Nebula
where stars are born

Administration of Medicines Policy

FRETTENHAM PRIMARY SCHOOL
OLD CATTON JUNIOR SCHOOL

HAINFORD PRIMAY SCHOOL
ST. FAITHS' PRIMARY SCHOOL

HORSFORD PRIMARY SCHOOL
WHITE WOMAN LANE JUNIOR SCHOOL

Administration of Medication at School

Review date: May 2027

Medicines should only be taken into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'

Introduction

On occasion the school will be asked by parents to arrange for their children to be given medication during the school day. While the school will normally be willing to cooperate in any matter which will support child health and welfare it is necessary to ensure that where such requests are received, appropriate arrangements are made to safeguard the interests of both staff and children.
Most medication administered at school is short term following illness or injury.
Any pupil with a medical condition requiring medication or support in school over the longer term should have an individual healthcare plan which details the support that child needs.
If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

Medication

There is a difference between prescribed and non-prescribed medicine.

- **Prescribed medication** is any medication requiring a Medical or Dental Practitioner's prescription defined as prescribed medication. Examples may include asthma inhalers; antibiotics; adrenalin.
- **Non-prescribed medication** is any medication not requiring a Medical or Dental Practitioner's prescription and may be purchased 'over the counter'. Examples may include analgesics; creams; sprays.

Medication on Residential Trips

Where a pupil is attending a residential trip, the school may administer certain non-prescribed medication outside of normal school hours where written permission has been provided by the parent/carer. This may include simple pain relief, such as paracetamol, and travel sickness medication.

Any other medication that a pupil requires to be administered outside of the school day must be prescribed by the child's GP or other appropriate medical practitioner. The school must be provided with a copy of the prescription and the medication must be supplied in its original packaging, clearly labelled by the pharmacy with the child's name, the prescribed dose and the times at which it should be administered.

Medication must not be administered outside of the school day where the required prescription, parental consent or appropriately labelled medication has not been provided. All medication administered during a residential trip must be recorded in accordance with the school's medication procedures.

Administration

All pupils at this school with medical conditions have access to their medication.

All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. At this point all pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Pupils who do not carry and administer their own medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at Nebula schools.

Nebula schools understand the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

There are several members of staff at Nebula schools who administer medication.
Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training

is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

Parents are required to understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

If a pupil needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

Record Keeping

Whenever medicines are administered by school staff this must be recorded. 'The Record of Medicine Administered to Children', (to include the date; child's name; time; dosage; signature) can be used as a template.

Safe storage of emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys/code are readily available and not held personally by members of staff.

Most pupils at Nebula schools keep their emergency medication in the school office or medical room and this is kept secure at all times.

Pupils at Nebula schools are reminded to carry their inhalers with them when they leave the school site.

Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage – non-emergency medication

All medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

There is an identified member of staff who ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard/medical room and only named staff have access, even if pupils normally administer the medication themselves.

Three times a year the identified member of staff checks the expiry dates for all medication stored at school.

The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils at Nebula schools may need to be refrigerated. All refrigerated medication is also clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils..

All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

Parents are asked to collect out-of-date medication.
If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription and should be in original condition when supplied to the school. All sharps boxes in school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Parental agreement to administer medicine in school

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

For medicines to be administered outside of the school day, for example on a residential trip, please also provide a copy of the prescription.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

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 school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) Date

Record of medicine administered to all children

Name of school/setting

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