

ABBEY LANE PRIMARY SCHOOL

Policy for the Administration of medicines

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Next Review: April 2028



ABBEY LANE SCHOOL POLICY FOR THE ADMINISTRATION OF MEDICINES

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Statement of intent

Abbey Lane Primary School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, "**medication**" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "**Prescription medication**" is defined as any drug or device prescribed by a doctor. "**Controlled drug**" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Records Management Policy

Roles and responsibilities

The governing board is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring that members of staff who administer medication to pupils are competent and have access to information needed.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The headteacher is responsible for:

- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring that there are sufficiently trained staff to undertake medicines administration, including in contingency and emergency situations.
- Ensuring that relevant health and social care professionals are consulted to make certain that the needs of pupils with medical conditions are properly supported.
- Ensuring that individual healthcare plans are in place for pupils with long term medical conditions.
- Ensuring that insurance is in place for administering medication to pupils.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy.
- Ensuring they are aware of pupils with medical conditions
- Undertake the requisite training to comply with this policy and do not attempt to administer medicines without such training.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing an [administering medication parental consent form](#) prior to them or their child bringing any medication into school.
- Checking and signing their child's Healthcare plan annually
- Supplying the school with adequate medication.

Staff Competency

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a competent member of staff. The headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Training for administering AAls

The school will arrange specialist training for staff on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAls will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAls in the case of an emergency.
- How the dosage correlates with the age of the pupil.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAls are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAls on site at all times.

It is also important to note that under Regulation 238 of the Human Medicines Regulations 2012, anyone, including school staff, can administer adrenaline in an emergency to save a life, even without formal medical training. This life-saving exemption ensures that nobody is denied emergency treatment in a situation that could not have been anticipated. Also, school may also use a spare AAI in exceptional emergencies where a child or adult has a severe allergic reaction without a prior diagnosis or known allergy (i.e. without prior consent).

Receiving, storing and disposing of medication

Receiving prescribed medication from parents

The parents of pupils who need medication administered at school will be sent an administering medication parental consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils under the age of 16. A signed copy of the parental

consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present.

Where medication requires ongoing long term administration consent obtained from parents will be renewed annually.

The school will only store and administer prescribed medication. The school will store a reasonable quantity of medication, e.g. a maximum of one weeks' supply at any one time. Aspirin will not be administered unless the school has evidence that it has been prescribed by a doctor.

Parents will be advised that all medication provided to the school must be in the original packaging, complete with instructions, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

Storing pupils' medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to staff members who will need to administer them in emergency situations.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
 - The pupil's name.
 - the name of the medication.
 - The correct dosage.
 - The frequency of administration.
 - Any likely side effects.
 - The expiry date.
- Stored alongside the accompanying administering medication parental consent form.

Medication that does not meet the above criteria will not be administered.

Disposing of pupils' medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably competent 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.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the first aid space in the resources room. The room will be equipped with the following provisions:

- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

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.

The school will administer medication that is required four times a day, as these dosages typically necessitate a dose during school hours. Medication prescribed three times a day will not ordinarily be administered in school, as these doses can usually be given before school, immediately after school, and at bedtime without impacting the effectiveness of treatment. However, in exceptional circumstances - such as when a healthcare professional has confirmed that a lunchtime dose is medically essential - the school may administer a midday dose of three-times-daily

medication. In such cases, written confirmation from a GP, prescribing clinician, or other appropriate medical professional is required before the school can provide the medication during the school day.

Medical devices

Asthma inhalers

The school will ensure that inhalers for pupils are kept safe and secure in the first aid area. Year 6 pupils keep inhalers with them. Staff will administer or oversee the administration of inhalers with pupils. The school ensures it has a spare inhaler for use in an emergency.

AAIs

The school will ensure that AAIs for pupils are kept safe and secure in the first aid area. Staff will administer AAIs to pupils. The school ensures it has a spare AAI for use in an emergency.

Spare AAIs are not located more than five minutes away from where they may be required. The emergency AAIs can be found at the following locations:

- Medical cupboard in lower building
- Conference room in upper building

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAIs in emergency situations. The spare AAIs will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation has been obtained, this will be recorded in the pupil's IHP.

Individual Healthcare Plans

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

The governing board will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by a designated staff member.

Educational visits

In the event of educational visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils.

The medication will be carried by a designated staff member for the duration of the visit.

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

All staff members present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

Records

General school records

The school will maintain a complete register of all pupils with medical conditions. The IHPs for children in all year groups will be stored electronically on CPOMS, Medical Tracker and Provision Map and a paper copy will be stored securely in the first aid cupboard. Records will be stored in accordance with the Records Management Policy.

Records of the administration of medicines

A record must be made of the date and time that medication is administered to a pupil.

The school must maintain a record of medicines received and when those medicines are returned to the parent.

For short term medication this forms part of the Parental request form; for pupils with long term conditions a Medicines Record form should be used.

In the case of variable dose medication e.g. insulin, the dose must also be recorded.

Monitoring and review

This policy will be reviewed bi-annually by the governing board and headteacher. The next scheduled review is April 2028.

Records of medication administered on the school premises, or on school visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.

FORM 2 Health Care Plan (this should be regularly reviewed)

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	/ /
Child's address	
Medical diagnosis or condition	
Date	/ /
Review date	/ /

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Describe medical needs and give details of child's symptoms

Daily care requirements (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (state if different for off-site activities)

Form copied to

Signed _____ (Parent/carer) Date: _____

Signed _____ (Member of school /setting staff) Date: _____

FORM 3 Parental agreement for school/setting to administer medicine

In accordance with the school/setting policy, medicine will not be routinely administered to children without parental consent. You are also agreeing to other appropriate employees of the Local Authority (such as Home-School transport staff) to administer medicine if authorised to do so by the school/setting.

Name of school/setting	
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed (if prescribed)	/ /
Expiry date	/ /
Agreed review date to be initiated by	[name of member of staff]
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No (Where 'No', Form 4 should be completed by the school/setting)
Procedures to take in an emergency	
Name and tel. number of child's GP	

Parent / carer contact details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school/setting and other authorised members of staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately of any changes (such as to dose or frequency, or stopping the medication) in writing. I understand that a non-medical professional will oversee my child's medication. I understand that it is my responsibility to dispose of any unused medicines and ensure medicines provided are within date.

Parent/carer signature: _____ Date: _____

If more than one medicine is to be given a separate form should be completed for each one.

FORM 4 Head teacher/Head of setting agreement to administer medicine

Name of school/setting

It is agreed that [name of child] will receive [quantity and name of medicine] every day at [time medicine to be administered e.g. lunchtime or afternoon break].

[Name of child] will be given/supervised whilst he/she takes their medication by [name of member of staff].

This arrangement will continue until [either end date of course of medicine or until instructed by parent/carers].

Date _____

Signed _____

(The Head teacher/Head of setting/named member of staff)

FORM 6 Record of medicines administered to all children

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature	Print name

FORM 7

Request for child/young person to carry his/her own medicine

This form must be completed by parent/carers/guardian

If staff have any concerns, discuss this request with healthcare professionals.

Name of school/setting	
Child's name	
Group/class/form	
Address	
Name of medicine	
Procedures to be taken in an emergency	
Contact Information	
Name	
Daytime phone no.	
Relationship to child	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

I understand that s/he must comply with the conditions contained in the school policy.

Signed _____

Date _____