



# HALL GREEN SCHOOL

## MEDICINES IN SCHOOL POLICY

<b>Adopted:</b>	9 July 2025
<b>Next Review:</b>	September 2027
<b>Governing Committee:</b>	Full Governing Body
<b>Responsibility:</b>	Assistant Headteacher

## **POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL**

### **General**

The school board recognises that many pupils will at some time need to take medication at school. While parents/carers retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote pupil's welfare.

### **Responsibilities**

The school board takes responsibility for the administration of medicines during school time in accordance with the LEA's policies and guidelines.

The Headteacher will implement the policy and report as required to the school board.

Medication will normally be administered by the Lead First Aider, or in their absence, by another named member of staff who has received relevant training on administering medication.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The school board does not require staff to administer medication (The Administering of Medicines in Schools and Settings Document February 2018). However, under the Common Law Duty of Care Act, we have a responsibility to act like any reasonable prudent parent in an emergency situation.

However, some specified staff (e.g. Care Assistants, PE and games staff, or staff taking educational visits) that volunteer their services, will be given training to administer first aid and/or administer medication to pupils.

### **Staff Indemnity**

The school board fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and training and following school body guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The school board will meet any claims in these circumstances.

### **Records**

On admission of the pupils to the school, all parents will be required to provide information giving full details of:

- medical conditions;
- allergies;
- regular medication;
- emergency contact numbers;
- name of family doctor/consultants; and
- Special requirements (e.g. dietary).

At the beginning of each academic year all parents will be required to update the medical forms.

### **Administration of the Medication**

The school expects that normally, parents/carers will administer medication to their children before the start of the school day.

Any requests for medicine to be administered must come from a parent/carer in writing on the school's "Parental agreement for school to administer medicine Consent" form and each request will be considered on an individual basis.

A separate form must be completed for each medicine to be administered. Any medicine administered is also recorded on ClassCharts and on the dosage sheet/book.

Parents/carers will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Lead First Aider and anyone else the Lead First Aider deems necessary as to what can be done in the school, before the Assistant Headteacher makes a decision; see the '**The Administration of Medicines in Schools and Settings**' (Appendix A).

The Lead First Aider (or person authorised by the Headteacher) will decide whether any medication will be administered in school. In appropriate cases the Lead First Aider and the parents/carer in consultation with the school nurse will draw up a healthcare plan.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the pupil's name and instructions for administration printed clearly on the label. If the medication or the dosage changes or discontinues the school must be informed in writing by the parent/carer. The school will not deal with any requests to renew the supply of the medication; this is entirely a matter for the parent/carer.

If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) the Lead First Aider will check that the pupil fully understands what has to be done.

Normally the administration of medication will only be done in school at the following times:

- immediately before school;
- breaks and lunch time; and
- Exceptionally, immediately after the end of the school day.

### **Intimate or Invasive Treatment**

The school will not normally allow these to take place in school, but in exceptional circumstances the Headteacher is authorised to agree to it. Two adults must be present when this takes place, both of whom must be of the same gender as the pupil.

### **Long- Term Medical Needs**

The school board and Headteacher will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents/carer, and in most cases

the family doctor or the pupil's consultant. The school board also reserves the right to discuss the matter with the school's medical adviser.

### **Records**

The school must record all first aid treatment and medicine administration. This is done via the completion of a pink medical slip including the name, date and nature of concern as well as treatment given (one copy to pupil to show their teachers on return to the lesson and to pass on to their parents). Any treatment or visits to the medical room, are recorded on ClassCharts for the individual pupil, parents and teachers to access.

The school will ensure that ClassCharts is updated every day, keeping track of any medical procedures or absences due to injury.

### **Training**

The school board is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines. When pupils with specific medical needs or personal care requirements join the school, relevant training will be provided for those members of staff who will be involved in administering care.

### **Monitoring and Review**

This policy will be reviewed every two years.

## **MANAGING MEDICINES - GUIDANCE NOTES FOR STAFF**

Please read The Policy on Administration of Medicines in School

### **Administering Medicines**

No pupil under 16 should be given medicines without the parent/carer's consent. Any member of staff giving medicines to a pupil should check:

- the pupil's identity;
- that there is written consent from a parent/carer;
- that the medication name, strength and dose instructions match the details on the consent form and the label on the medication;
- that the name on the label is that of the pupil being given the medication;
- that the medication to be given is in date;
- that the pupil has not already been given the medication;
- To be aware if there are any special precautions e.g. to be given with food.

If in doubt about any procedure staff should not administer the medicines but check with the parent/carer or a health professional before taking further action. If a member of staff has any other concerns related to administering medicine to a particular pupil, the issue should be discussed with the parent/carer, if appropriate, or with a health professional attached to the school or setting, and any action taken needs to be documented.

