

## ADMINISTRATION OF MEDICINES POLICY

**Love each other, as God loves us.**

**At Frodsham CE Primary School we endeavour to:**

- Create a warm and welcoming ethos centred on shared Christian values.
- Develop happy, confident and resilient children who show respect for themselves and others, and make a positive contribution to their community.
- Make learning fun inside and outside of the classroom by providing a broad range of exciting and rich learning experiences which challenge and motivate all children.
- Recognise every child is unique, meet their individual needs and celebrate their achievements.
- Encourage all to be the best they can be.

Our core Christian values are: Love Respect Kindness Community Faith Resilience

**Presented to Staff and Governors: March 2024**

**Next Review: March 2026**

**Person Responsible: Lucy Kirby**

### **Rationale**

Each request for medicine to be administered to a young person in school will be considered on its merits. Where it is thought necessary for medicines to be administered at school, the Headteacher should ensure that school policy and these guidelines are followed carefully. All staff must be made aware of the school policy and practices with respect to administering medicines.

#### **1. Aims**

To outline the policy and procedures for managing medicines in schools so it is understood by staff, parents and children and so that all children, including those with medical needs, receive proper care and support in our school.

#### **2. Implementation**

- Parents have overall responsibility for their child's medical needs and whilst the school will do all it reasonably can to support the child in school they can accept no overall responsibility.

### **Written Consent**

- Prior written agreement must be received from parents before any medicines are to be given to their child. Parents are asked to complete the consent form (appendix 1) and hand into the school office.

### **Storage**

- Medicines will be stored in the staffroom fridge if required, or in the wall mounted cabinet in the staff room, with the exception of inhalers and epi pens which are stored in an orange bag in a classroom cupboard.
- Children must not have any medicines, including herbal remedies on their person or in their bags. Where it is necessary for a child to have quick access to a medicine (epi pens and inhalers) class teachers will make appropriate arrangements for the storage of the medicines in the classroom.
- If a young person brings to school any medicine for which the Headteacher has not received written notification, the staff at the school will not administer the medicine and it will be returned to the parent until a form is completed.
- Inhalers and spacers are to go home at the end of each term to be washed.

### **Administration**

- The school will only administer medicines prescribed by a doctor that need taking 4 times a day.
- The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.
- Medicines will be administered by two members of staff either teaching or support staff.
- The school will do its best to ensure that medicines are given out within the timescale requested but cannot be held responsible should medicine be administered late, or not administered.
- Staff managing, or supervising, the administration of medicines, should read the parental written agreement and the medicine container to check that the correct medicine is being administered to the correct child at the correct time.
- The record of administration will be kept up to date by the member of staff administering the medicine.
- Where a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. Parents should be informed of the refusal on the same day.

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## A child with medical needs

- The school welcomes, where appropriate, young people with long-term or complex medical needs and will work with parents to ensure that the best possible provision is made.
- Training will be given to all staff where a young person with medical needs may require extra attention.
- The school will draw up, in consultation with the local School Health representative, a health care plan for any child with specific long term medical needs. For further information see - supporting pupils at school with medical conditions:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/80395/6/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/80395/6/supporting-pupils-at-school-with-medical-conditions.pdf)

The plan will include:

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

## Controlled Drugs (Controlled by the Misuse of Drugs Act)

These drugs, which include Ritalin, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine.

A register of controlled drugs is kept which records:

- medication provided
- medication administered
- the name of the person for whom they were supplied.
- the name and quantity of the drug/medication supplied
- the amount administered each time and the amount left each time.
- the type of medication i.e., tablet/liquid and expiry date.
- two signatures for each dose of medicine given.

Two signatures for each time the medications are counted and checked. The second signature is a witness

## Disposal of Medicines no longer needed

All medicines, including controlled drugs, should be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.

## Application of Creams and Lotions

- Non-prescribed creams may be applied at the discretion of the Headteacher in line with this policy but only with written consent from parents and carers. Parents and carers are responsible for sending in the cream, labelled for the individual child, if they wish cream to be applied.
- Sun cream needs to be supplied by parents. We ask parents to apply sun block in the morning before coming to school. Children may bring in their own creams but it should be clearly labelled with the child's name and it is their responsibility. Staff will not apply sunscreen to children.

## Emergency Procedures

The school will make appropriate arrangements for dealing with emergency situations. Children with specific medical needs are identified in the school's medical file kept in the office cupboard.

## Educational Visits

Where ever possible, children with medical needs should be encouraged to participate fully and safely on visits. On such occasions a review of the school's existing policy and procedures will be undertaken and risk assessments to cover arrangements for such children will be undertaken within the normal risk assessment process. The named first aider will take responsibility for managing prescription medicines on school visits and

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outings and the child will be aware of who the member of staff is and where they will be at any point during the day. Staff supervising excursions should always be aware of the medical needs and relevant emergency procedures. A copy of the individual's health care plan is to be taken on a visit in the event of an emergency.

If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school should seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant.

During educational visits involving a residential or overnight stay (when a parent is unlikely to be available to administer pain /flu relief to their child) an appropriate pain/flu relief may be administered so long as the parent has given consent and specified the medicine on the 'Parent/Guardian Consent for an Educational Visit' A young person under 16 should never be given aspirin or medications containing ibuprofen unless prescribed by a doctor.

### **Circumstances requiring caution**

Whilst the administration of all medicines requires caution, there are certain circumstances which require special attention before accepting responsibility for administering medicine when the parents are unable to come to school themselves. These are:

- Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken;
- Where some technical or medical knowledge or expertise is required;
- Where intimate contact is necessary.

