



## **ADMINISTERING MEDICATION POLICY**

Ratified by Full Governing Body 24 March 2021  
Due for review March 2024

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### 1. Administration of Medication

*To be read in conjunction with Appendix 1- 3*

It is recognised that Staff do not have any obligation under their contract to administer medication to students. Most medication prescribed today is three times a day. Parents can therefore administer medication before school, after school and before bed. Medication should not normally be required during the school day. There is a requirement however under the DfE guidance to assist students with medical needs.

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered and have been prescribed by a doctor or dentist.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. School should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

#### Bringing Medicine to School Procedure

If medication (such as antibiotics) is required during school time, parents are asked to come to school reception with the medication. The parent is requested to complete and sign a Parental Consent Form to Administer Medication. The form is retained in a Year Group folder, together with a record of medication given. N.B. Medication will not be accepted if brought in by student with accompanying letter from parent. Any unused medication must be collected by the parent. Any uncollected medication will be disposed of at the First Aider's discretion on an annual basis. The school will only accept prescribed medicines that are:

- In-date
  - Labelled
  - Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- \*It is noted that adrenaline pens include manufacturer's instructions

Parents of students with asthma or eczema requiring medication in school are asked to follow the above procedure. Students requiring inhalers or cream for eczema have permission to carry their medication in event of an emergency.

Parents of students who are at risk of life-threatening anaphylactic reactions are required to notify the school. An Allergy Action plan is produced by the NHS which allows volunteer trained staff to administer an adrenaline pen treatment in the event of an emergency. All such medication is kept in the First Aid room office and students who require adrenaline pens are required to carry a spare adrenaline pen with them at all times. The procedure is clarified to all parents on entry to the school.

If a student refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may either be set out in the policy or a student's Individual Healthcare Plan (IHP). Parents should be informed of the refusal on the same day.

The School aims to encourage students with medical needs to participate in safely managed visits. The School will consider what reasonable adjustments it might make to enable students with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include students with medical needs. It might also include risk assessments for such students.

Prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**
- Where we have parents' written consent

**The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.**

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed. The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date. All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away. Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **1.1 Controlled drugs**

**Controlled drugs** are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone. A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school first aid room and only named staff have access. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **1.2 Students managing their own needs**

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs. Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **1.3 Unacceptable practice**

School staff should review each case individually with reference to the student's IHP, it is inappropriate practice to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, eg hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, eg by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

## **2. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives or accompany the student to hospital by ambulance.

## **3. Training**

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the School Business Manager. Training will be kept up to date. Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

#### **4. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to students. Parents will be informed if their student has been unwell at school. This will be undertaken by the First Aider. IHPs are kept in a readily accessible place which all relevant staff are aware of.

#### **5. Liability and indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

#### **6. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

#### **7. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every 3 years.

#### **8. Links to other policies**

This policy links to the following policies:

- First aid
- Health and safety
- Supporting Students with Medical Needs

## **APPENDIX 1**

### **Administration of Medication**

*To be read in conjunction with Section 1*

St Peter's acknowledges that on occasions, students will require medication to be administered during the school day. In order for this agreement to be carried out, the following procedures must be followed.

### **Parental Request**

The medication must be received direct from the parent and the consent and instructions in writing. A pro forma is available for this purpose and must be completed for every medication held. The member of staff receiving the medication must check the authority is complete and set up the record of medicine administered form which requires the parent to check and agree it. If the parent is not present, then the form must be checked and countersigned by another member of staff. The form is retained in a Year Group folder, together with a record of medication given by the First Aiders. Medication must not be accepted if brought in by student with accompanying letter from parent.

### **Medication**

Only prescription medication will be accepted. The medication must be in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration and dosage. School must never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Any unused medication must be collected by the parent. Any uncollected medication will be disposed of at the First Aider's discretion on a termly basis.