### **Self-Management**

It is good practice to support and encourage a pupil who is able, to take responsibility to manage their own medicines from a relatively early age and school should encourage this. The age at which a pupil is ready to take care of, and be responsible for their own medicines varies. As a pupil becomes older and more responsible, they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older pupils with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent/carer. Pupils can develop at different rates and so the ability to take responsibility for their own medicines varies. This should be in mind when making a decision about transferring responsibility to a pupil.

There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a pupil of any age to self-manage. Health professionals need to assess, with parents/carer and pupils, the appropriate time to make this transition.

Where pupils have been prescribed controlled drugs, these should be kept in safe custody with permitted access only by a named member of staff. However, a pupil could access them for self-medication if it is agreed that it is appropriate. The pupil would still need to be supervised when taking the medication and for documentation reasons. Any named members of staff must have received specialist training/instructions before administering a controlled drug.

## Refusing Medicines

If a pupil refuses to take medication, staff should not force them to do so, but should document it in the records and follow agreed procedures. The procedures may either be set out in the policy or in an individual pupil's health care plan. Parents/carers should be informed of the refusal on the same day. If a refusal to take medication results in an emergency, the school's emergency procedures must be followed. Also, this would need to be documented.

## Record Keeping

Parents/carers should tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. The parents/carers should be given a **"Parental agreement for school to administer medication consent form"** to complete. However, staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases, it is necessary to check that written details are clear and include:

- name of child
- name of medication
- strength of medication
- how much to be given i.e. dose
- when it should be given
- length of treatment/finish date, where appropriate
- any other instructions
- expiry date or where there is no expiry date the medication should have been dispensed within the last 6 months
- Any side effects.

If the instructions are unclear, then the pharmacist can be contacted for advice. Liquid medicines should be accompanied by a 5 ml medicine spoon or syringe.

## Educational Visits

If staff are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a visit, they should seek parental/carer's views and medical advice from the school health service or the pupil's GP. Information and advice are also available from the SENDCo or the Lead First Aider. If medication is required during a school trip it should be carried by the pupil if this is normal practice e.g. asthma inhalers. If not, then the medication should be carried by a member of staff who would be responsible for administering the medication and documented on appropriate paper work (dosage sheet/book). If a pupil requires a travel sickness remedy, parent/carers should provide written consent and a suitable medication in its original container.

## Sporting Activities

Most pupils with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all pupils to participate in ways appropriate to their own

abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a pupil's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for pupils with particular needs.

Some pupils may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some pupils, and be aware of relevant medical conditions and any preventative medicine that may need to be taken as well as emergency procedures.

## **Roles and Responsibilities**

### Teachers and other school staff

Teachers who have pupils with medical needs in their class should understand the nature of the condition and when and where the pupil may need extra attention. Staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.

All information concerning pupils with medical needs can be accessed by the staff in the “**SEND register**”. It is recommended that staff highlight names of such pupils in their class register and ensure that they familiarise themselves with the procedures involved with these pupils.

Teaching Assistants with Care Responsibilities will be made fully aware of all pupils' medical needs. They will be fully aware of all procedures in connection with the medical needs of all pupils they support.

Any new staff, as part of their induction, will have a meeting with the SENDCo, in order to discuss any particular pupils who may have medical needs. At the same time, they would also be shown how to access the “**SEND Register**” and advised about not printing confidential files.

The SENDCo will inform lunch time staff/taxi drivers of the medical needs of any pupil if this is appropriate.

Some staff may be naturally concerned for the health and safety of a pupil with a medical condition, particularly if it is potentially life threatening. Staff with pupils with medical needs in their class or group should be informed about the nature of the condition, and when and where the pupil may need extra attention. The pupil's parents/carer, health professionals and school nurse should provide this information.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a pupil should have appropriate training and guidance. They should also be aware of possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case, and any administering of medication should always be documented.

## **Dealing with Medicines Safely**

All medicines may be harmful to anyone for whom they are not appropriate. Where a school or setting agrees to administer any medicines the employer **must** ensure that the risks to the health

of others are properly controlled. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Large volumes of medicines should not be stored. The lead first aider or named member of staff should only store, supervise and administer medicine that has been prescribed for an individual pupil; with the exception of emergency medicine (asthma inhalers and Epipens). Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the pupil, the name and dose of the medicine and the frequency of administration and any other special requirements. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers. Parents/carer should also complete a **"Parental agreement for school to administer medication Consent Form"**. A separate form should be completed for each medication.

