



**ADMINISTRATION OF MEDICINES  
POLICY**

## **INTRODUCTION**

When administration of medicine is required to take place in school, this must be carried out using the agreed procedures. Permission must be obtained by the Headteacher or Deputy Headteacher following a written request by parents/carers. All school staff recognise that they have a professional duty to safeguard the health and safety of pupils. They are aware of their common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises. This might under exceptional cases necessitate the administering of medicine and/or taking action in an emergency. This duty also extends to teachers leading activities such as educational visits, school outings or field trips.

## **THE ROLE OF PARENTS/CARERS**

Parents/carers are encouraged to provide the school with full information about their child's medical needs and are responsible for communicating to the school how best to help with their child's medical needs. It is the responsibility of the parents to ensure that they inform the school of any changes to the prescription or the medical support needed. It is helpful, if whenever possible, medicines can be prescribed in dose frequencies which enable them to be taken outside school hours, and parents are encouraged to ask the prescribing doctor/dentist about this. Although staff will inform parents/carers if a medicine is close to expiry (e.g. in the case of asthma inhalers), it is the responsibility of the parent/carer to ensure that replacement medication is available to the school in advance. The responsibility for the disposal of medicines lies with the parents/carers and they should collect medicines held at school at the end of each term.

Prior to any medication being administered by school staff, parents/carers must complete the initial request form to provide permission for the administration of the medicine, information about the medicine, dosage to be given and administration times.

All completed forms must be referred to the Headteacher for approval.

## **NON-PRESCRIBED MEDICATION**

Wherever possible, we discourage administering non-prescribed medication to pupils in school. However, if a pupil suffers regularly from an acute pain, such as migraine, the parents/carers can request authorisation for staff to administer a supply of appropriate painkillers for the child's use by completing the same initial request form as used for prescription medicines.

## STORAGE OF MEDICATION

Medication should only be brought to school when absolutely essential. All medicines will be kept in a safe, secure location. Medication which needs to be refrigerated will be kept in the staff room fridge. Large quantities of medication will not be stored in school and wherever possible, the pupil should bring the required dose daily. It is the responsibility of the parents/carers to dispose of medicines safely and any regular medication should be collected at the end of each school term.

## PROCEDURES FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL

When medication is administered, the following procedures must take place:

- No medication must be given unless consent has been given by the parent/carer;
- All medicines will be kept in a safe, secure location;
- Medication which needs to be refrigerated will be kept in the staff room fridge;
- All medication must be collected from its storage place by the authorised member of staff, **not** the child;
- All medication administered in school **must** be done with two members of staff present;
- The members of staff giving medicine to a pupil will complete the following -
  - Check the name on prescribed medication matches the pupil
  - Read the written instructions provided by parents or doctor
  - Establish the prescribed dose to be given
  - Check the expiry date
  - Prepare the correct dose and check this with the second member of staff
  - Observe the pupil for any side effects
  - Record the medication administered on the 'Record of Medicines Given in School' record sheets. Include the name of child, medicine name, dose given, time given and any side effects. The member of staff should sign the record sheet along with the second member of staff as a counter signatory.
  - If in doubt about any of the procedures, staff will check with parents/carers or health professionals before taking further action.

## EMERGENCY PROCEDURES

Teaching staff noting a deterioration in a pupil's health over time should inform the parents. Support staff should inform the class teacher of any concerns.

A pupil taken to hospital in an emergency will be accompanied by a member of staff who will remain until the pupil's parents/carers arrive.

## HEALTH CARE PLANS

Occasionally, some pupils have medical conditions that, if not properly managed, could limit their access to education. These pupils with these more acute medical needs will be provided with a Health Care Plan. This will be discussed and established during a meeting which will include parents/carers of the child, the headteacher, the classteacher, support assistants where appropriate, and a healthcare professional such as the School Nurse. The Health Care Plan will contain ways in which the child can be supported to accommodate any medical needs. The Health Care Plan should be reviewed annually but should be amended as necessary to reflect any changes to the child's medical condition.

## STAFF TRAINING

A health care plan may reveal the need for some staff to have further information about a medical condition, specific training in administering a medication or in how to deal with an emergency. Staff will receive appropriate training from the School Nurse or a specifically identified healthcare professional.

## ADMINISTRATION OF INTIMATE OR INVASIVE TREATMENTS AND MEDICATIONS


Staff will not be expected to administer any type of medication or treatment which can be categorised as 'intimate' or 'invasive'. Should a pupil's health deteriorate sufficiently to require such treatment, then parents/carers will be contacted immediately, or the appropriate emergency procedures will be actioned.

## CONFIDENTIALITY

All members of the school staff will treat all medical information confidentially.

## POLICY REVIEW

This policy will be reviewed in September 2024, or earlier if required.

<b>Headteacher:</b>		<b>Date:</b>	August 2023
<b>Chair of Governing Body:</b>		<b>Date:</b>	