procedure for bringing medicines into school, ensuring that all medicine is handed in via the school office and that no child is sent into school with medicine of any kind in their bags, pockets or water bottles.
- To only request medicines to be administered in school when essential, for instance when four doses have to be given per day.
- To ensure that medicines are in date and that asthma inhalers are not empty.
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma.
- If medicine is administered in school and then required at home, it is the responsibility of the parents to ensure they ask a member of staff at home time for the medicine.

Administering Medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible.

IHPs

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parent, the headteacher, the SENCO and any relevant medical professionals. When deciding what information should be recorded on an IHP, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication

- Separate arrangements which may be required for out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

IHPs will be routinely monitored throughout the year by a designated staff member.

School Attendance During/After Illness

(for more information please see Attendance Policy)

- Children should not be at school when unwell, other than with a mild cough/cold.
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours.
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness.
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school.

Medicines in School

Children taking prescribed medicine must be well enough to attend school.

Our school policy is not to administer medicines in school except in special circumstances. When deciding upon the administration of medicine needs for children, we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

The head teacher reserves the right to refuse certain medication being administered by staff. Any child required to have medicine will need to have an 'administration of

medicines' consent form completed by the parents. This is kept on file along with a record of any medicine administered. All medicines must be brought to the school office by an adult, with a completed consent form. Medicines must NEVER be brought to school in a child's possession.

The school will not keep medicine at school beyond that which it has been signed in by the parent. At point of consent form completion, the expiry date will be cross checked. Where possible, it is the parent's responsibility to administer medicine before or after school.

The school will not administer medicine beyond the recommended dosage. Where possible, it should be administered before they get to school and when they return. In the case of prescription medication, such as antibiotics, only those prescribed four times a day may be administered at school. Medicines containing aspirin will only be given if prescribed by a doctor. Non-prescription medicine, such as pain or fever relief (e.g. Calpol) cannot be administered in school.

All medicine must be provided in the original container, with the prescription label bearing the child's name and dosage. Tablets should be counted and recorded when brought to the office and when collected again. Medicines will not be accepted in school that require medical expertise or intimate contact.

Where children have long-term medical needs the school will do everything possible to help them to attend school regularly. In this case there must be full and shared discussions and decision-making between parents, staff and any other relevant parties (e.g., medical staff). This will result in an individual health care plan being drawn up, which will be reviewed periodically in discussion with the parents to ensure their continuous suitability.

No member of staff will administer any drugs without the knowledge and permission of the Head Teacher or another member of the Senior Leadership Team. The Head Teacher must be informed of any controlled drugs required by children, e.g. insulin, Equasym. Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form. If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed.

Storage of Medicines

- Antibiotics (including antibiotic eye drops) must be stored in the fridge.

- Tablets must be stored in the office.
- Epipens should be stored in the office out of reach of children but easily accessible to staff who may need to administer them. An individual healthcare alert card should be kept with the epipen and checked before administration.
- Asthma inhalers should be stored freely accessible to staff in the child's classroom and labelled with the child's name and should be taken with the child during physical activities.
- No medicines, other than asthma inhalers, may be kept in the classroom.
- Parents are responsible for the safe return of expired medicines to a pharmacy.

Staff Medicines

Staff members who might need to self-administer prescription or non-prescription medicines should ensure that they are safely stored in the main school office.

Medicines on School Trips

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Leader is responsible for designating a school First Aider for the trip.
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that medication and medical devices are carried as required. A copy of any relevant health care plan should be taken on the trip (trips risk assessments should detail this).
- The designated school First Aider on the trip will administer any medicines required and record the details.
- The First Aider will return the form and any unused medicines to the office on return to school.

Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication.

Emergency Salbutamol Inhalers in School

In accordance with government guidelines and the standard practice of many schools in recent years, St Mary's holds two kits containing an emergency salbutamol inhaler and spacer. This can be used in relation to any child who has been diagnosed with asthma or prescribed an inhaler as a reliever, where a parent has given consent and where their own inhaler is unavailable for use for any reason. A record will be kept with the kits of those children to whom this applies and a record will be kept if the inhaler is administered.

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Completed by: Miss Sarah Deakin

Role: Executive Headteacher

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