



# **Administration of Medicines Policy**

Fenstanton and Hilton Primary School

Reviewed By : The Full Governing Body

Date of Review : September 2023

Date of Next Review : September 2025

This policy covers procedures for managing prescription medicines which need to be taken during the school day.

Fenstanton and Hilton Primary School has in place a number of management systems to support individual children with medical needs. The school supports the view that positively responding to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

Other School Policies and documents related to the management of children with medical needs include:-

- The Schools Health and Safety Policy which covers:-
  - Control of substances hazardous to health (COSHH) which includes Storage of Medicines
- LEA Health and Safety Management in School Guidance Note 29 Arrangements for the administration of medication to pupils in schools
- Supporting Pupils with Medical Needs Policy
- The School's First Aid Policy

#### **PARENTS/CARERS - Long Term Medication**

- Parents/carers are responsible for providing medical information to enable the school to complete the school's medical information and consent form, prior to the admission of the child to the school.
- The school's medical information and consent form must be signed by the parents/carers who will receive a copy for their information. The top copy will be held on the individual pupil's file and a copy kept in the central medicines file. All information will be treated as confidential and only made available to teachers and other staff who have a need to know.
- Medicines should be delivered to the school office in person by the parents/carers and collected by the parent/carer. Children should not be given this responsibility (except for asthma inhalers). Parents should request staff in writing to administer medication via a medication consent form which is available from the school office. This request should be endorsed by a signature and date. Clear instructions should be provided in writing concerning correct dosage, method/route and timings for administering medication.
- Parents/carers must be able to confirm that any necessary medication has been specifically prescribed for the pupil, is correctly labelled, in date, with storage details attached.
- Parents/carers are responsible for sharing up-to-date medical advice about the pupil with the head teacher, whenever they receive it. The school must be informed of any changes to the medication prescribed or its administration.
- Parents/carers should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school doctor or nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background information for staff.

## PRESCRIBED MEDICINES

- The headteacher has sole authority, based on individual pupil medical information held on file, to sanction the administration of medication by school staff. The headteacher should be satisfied that staff are willing (and qualified or trained where necessary) to administer specific medication (for example an epipen or insulin). Individual pupil medical information will consist of a combination of advice from the school's medical adviser and the pupil's parents/carers and healthcare professional.
- Medicines should only be held at school when essential; that is where it would be detrimental to a child's health if the medicine were not available during the school day.
- Where clinically appropriate, children should be prescribed in dose frequencies that allow medications to be taken only outside of school hours, parents/carers are encouraged to ask the prescriber about this. Where all doses can be given outside of school hours, the school will not administer medications during the school day. Where medication has been prescribed at strict intervals that are within school hours, staff will administer medication, providing requisite information and written consent has been received.
- The School will only accept medicines that have been prescribed by a registered healthcare professional.
- Parents/carers must provide medicines in the original container as dispensed and include the prescriber's instructions for administration. In all cases it must include:
  - name of child
  - name of medicine
  - dose
  - method of administration
  - time/frequency of administration
  - any side effects
  - expiry date
- The School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages without an updated prescription and written consent from a registered healthcare professional.
- Parents must ensure that school has sufficient medication and prescription details and sign a medication consent form.
- Parents are encouraged to ask the prescriber of the medicine to consider providing two prescriptions, where appropriate and practicable, for a child's medicine: one for home and one for use in the school or setting, avoiding the need for repackaging or re-labelling of medicines by parents.
- All medicines should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

- Procedures for managing prescription medicines on school trips and outings will be in accordance with normal school arrangements. A designated person will be responsible for first aid and medical matters during the outing and all issues relating to medical arrangements will be part of the risk assessments procedure carried out prior to the trip. (See Educational Visits Policy).
- Where practicable children will be offered a carer of their own gender for all intimate special care, including the administration of medicines. Parents/carers will be advised of these procedures.
- Provision for medical needs on the school bus is the responsibility of the LEA.

#### **CONTROLLED DRUGS (if and when applicable)**

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children, e.g. methylphenidate.
- Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions following the procedures above.
- A child who has been prescribed a controlled drug may legally have it in their possession. For safety purposes, the school recommends that any controlled drug is stored safely by the school. It is permissible for the school to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- The School keeps controlled drugs in a locked non-portable container. A termly record is kept for audit and safety purposes.
- A controlled drug, as with all medicines, should be returned to the parent/carer when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

#### **NON-PRESCRIPTION MEDICINES**

- Staff will **never** give a non-prescribed medicine to a child.  
**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a registered healthcare professional.**

#### **ADMINISTERING MEDICINES**

- No staff will administer specific medicines (for example Insulin or Epipen) without prior training. A register of staff training is kept in the school office.
- Any member of staff should check before giving medicines to a child that they have:
  - The right child.
  - The right medication (drug)
  - The right dose.
  - The right route.

- The right time.
  - The right reason.
  - The right documentation.
- As much as is practicable, staff should raise queries well in advance of due administration. In cases where there is an immediate query prior to administration, urgent advice should be sought from the parent/carer or school healthcare professional so as to avoid any delay of due medication.
  - Staff must complete details in Medical Tracker to record each time they give medicine to a child.
  - Children are not permitted to carry their own medication in school (inhalers and controlled drugs are exempt). ***Each child will have a labelled bag for their inhaler which will remain at their work station. When the child leaves the classroom for play and lunchtime they will carry their inhaler bag outside and leave this in their zoned play area under the direction of their adult.***
  - Children requiring some medications may self-medicate under supervision of a trained member of staff if this forms part of their Individual Healthcare Plan or parents/carers have completed the consent form.
  - The Local Education Authority recognises that circumstances may arise where the admission or continued attendance of a pupil may not be appropriate or may have to be deferred, if there is a particular requirement for medication that cannot be safely or satisfactorily met by the school or if there is a change in the special care and administration of medication arrangements for a pupil. Guidance on such matters will be sought from school healthcare professionals and in discussion with the LEA.