Pupils should know where their own medicines are stored and who holds the key. The Lead First Aider is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers, adrenaline pens and diabetic medication, should be readily available to pupils in the medical room and should not be locked away. Non-emergency medicines should generally be kept in a secure place not accessible to pupils.

Pupils should be responsible for their own inhalers. However, if a pupil is not capable of being responsible for their inhaler, it can be kept in the medical room.

The Lead First Aider is responsible for ensuring that the information on medication is accurate and up to date.

Some medications may need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled with the pupil's name. There should be restricted access to the refrigerator.

The Linc Department is responsible for checking that equipment and devices are kept in working order and liaising with the appropriate services.

Pupils will have access to their medicines when required. Controlled drugs will be locked away. Pupils will know who to report to for their medication.

The lead first aider should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. However, if the parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal by the lead first aider. All medication returned or disposed of, even empty bottles, should be recorded.

Sharps boxes should always be used for the disposal of needles or glass ampoules. Collection and disposal of the sharps boxes are arranged with the Local Authority's environmental services.



The lead first aider takes responsibility of the keys to the medication storage facility. Records should be kept of the named staff who are authorised to have access to the medication. The Lead First Aider should check the medication cupboard at least once every term, to ensure that medication has not reached its expiry date. Medication which is no longer required should be disposed of correctly.

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedure. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressing or equipment in a yellow hazardous waste bag then put into a bin and the local authority will then collect.

Staff should avoid taking children to hospital in their own car; it is safer to call an ambulance. If a member of staff cannot arrange an alternative with parents/carers and there is a long waiting time for an ambulance, the staff member may deem it necessary to transfer the pupil to hospital via car. They must have appropriate business insurance to do this.

Individual health care plans should include instructions as to how to manage an individual pupil in an emergency, when an ambulance should be called, where emergency medication is stored and who should administer it etc.

### **Dealing with a Head Injury**

Any pupil presenting with a head injury should undergo an assessment of their vision and balance.

Signs and Symptoms of concussion:

- Blurred/double vision
- Problems with speech
- Memory loss
- Tiredness
- Nausea
- Irritability.

Use of an Ice pack to reduce swelling is advised. Any open wounds to the head/face should be cleaned and bandaged.

Pupils who are sent home, should be given a 'Head Injury Advice Slip' and directed to A&E if the First Aider thinks it would be advisable or if the pupil develops any of the signs or symptoms of concussion.

### **Paracetamol**

The school does not keep its own stock of paracetamol tablets. It is not recommended for pupils to carry their own paracetamol. If pupils are found with paracetamol, it should be locked in the medical room until the end of the day, then returned to take home.

The school will not administer paracetamol to any pupil, based upon their own recommendation. If paracetamol has been prescribed **by a doctor**, then the parent or carer would need to complete a "**Parental agreement for school to administer medication**" form giving the first aider, pastoral

team, or a senior member of staff, permission to do so stating what dose and at what time the pupil must take it. This consent form should then be kept and attached to the record sheet/dosage book.

If Paracetamol is requested **by parents** through the completion of a “**Parental agreement for school to administer medication**” form, pupils can be given a dose of paracetamol during the school day: If this does not relieve the pain, there should be at least four hours between any two doses of medicines containing paracetamol. If paracetamol alone is taken soon after taking these remedies; it could cause an unintended overdose. No more than four doses of any remedy containing paracetamol should be taken in any 24 hours.

Paracetamol is not a controlled drug, however will be stored in the same nature as those that are. If it is requested that paracetamol be administered, the individually labelled box must be brought in by the parent and stored in the locked cupboard in the medical room.

The Lead first aider or another first aider, the pastoral team or a senior member of staff who are responsible for giving medicines must witness the pupil taking the paracetamol and make a record of it in the dosage book.

## APPENDIX A: PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICATION



### Parental Agreement for School to Administer Medication Consent Form

Our school policy 'Medicines in School' states that the school will not store or administer medicine to your child unless this form is completed, signed and agreed.

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Group/class/form: \_\_\_\_\_

Name and strength of medicine: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Dosage/how much to give (instructed by the doctor and clearly labelled on the storage container):

\_\_\_\_\_

When should the dose be given? \_\_\_\_\_

For how many days should the dosage be given (please use dates): \_\_\_\_\_

\_\_\_\_\_

Any other instructions: \_\_\_\_\_

\_\_\_\_\_

Number/quantity of tablets given to the school: \_\_\_\_\_

**Please note: Medicines must be in their original container clearly displaying your child's name**

Daytime phone number of parent/carer contact: \_\_\_\_\_

Name and phone number of GP: \_\_\_\_\_

Agreed Review Date for long term medicines and staff member's name to contact: \_\_\_\_\_

\_\_\_\_\_

**The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.**

Parent/Carer's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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