



The Federation of Cowick and Pollington-Balne CE Primary Schools



Administration of Medicines Policy

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Policy in brief:

- To outline the roles and responsibilities of staff and parents/carers
- To outline the storage arrangements of medicine in school
- To outline the recording of the administration of medicines in school

Statutory Guidance, updated February 2022 can be found on the Gov.uk website.

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

It states:

'First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. Never give aspirin to a child younger than 16, unless it has been [prescribed by a doctor](#).

Medication should not be kept in a first aid container.

Whilst some pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis) the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so.

Some pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The administration of prescription only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](#) should only be given by those trained to do so. However, where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the employer may want to consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Any member of school staff may be asked to provide support to pupils with administering of medicines, but they cannot be required to do so.

Read the statutory guidance on [supporting pupils at schools with medical conditions](#) for more information.

LEGAL FRAMEWORK

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

- Equality Act 2010
- DfE (2015) 'Supporting pupils at school with medical conditions'
- Asthma UK (2020) 'Asthma at school and nursery'
- DfE (2022) 'First aid in schools, early years and further education'

Administration of Medicines in School

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in the school and to provide clear guidance for staff and parents/carers on the administration of medicines. This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, Health and Safety Policy, Asthma and Inhaler Policy.

All staff in schools and Early Years Settings have a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice that schools and settings will review cases individually and administer medicines in order to meet the all-round needs of the child. **However, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.**

Roles and Responsibilities

Under the Disability Discrimination Act (DDA) 1995, schools and settings should be making reasonable adjustments for disabled children, including those with medical needs, and are under a duty to plan strategically to increase access over time. Schools and settings should consider what reasonable adjustments they need to make to enable children with medical needs to participate fully in all areas of school life, including educational visits and sporting activities.

The Headteacher, in consultation with the Governing board, staff, parents/carers, health professionals and the Local Authority, is responsible for deciding whether the school or setting can assist a child with medical needs. The Headteacher is responsible for:

- implementing the policy on a daily basis.
- ensuring that the procedures are understood and implemented.
- ensuring appropriate training is provided.
- making sure there is effective communication with parents/carers, children and young people, school staff and all relevant health professionals concerning the pupil's health needs.

It is good practice that staff, including supply staff should always be informed of a child's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff will be informed of the designated person with responsibility for medical care. A list of medical needs must be clearly known and accessible in order to support the child's day to day care.

Parents and Carers

It is the responsibility of parents/carers to:

- a) inform the school of their child's medical needs.
- b) provide any medication to the school office in a container, completing the parental agreement for schools to administer prescribed medicines form (appendix 1) detailing the following:
 - THE CHILD'S NAME
 - NAME OF MEDICINE
 - DOSE AND FREQUENCY OF MEDICATION
 - SPECIAL STORAGE ARRANGEMENTS
- c) collect and dispose of any medicines held in school at the end of each term.
- d) ensure that medicines have not passed the expiry date.

Pupil Information

Parents/carers should be required to give the following information about their child's long term medical needs and to update it at the start of each school year or update school when changes arise:

- Details of pupil's medical needs.
- Medication, including any side effects.
- Allergies.
- Name of GP/consultants.
- Special requirements eg. dietary needs, pre-activity precautions. Parents/carers may be required to provide evidence in this case.
- What to do and who to contact in an emergency.
- Cultural and religious views regarding medical care.

Administering Medication

Staff are not legally required to administer medicines or to supervise a child when taking medicine. Any employee may volunteer to undertake this task but it is not a contractual requirement and appropriate training should be given before an individual takes on a role which may require administering first aid or medication.

All schools should ensure that they have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties. Within their Health and Safety Policy it should incorporate managing the administration of medicines and supporting children with complex health needs. For staff following documented procedures, they should be fully covered by their Employers Public Liability Insurance should a parent/carer complain. Staff should also be aware when a child may need extra attention due to changes to their medical requirements as agreed with parents/carers and their care plan altered as necessary. In the likelihood of an emergency arising, all staff should be aware of what action to take and back up cover should be arranged if the staff member normally responsible for the child's care is absent.