In such exceptional circumstances the Headteacher will consider the best interests of the child as well as considering carefully what is being asked of the staff concerned. Advice will be sought from the Starting Well 0-19 Service, consultant community paediatrician or GP. Clear written instructions will be drawn up in such cases, which are agreed by the parents, teachers, teaching assistants and advisory medical staff. The medical professionals must confirm that non-nursing staff can administer such medicines and what training is necessary and by whom. Clear records should be kept of any medication administered in school and parents should be informed whenever a child is given such medication, which is not part of a regular regime.

### **Invasive procedure**

Some children require types of treatment such as the administration of rectal valium, assistance with catheters or the use of equipment for young people with tracheotomies. Only staff who have been appropriately trained are to administer such treatment. This must be in accordance with instructions issued by the paediatrician or GP. Training in invasive procedures should be conducted by qualified medical personnel e.g. School Nurse, or Specialist Nurse. For the protection of both staff and young people a second member of staff must be present while more intimate procedures followed.

Where it is known in advance that a young person may be vulnerable to life-threatening circumstances the school should have in place an agreed health care plan. This should include the holding of appropriate medication and appropriate training of those members of staff required to carry out the particular medical procedures.

Whether or not Headteachers agree to administer medication or other treatment, the school should devise an emergency action plan for such situations after liaising with the appropriate community paediatrician or Specialist Nurse etc. This has implications for school journeys, educational visits and other out of school activities. There may be occasions when individual young people have to be excluded from certain activities, if appropriate safeguards cannot be guaranteed.

**Guidelines for Asthma, Epilepsy, Diabetes and Anaphylaxis** can be downloaded from the following links. Where a child in school is affected by one of the conditions a pack will be obtained and kept with the medical file. Training will be given where such conditions require specific treatments which may need to be administered by any staff member near to a child at a moment in time when such treatment is necessary.

- <https://www.epilepsy.org.uk/>
- <http://www.anaphylaxis.org.uk/>
- <http://www.diabetes.org.uk/>
- <http://www.asthma.org.uk/>

### **3. Staff Responsibilities:**

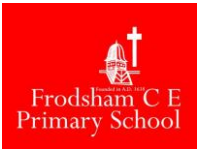
- Staff must ensure that all parents report to the school office to make a request for medicine to be

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- administered and complete the necessary consent form.
  - The class teacher ensures that the child has received their medicine, and this can be administered by any member of teaching or support staff.
  - It is the responsibility of the member of staff administering the medicine to complete the record on the consent form and ensure another member of staff has witnessed the administration and signed it.
  - The class teacher returns the medicine at the end of the day or at the end of the course.
  - The designated first aider on trips and residential visits ensures that medicine is prescribed following the written instructions on the consent form.
- 4. Monitoring and Reporting**
- The school's policy and procedures for administering medicines are audited annually during the Local Authority Health and Safety Review. A report is written and shared with the Governor Estates Committee.
  - The named Health and Safety Governor will monitor policy and procedures annually and report to the Estates Governor Committee.
- 5. Equal opportunities**
- The school will endeavour to meet the medical needs of a pupil and wherever possible the school will strive to ensure that a child with any medical needs is included in every aspect of the curriculum including off site educational visits and residential.
- 6. Health and Safety**
- All medicines must be handed in and out by the parent and a member of staff.
  - All medicines are stored in the staffroom either in the fridge or the medicine cupboard on the wall.
  - No medicines must be kept on a child's person or in their bag.
  - Medicine must only be administered following the written instructions on the signed consent form.
  - Staff must carefully check the name and prescription on the medicine matches the details on the consent form before administering.

	Date	Reviewed by	Notes
Policy received	12.11.08	Admin committee	New policy
Reviewed/amended	March 2012	Admin Committee	
Reviewed/amended	November 2015	Jan Pryce/ L Kirby to Curriculum committee	Supporting pupils at school with medical conditions link/updated contacts –
Reviewed/amended	July 2019	Lucy Kirby	
Reviewed/amended	March 2022	Lucy Kirby – Estates	Consent updated in line with policy
Reviewed/amended	May 2023	Lucy Purcell	Updated medicine storage (controlled drugs) following H&S review.
Reviewed/amended	March 2024	Lucy Kirby	Changed 'Special Children' file to 'medical file' and kept in the office cupboard Referenced orange bag for inhalers/ epipens

# ADMINISTRATION OF MEDICINES POLICY



## FRODSHAM CE PRIMARY SCHOOL

### REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher

I request that ..... (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth ..... Class .....

Medical condition or illness .....

Name/type of Medicine .....  
**(As described on container)**

Expiry date..... Duration of course.....

Dosage and method ..... Time(s) to be given.....

Other instructions .....

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP .....

I understand that I must deliver the medicine personally to a member of staff and accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signed .....Print Name .....  
(Parent/Guardian)

Daytime telephone number .....Date.....

Address .....  
.....

Important note to parents:

1. Medication will not be accepted or administered by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. The school will only administer medicines prescribed by a doctor that need taking 4 times a day.
3. The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parents' instructions.
4. The school will do its best to ensure that medicines are given out within the timescale requested but cannot be held responsible should medicine be administered late, or not administered.
5. The Governors and Headteacher reserve the right to withdraw this service.

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Date	Time Medication Administered	Dosage Given	Name & Initials of 2 persons