



Administration of Medicines Policy

Resilience
Respect
Responsibility

This policy was reviewed by the Governing
Body: January 2025

Next review: January 2026

Chair of Governors: Karen Grundy

Lead: Ilona Sanderson

Policy Aims:

- To support individual children with medical needs to achieve regular attendance.
 - To reduce cross-infection risk between children, to increase whole-school attendance.
 - To ensure that medicines given at school are stored and administered safely.
1. The Staff and Governors of North Clifton Primary wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head Teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so and are trained First Aiders. The school will only issue PRESCRIBED medicines.
 2. Please note that parents should keep their children at home if acutely unwell or infectious. Common childhood illnesses and recommended exclusion timescales can be found in 'Guidance on Infection Control in Schools and other Childcare Settings' Public Health England 2016, or from the school office.

General Responsibilities:

- 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 or unless the situation is an emergency and falls under their regular duty of care arrangements.
- For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupils' parent/carer.
- School will not give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
- Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
- School will ensure emergency medicine or devices such as adrenaline pens or asthma inhalers are accessible at all times by staff.

- School will not force a child to take their medicine. If the child refuses to take it, we will follow the procedure in their individual healthcare plan (where applicable) and inform their parents
- Parents/carers are responsible for providing staff with comprehensive information regarding the pupil's condition and medication on our CONSENT FORM. (See attached form **APPENDIX 1.**)
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer.
- Staff will **not give a non-prescribed** medicine to a child in school (e.g. non-prescribed Calpol or cough medicines). Parents need to make arrangements to come into school if they wish to give their child these medicines.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Each item of medication must be delivered to the office, in normal circumstances by the parent/carer, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
 1. Pupil's Name.
 2. Name of medication.
 3. Dosage.
 4. Frequency of administration.
 5. Date of dispensing.
 6. Storage requirements (if important).
 7. Expiry date.

The school will not accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions.

3. Medication will only be administered at lunchtime and play times, unless there are exceptional circumstances. Parents may come in to school to give medicines at other times. If medicines are prescribed up to 4 times a day, the expectation is that parents or carers will give these medicines outside of school hours. Parents should consider whether or not their child is well enough to be at school if they require medicine 4 times a day.

Detailed Administration of Medicines:

- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in the staff room, in a secure locked cupboard or fridge as appropriate.
- The school will keep records, which they will have available for parents/carers. (**APPENDIX 2**)
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- It is the parents/carers responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will only make changes to dosages if prescribed/notified by the medical profession, not on parental instructions.

- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.
- For each pupil with long-term or complex medication needs, the school will ensure that an Individual Healthcare Plan is drawn up, in conjunction with the appropriate health professionals. Please see our Supporting Children with Medical Conditions Policy.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- Administering staff must be in pairs.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.
- All staff will be made aware of the procedures to be followed in the event of an emergency

NORTH CLIFTON PRIMARY SCHOOL

Appendix 1

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Head Teacher,

I request that (*full name of pupil*):

Date of birth:

In Class: be given the following medicine(s) while at school (*please include the name / type of medicine as described on the container*):

.....

Medical condition or illness:

.....

Expiry date:

Duration of course:

Dosage and method:

Time(s) to be given:

Other instructions:

.....

Are there any side effects the school should know about?

.....

Number of tablets/containers to be given to school:

.....

Self-administration: Yes/No (please delete as appropriate)

NOTE: MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY

CONTACT DETAILS

Name of parent or adult carer:

.....

Daytime phone number:

.....

Relationship to the child:

.....

Address:

.....

Name and telephone number of GP:

.....

I understand that I must deliver the medicine personally to a staff member at school 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 dosage or frequency of the medication or if the medication is stopped.

Signed (*parent/carer*):

Name (*parent/carer*):

Date:

Appendix 2:

NORTH CLIFTON PRIMARY SCHOOL

RECORD OF MEDICINE ADMINISTERED TO ALL CHILDREN



<u>Date</u>	<u>Child's Name</u>	<u>Time</u>	<u>Name of Medicine</u>	<u>Dose Given</u>	<u>Any Reactions</u>	<u>Signatures</u>	<u>¹ Print Names</u>

¹ Two adults must oversee the administering of prescribed medicines. See Administration of Medicines Policy.