It is expected that parents/carers will normally administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers. A 'Parental agreement for school to administer prescribed medicine' form must be completed. The staff authorised to administer medicines, or supervise the administering of medicines are:

At Cowick

Julia Booth, Medical Needs Coordinator or Kim Reed, SBM. All staff may supervise the use of inhalers by children, providing they are First Aid trained. All staff may administer EpiPens, provided they have had the relevant training.

At Pollington-Balne

Hannah Warren, Medical Needs Coordinator or Julie Bainbridge, Admin Assistant. All staff may supervise the use of inhalers by children, providing they are First Aid trained. All staff may administer EpiPens, provided they have had the relevant training.

Over the counter/un-prescribed medication will not be administered by school staff. However, in exceptional circumstances this may be discussed with a senior member of staff who may need clarification from your family GP.

The Headteacher will decide whether any medication will be administered in school/early years setting and following consultation with staff, who will be responsible. All medicine will normally be administered during breaks and lunchtime. If, for medical reasons, medicine has to be taken at other times during the day, arrangements will be made for the medicine to be administered at other prescribed times. Where appropriate, pupils will be told where their medication is kept.

In the event of an EpiPen being administered, an ambulance must be called prior to contacting the parent/carer.

Any member of staff, on each occasion, giving medicine to a pupil should check:

- a) Name of pupil.
- b) Written instructions provided by the parents/carers or doctor.
- c) Prescribed dose.
- d) Expiry date.

Written permission from the parents/carers will be required for pupils to self-administer medicine(s). A Parental Consent for child to administer his/her own medicine form must be completed.

Storage

Where appropriate all medicine will be safely stored appropriate to the access to the child (usually a locked cupboard or, in the case of antibiotics, the fridge in the staff room). All medicine will be logged on the school's medical file.

Medication that may be required in emergency circumstances, eg asthma inhalers and EpiPens, will be not be kept in locked cupboards. Class teachers in all classes will store these in such a way that they are readily accessible to pupils who may need them, and staff members who will need to administer them in emergency situations.

Records

Staff will complete and sign a record of medicine administered to an individual child each time medication is given to a child and these will be kept in the administration office. The sheets will record the following:

- a) Name of pupil.
- b) Date and time of administration.
- c) Who supervised the administration.
- d) Name of medication.
- e) Dosage.
- f) A note of any side effects.

Refusing Medication

If a child refuses to take their medication, staff will not force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's

record sheet. Reasons for refusal to take medications must also be recorded as well as the action then taken by the teacher.

Side Effects

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Where antibiotics have been prescribed, children should remain at home for the first 24 hours to ensure there are no adverse side effects.

Training

Training may be required as part of a pupil's individual care plan specific to the pupil's requirements. This will be provided on a range of medical needs, including any resultant learning needs, as and when appropriate. The Headteacher/SBM will ensure there are trained and named individuals to undertake first aid responsibilities, ensuring training is regularly monitored and updated. Advice on the treatment of Asthma will be available from either the school nurse or the school first aiders who will also brief all staff with any updates/changes.

Health Care Plan

Where appropriate, a personal Health Care Plan will be drawn up in consultation with the school/setting, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed annually.

The Headteacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical needs.

Intimate or Invasive Treatment

This will only take place at the discretion of the Headteacher and Governors, with written permission from the parents/carers and only under exceptional circumstances. Two adults, where possible, one of the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis. Training will be given to members of staff involved where necessary and all such treatment will be recorded and administered in line with the Intimate Care Policy.

Monitoring and Review

The next date for review will be July 27



The Federation of Cowick and Pollington-Balne CE Primary Schools



Parental agreement for school to administer prescribed medicines

The Federation of Cowick and Pollington-Balne CE Primary Schools have a policy that staff can administer prescribed medicine. This is a service that schools are not obliged to undertake and it remains at the discretion of the member of staff as to whether to offer this service.

Name of Pupil _____

Name of Medicine	
Dosage to be administered	
Date medicine to be administered from	
Time dosage is to be administered	
How many days will the dosage be administered	
Does it need to be kept in a fridge	
Expiry Date	

I authorise that a member of staff can administer prescribed medicine as detailed above.

I understand that I must deliver the medicine in person to the school office each morning of the agreed routine.

I agree to notify the school office in writing of any changes to the medicine.

I accept that this is a service that the school is not obliged to undertake.

I understand that if medicine is refused by the child, it will not be forced and therefore not administered.

Signed Date