### **Storage**

Care must be taken to secure the medication in the appropriate environment. If the medication is required to be kept cool, a fridge specific to medication storage is provided in the medical facility. Under no circumstances should it be stored in a fridge used for personal food storage. Other medications should be stored in the lockable cupboard provided. Adrenaline pens must be immediately available to students and therefore should be stored in an unlocked drawer during school hours in the first aid or school office.

### **School's Medical Records**

A record is maintained on SIMS of all students in school with specific medical conditions, together with those students with any other identified need. This register is available to all staff. A record of all medicines administered to students is kept by the First Aiders, by year group.

### **Staff requiring Medication**

Staff must be responsible for self-administering any medication whilst at school. The school must not provide medication, including pain killers for staff. If staff require cold storage for their medication, they may have access to the medical storage via the First Aider.

### **Administering Medication**

Administering of medication to students may only be carried out by those who have completed the required training. General training is provided in written form on an annual basis. For students who have a specialised medication such as oxygen, adrenaline pen or tracheotomy clearance will be given very specialist training arranged by the school nurse. Staff, other than the First Aid Manager, are not under any contractual obligation to administer medication, but training will be provided where staff are comfortable to do so. Any member of staff giving medicines to a student must check:

- the student's name and confirmation of identity using SIMS photos
- record of medicine form is completed and in date
- prescribed dosage and when last administered
- expiry date of medication
- written instructions provided by the prescriber on the label or container\*

\*It is noted that adrenaline pens include manufacturer's instructions. The record of medicine administered form must be completed on every occasion that medication is administered. Parents of students with asthma or eczema requiring medication in school are asked to follow the above procedure. Students requiring inhalers or cream for eczema have permission to carry their medication in event of an emergency.

### **Adrenaline Pen Users**

Parents of students who are at risk of life-threatening anaphylactic reactions should notify the school. An Allergy action plan is created by the NHS which allows volunteer trained staff to administer adrenaline pen treatment in the event of an emergency. All such medication is to be kept in an unlocked drawer Medical (Southbourne) or School Office (Iford). Students who require adrenaline pens are required to carry a spare adrenaline pen at all times and spot checks will be carried out each term.

### **Blood Sugar Level Readings**

Staff may be required to monitor students' blood sugar level readings, which are normally self-administered. Staff must check the reading, ensuring they are recorded in the book provided for each student in the medical room, if in line with students care plan. If the reading is outside of the student's normal range, must immediately seek advice and advise the parent accordingly or follow the students care plan.

### **Refusal to accept medication**

If a student refuses to take medicine, staff must not force them to do so, but should note this in the records and follow agreed procedures. Parents must be informed of the refusal on the same day.

### **School Trips**

The School aims to encourage students with medical needs to participate in safely managed visits.

The School will consider what reasonable adjustments it might make to enable students with medical needs to participate fully and safely on visits. The trip leader must make themselves aware of any medical needs of the group and is responsible for ensuring that an appropriately trained member of staff accompanies the activity.

Medication required during residential trips will be accepted, with the procedure above being followed. The trip leader will be responsible for ensuring the medication is stored and secured as appropriate.

### **Non-Prescribed Medications**

We do not accept non-prescription medication.

**APPENDIX 2**

**Staff training record – administration of medicines**

Name of school/setting	St Peter's Catholic School
Type of training received	Administering Medication to Students
Name of staff member	
Date of training completed	

As First Aid Manager I confirm that the staff member above has received the training detailed and is competent to carry out any the required administration.

First Aid Manager's signature \_\_\_\_\_ Date \_\_\_\_\_

**I confirm that I have received the training detailed above**

I confirm that I have read and understood the requirements to administer prescribed medications to students. I confirm that I received a copy and will follow the instructions, updating this training on an annual basis. I have been offered the opportunity to seek additional advice from the School Nurse, if I feel this is required.

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

Review date:

**APPENDIX 3**

**Record of medicine administered to an individual child**

	If in doubt – check SIMS and/or seek Advice
Name of child	
Class/Tutor Group	
Date medicine provided by parent	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_ Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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**Remember to check information before administering the medication**