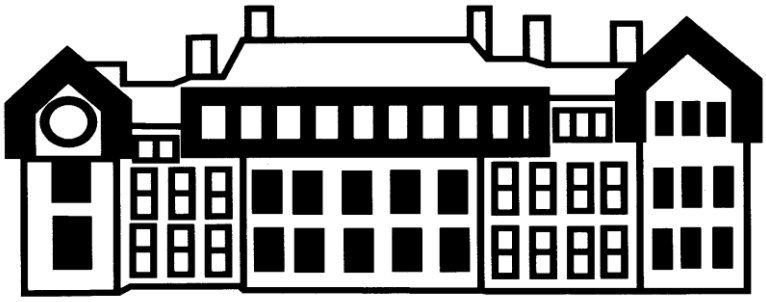
GORDON



SCHOOL

Administration of Medicines Policy



Administration of Medicines Policy

1, Introduction

Children with medical needs have the same rights of admission to a school or setting as other children.

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with diabetes.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most children with medical needs can attend school regularly and take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

An individual care plan can help staff identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk.

This policy is based on the Department for Education's statutory guidance **Supporting pupils with medical conditions at school** and follows the requirements set out therein.

2, Support for children with medical needs

Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents/carers should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nursing team, health visitors and specialist bodies may also be able to provide additional background information for staff. This information is circulated to staff in the Medical Care Alert Book which is updated termly by the office.

There is no general legal duty requiring school staff to administer medicines to pupils. Any member of school staff may volunteer to provide support to pupils with medical conditions, including administering medicines, but they cannot be required to do so unless this forms part of their contractual duties. The school will ensure that there are sufficient members of staff who are appropriately trained, competent and willing to manage and administer medicines safely as part of their role.

Staff managing the administration of medicines and those who administer medicines should receive appropriate training and support from health professionals. There should be robust systems in place to ensure that medicines are managed safely. There must be an assessment of the risks to the health and safety of staff and others and measures put in place to manage any identified risks. Where pupils have severe allergies, staff should receive appropriate training in allergy awareness, recognising the signs and symptoms of

anaphylaxis, and the prompt administration of adrenaline auto-injectors, reflecting current national guidance and the principles of Benedict's Law.

Some children with medical needs have complex health needs that require more support than regular medicine. Medical advice about each child's individual needs is sought in these cases.

3, Parental responsibilities in respect of their child's medical needs

Parents/carers must tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required.

Parents/carers must make a written agreement with the school prior to any medication being administered. This means completing the **Administration of Medication Form.** No medication can be administered without the form being completed.

4, Procedures for managing prescription medicines which need to be taken during the school day

Medicines that require refrigeration must be stored in a dedicated medicine refrigerator that is not used for food storage. The refrigerator must have an uninterrupted power supply and be located in a secure and safe area. Medicines must never be stored alongside food items under any circumstances.

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. We only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Medicines should be stored in the main office.

Staff administering medicine should do so in accordance with the prescriber's instructions. A record of administered medication is to be kept in the **Administration of Medication Record Book** which is kept in the school office. After the course of medication is complete, a copy of the notes must be stored in the child's general file. Long term records may also be kept in the child's SEND file.

5, Procedures for managing prescription medicines on trips

Additional safety measures may need to be taken for outside visits. It may be that an additional supervisor or a volunteer might be needed to accompany a particular child.

Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures.

A member of staff must be responsible for medication and must ensure it is kept safe from children yet accessible to staff.

Prescription medication which is usually kept in school must be returned to the class teacher or senior first aider on return to school. Medication supplied by parents/carers which is not normally kept in school must be handed back to the parent/carer by a staff member.

A copy of any care plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can ensure a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the school nursing service or the child's GP.

If a child requires medication during a school trip, a member of staff is to be designated as the responsible adult to carry and administer the medication. This responsibility is to be included in the overall risk assessment of the activity.

See also: Section 7 - The Circumstances in which Children may take Non-Prescription Medicines

6, The roles and responsibility of staff managing the administration of medicines, and for supervising the administration of medicines

No child should be given medicines without their parent's/carer's written consent. Any member of staff giving medicines to a child must check:

- the child's name
- prescribed dose
- time/frequency of administration
- expiry date of the medication
- written instructions provided by the prescriber on the label or container

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.

- Written records must be kept each time medicines are given. Staff must complete and sign a record each time they give medicine to a child.
- If a pupil refuses to take medication, staff follow the procedure agreed in the individual healthcare plan and inform parents/carers immediately to consider alternative options.
- Medicines should be returned to the parent/carer when no longer required to arrange for its disposal.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child 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.

7, The Circumstances in which children may take non-prescription medicines

Staff should not give non-prescribed medicine to a child during the normal school day. Parents/carers should administer non-prescription medicines at home wherever possible.

The exception to this is school trips and residential visits, but only if:

- Prior written consent has been obtained from the pupil's parents/carers
- It is in line with this school policy
- Staff have checked, and received parental confirmation, that the pupil has previously used the medicine without any negative effect
- The medicine is required to maintain the child's health and wellbeing during the trip

We may include appropriate non-prescription medicines in the first aid kit for the trip. If this approach is taken, we will:

- Purchase medicines from a reliable source
- Check medicines for potential allergens
- Obtain prior written consent from parents/carers to administer specific medicines
- Ensure staff are trained in the administration of these medicines

If staff provide or administer non-prescribed medicine to pupils on a trip, they must:

- Check the child's name, prescribed dose, and expiry date
- Make a written record for each pupil, including:
  - The name of the medicine
  - The dose given
  - The time and date of administration
  - The name of the staff member who administered it
  - The reason for administration
- Inform the pupil's parents/carers as soon as possible, and no later than the end of the trip day

The decision to administer non-prescription medication must be made by at least two members of staff, one of whom must be the most senior member of staff present on the trip. Staff should consider:

- Whether the child genuinely needs the medicine
- Whether the symptoms could indicate a more serious condition requiring medical attention
- The child's medical history and any known allergies
- The instructions provided by parents/carers

If there is any doubt about whether to administer medicine, staff should contact parents/carers for advice or seek medical guidance.