#### **REFUSING MEDICINES.**

- If a child refuses to take medicine, staff should not force them to do so, but should note this in the record and advise the Headteacher accordingly.
- Parents should be informed by the headteacher of the refusal on the same day. (Unless an alternative procedure is listed on an individual child's care plan). If a refusal to take medicines results in an emergency the school's emergency procedures should be followed

#### **TRAINING**

- All school staff who are involved in the handling and administration of medication shall be appropriately trained with regard to safety, security and administration of medication. The school's senior leadership team shall ensure a sufficient number of appropriately trained staff during the school day.
- Training includes instruction in both Local Education Authority and locally agreed procedures to ensure an appropriate level of competence, as well as to define responsibility in relation to secure methods of handling medication, administration procedures, protective equipment and pupil's confidential files.
- Members of staff will normally be expected to accept responsibility for administering medication. Those who accept responsibility must acknowledge any limitations in their competence for which the

headteacher and governors will seek appropriate instruction and training. Members of staff will not be compelled to undertake the administration of medication.

- Staff must only undertake special care duties if they have received relevant training.
- A record is kept in the school of all staff training received, relating to the administration of medication. This record shows individual competence, responsibilities and authorisations and expiry date.

#### **USE OF NEEDLESTICKS OR SHARPS**

- The administration of some medications may involve the use of sharps or needles (e.g insulin) for which staff will receive specific training.
- Sharps will be disposed of safely in accordance with training in designated containers that are stored safely. These must be provided with the medication from parents/carers if applicable. Parents/carers will be responsible for collecting and replacing full containers.
- Administering staff must be aware of the procedure should they incur an injury involving a needle or sharp, see Appendix B.

#### **RECORD-KEEPING**

- Parents/carers are given a consent form to record details of medicines in a standard format.
- Staff record in Medical Tracker all medication administered.

**APPENDIX: Parental / Carer request for medication to be administered in school.**

**FENSTANTON & HILTON PRIMARY SCHOOL MEDICINES POLICY  
PARENTAL / CARERS REQUEST FOR MEDICATION TO BE ADMINISTERED IN SCHOOL**

**PLEASE READ. In accordance with our school medicines policy:-**

- The school will not administer any medication without this form being completed first.
- The school will only administer medication that is in the original container with the pharmacy label clearly showing the child's name, medication name, dosage and expiry date.
- **The school will not administer medication that has been prescribed to be taken 3 times per day.**
- The school will administer medication that has been prescribed to be taken 4 times per day.
- **The school will administer medication at lunchtime only – guaranteed timings cannot be assured** (Excluding medication for ongoing conditions e.g. Asthma, Diabetes, Anaphylaxis)
- **Parents/Carers may come into school to administer medication.**
- The request form for pupils on long term medication should be renewed by the parent/carers when required by school and in any event at the beginning of each new school year.
- Parents/Carers are responsible for notifying the school immediately in writing of any changes in medicines or dosage.
- Parents/Carers are responsible for collecting and disposing of any unused or expired medicine.

CHILD'S NAME		CHILD'S CLASS	
DATE OF BIRTH	MALE/FEMALE	ADDRESS	
CONDITION /ILLNESS			
DOCTOR'S NAME		DOCTOR'S PRACTICE	PRACTICE ADDRESS
NAME OF MEDICATION		TYPE OF MEDICATION: SYRUP / TABLET / INHALER / EPIPEN / OTHER, PLEASE SPECIFY:	
DATE DISPENSED	DOSAGE AND METHOD		BEFORE / AFTER LUNCH
PRECAUTIONS/ SIDE EFFECTS	TO BE ADMINISTERED BY CHILD? YES / NO	EMERGENCY PROCEDURE	
TO BE COLLECTED AT THE END OF EACH <u>DAY</u> YES/NO IF YES,WHO WILL COLLECT			
PARENT/CARER'S NAME	RELATIONSHIP TO CHILD	CONTACT PHONE NO.	ADDRESS. AS ABOVE /OR:

**I UNDERSTAND THAT I MUST DELIVER THE MEDICATION TO THE SCHOOL OFFICE AND COLLECT IT WHEN FINISHED AND ACCEPT THAT THIS IS A SERVICE WHICH THE SCHOOL IS NOT OBLIGED TO UNDERTAKE.**

**I AUTHORISE THE QUALIFIED FIRST AIDERS TO ADMINISTER THE ABOVE MEDICATION AND RELEASE THEM FROM ALL FURTHER LIABILITY FOR ANY CONSEQUENT ADVERSE EFFECTS, REACTIONS OR ANY UNFORESEEN CIRCUMSTANCES WHICH MIGHT ARISE.**

**I HAVE READ THE STATEMENT ABOVE AND POLICY DETAILS AT THE TOP OF THE PAGE.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## **Appendix B - Needlestick or Sharps Injury**

### **In the event of an injury involving a needlestick or 'sharp':**

#### **1. First Aid**

Allow the wound to bleed, ideally by holding it under running water. (Do not squeeze or suck the wound).

Wash the wound thoroughly with soap and water (do not scrub the area). Dry and cover with a waterproof dressing.

#### **2. Report**

Report the incident to a senior member of staff. Document the incident to ensure that any required investigations are undertaken.

#### **3. Advice**

Contact the school's designated healthcare professional for advice within hours or contact 111 out of hours.

If there are thought to be increased risks associated with Blood Borne Viruses (for example unknown individuals or a known higher risk), the injured party should attend A&E immediately.