Restrictions on specific medicines

- A child under 16 should not be given aspirin unless prescribed by a doctor
- Medicines containing ibuprofen are not suitable for some children – it is recommended that ibuprofen should not be given to a child under 16
- Staff should check all non-prescription medicines for potential allergens before administration

Emergency situations

In an emergency situation where a child requires urgent medical attention, staff should call 999 and follow the school's emergency procedures (see Section 11). Non-prescription medicines should not be administered in place of seeking appropriate medical care.

8, Assisting children with long-term or complex medical needs

A care plan is drawn up and revised annually or as medical needs change. The Inclusion Manager, school nursing team and parents/carers work together to devise the plan. Advice is sought from other healthcare professionals, if necessary. The care plan identifies the administration of medicines and how to respond to an emergency.

9, Children carrying and taking their medicines themselves

If parents/carers have given written confirmation that their child can self-medicate and the Senior First-Aider agrees that it is appropriate, staff only need to supervise.

The Headteacher is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away. These are to be kept in the main office and the classroom. Other non-emergency medicines should generally be kept in a secure place not accessible to children.

10, Adrenaline Auto-Injectors (AAIs) - Spare Emergency Protocol

Pupils with severe allergies must be able to quickly access an adrenaline auto-injector (AAI), as any delay in administering adrenaline in an emergency can be fatal.

The school recognises the principles underpinning Benedict's Law and is committed to adopting best practice in the management of pupils with allergies. This includes ensuring that staff receive appropriate allergy awareness and emergency response training, that appropriate emergency medication is readily accessible, and that reasonable steps are taken to minimise the risk of accidental allergen exposure in line with current statutory guidance and emerging national best practice.

To ensure the safety of all pupils, the school will maintain spare AAIs for emergency use While pupils should carry and administer their own AAIs wherever possible, Gordon Primary School recognises that there may be emergency situations where:

- A pupil's own AAI is not immediately available
- A pupil's own AAI has been used and a second dose is required
- A pupil's own AAI is faulty or out of date
- An undiagnosed allergic reaction occurs

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These will be:

- Stored in the main school office in an unlocked, clearly labelled container
- Easily accessible to all trained staff at all times
- Stored at room temperature (between 15°C and 25°C) and protected from direct sunlight

- Checked monthly by the Senior First Aider to ensure they are in date and in working condition
- Replaced immediately after use or before the expiry date

11, Liaising with the GO! Club (wraparound care)

The GO! Club staff need to be aware of, and adhere to, this policy.

Parents/Carers whose children use the GO! Club should inform the club manager of their child's medical needs and medication They must be given the **Administration of Medication Form** and it must be returned to the GO! Club.

All information and medication must be passed to the school office as soon as possible. Before accepting medication, the staff must check the information listed under section 6 above.

12, The school's emergency procedures

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. At different times of the day other staff may be responsible for children, such as lunchtime supervisors. It is important that they are provided with training and advice.

The school's arrangements for dealing with emergency situations state that:

- other children know what to do in the event of an emergency, i.e. tell a member of staff
- all staff know how to call the emergency services
- all staff know who is responsible for carrying out emergency procedures in the event of need. This is the responsibility of the office staff
- a member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent/carer arrives
- health professionals are responsible for any decisions on medical treatment when parents/carers are not available
- staff never take children to hospital in their own car; it is safer to call an ambulance
- individual care plans include instructions on how to manage a child in an emergency, and identify who has the responsibility in an emergency

13, Monitoring and Review

Records of medicine administration are maintained by the Senior First Aider and monitored by the Inclusion Manager. All records are retained in accordance with the School's Data Retention Policy and GDPR requirements.

This policy will be reviewed every three years, or sooner if required, including in response to changes in legislation or statutory guidance. The review will be undertaken by members of the Senior Leadership Team, with advice sought from the Senior First Aider and School Nursing Team.

Ratification date: May 2026

Review date: May 2029

Agreed: Jason Taylor (Headteacher)

Agreed: Lynsey Christini-Clay (Chair of Governors)

GORDON PRIMARY SCHOOL - Administration of Medication Form

This form must be completed and signed by all parties prior to the child being administered medication by a member of the Gordon Primary School staff.

Child's name:		Date of Birth:	
Class / Year:		Teacher	
Address:		Has the teacher been informed?	
GP Name		Parent / Carer Name:	
GP Address		Parent / Carer Address:	
GP Tel No.		Parent / Carer Tel No.	
Medical Condition		Medication Prescribed	
Can child self-medicate? Yes/No		Dosage / Frequency	
Possible Side Effects			
Please confirm you will let the child know where the medication is stored within school			
Is there any other information we need to be aware of?			

Please note: The school will not administer medication in the following circumstances;

- If the child refuses to take it
- In the case of contagious infections
- If the school's trained First-Aiders are of the opinion that it will cause an adverse effect on the child's health
- If the child demonstrates other / new symptoms.

In case of the above, we will contact you and seek immediate advice from a medical professional where necessary.

I understand and accept the conditions that apply to the administration of medication. I give consent for a member of the Gordon Primary School staff to administer medication to my child, in accordance with the dosage and frequency stated by the medical prescriber / GP. I have read and agree to the school's policy on the administration of medication.

Signed (Parent / Carer): _____ Date: ……/……/……

Signed (School): _____ Name _____ Date: ……/……/……