

Administration of Medicines Policy 2025-2027

It is school policy to only administer medicines that are prescribed by a doctor or pharmacist.

It should however, be noted that where a pupil is not well enough to attend school they should not do so and not be sent in with medicine. The school understand that administering medicines is a purely voluntary activity with the exception of staff where this is written into their job description and will not force, pressure or expect staff to undertake this responsibility. The school will only accept medicines in their original container accompanied by a fully completed parental consent form. It is a parent/carer responsibly to supply the medicines in date and to collect and dispose of any unused medicines.

This policy is to be utilised in conjunction with the Local Authority's guidance "The Administration of medicines and associated complex health procedures for Children's Services in Derbyshire".

Roles and Responsibilities

Governing Body

- 1) To review this policy periodically to ensure it is still relevant and up to date
- 2) To support the Headteacher and staff in delivering this policy and to make any necessary resources available to enable them to do so.
- 3) To ensure that the key elements relating to parents/carers responsibilities are published and communicated to parents/carers in a suitable manner e.g. schools prospectus, schools website, newsletters.
- 4) To ensure suitable facilities for the administration of medicines are provided

Headteacher

- 1) To be responsible for the day to day implementation of this policy in school
- 2) To ensure any staff who volunteer to administer medicines are competent and fully familiar with their responsibilities
- 3) To ensure staff volunteering to administer medicines receive suitable training where necessary and that this is kept up to date.
- 4) To monitor the administration of medicines and the recording of this are in line with this policy
- 5) To report to the Governing Body any issues that arise out of the implementation of this policy
- 6) To ensure the policy is applied equitably and fully throughout the school.
- 7) To ensure any disputes regarding the application of this policy are resolved
- 8) To ensure where staff support is required medicines are only administered where permission on the appropriate form has been obtained

Staff Volunteering to Administer Medication

- 1) To ensure they are competent (and where necessary trained) and confident to undertake the administration of the medicine

- 2) To fully check before administering any medication that it is the correct medication for the correct pupil and is being administered in line with the instructions on the label and the parental consent form.
- 3) To record all medicines administered on the correct recording form.
- 4) To immediately bring to the attention of the Headteacher any mistakes made in the administration of any medicine.
- 5) To ensure any training undertaken is refreshed as necessary
- 6) To ensure confidence (knowledge of) the immediate line management structure.

Arrangements for Administering Medication

No medicines (prescribed or non-prescription) will be allowed into school unless accompanied by a fully completed consent form completed by a parent or guardian a copy of which is located at Appendix 1. The form and the medicines should be brought to the School Office and handed over to a member of the Office Staff Team.

Medicines will only be accepted in their original container with the dispensing label clearly stating as a minimum the name of the young person, the name of the dispensing pharmacy, date of dispensing, name of medicine, amount of medicine dispensed and strength, the dose and how often to take it and if necessary any cautions or warning messages. Ideally only enough medicines for the day are to be supplied as this will avoid confusion or the chance of too much medicine being given. However, where a pupil is on a long term course of medication the school will by arrangement with parent/guardian agree to store sufficient medicine to avoid unnecessary toing and froing of medicines on the understanding that these will be in date for the duration agreed supplied as per the previous statement and parent/guardian accept they are responsible for collecting and disposing of any excess medicines or medicines which are out of date.

When receiving medicines, the office staff will ensure that they check the information on the prescription label matches the information on the parental consent form. As prescription labels may have vague directions for administration such as "as directed" or "as before", unless there are clear directions on the parental consent form the medicine will be rejected and won't be stored or administered in the school until there are clear directions.

Any medicines not provided in the original containers, appropriately labelled and with a fully completed parental consent form **will not be administered**. In the event that the school decided not to administer the medicine the parent/carer will be informed immediately so they can make alternative arrangements for the medicine to be administered. Staff and parents/guardian should check and agree the quantity of medicine provided and this should be recorded on the administration of medicine form (see appendix).

Storage of Medication

All medicines should be brought to the School Office.

Medicines will be stored as follows: -

Medicines requiring refrigeration will be stored in a labelled container within a fridge only accessible to staff in the school office. Where this is a long term medication the fridge will be regularly defrosted, cleaned and the temperatures will be checked and recorded daily.

Emergency or rescue medication is that which is required immediately in an emergency situation such as asthma inhalers or adrenalin pens. These need to be readily available to pupils as and when they are required. Inhalers are stored in the child's classroom.

In this school rescue medicines will be kept in the classroom store cupboard under the Teacher/Teaching Assistants supervision. It is good practise for medicines such as Epipens, inhalers, diabetic medications, etc. to be stored in an individual box with a photo of the child and the HCP. No medicines should be kept in children's bags or lockers – risk to other children. All medication should be delivered to the school office by a responsible adult, and should never be handed to the child to deliver.

Suitable arrangements will be in place to ensure these emergency medications are readily available during break/lunch times and other activities away from the classroom such as: - PE, Swimming, Offsite activities etc.

NB

ALL MEDICATIONS WILL BE STORED IN THEIR ORIGINAL LABELED/NAMED CONTAINERS IRRESPECTIVE OF WHERE THEY ARE STORED.

Storage and Administration of Controlled Drugs

There are certain legislative requirements concerning controlled drugs. As such there is a separate section on these at appendix 3 of this policy which will be followed should any medication designated as a controlled drug be required in school.

Administration of Medicines

There are 3 levels of administration of medicines in schools:

- A. The child self-administers their own medicine of which the school/ service is aware
- B. The child self-administers the medication under supervision
- C. A named and trained consenting staff member administers the medicine

(Further details on each of the above can be found on pages 37-41 of the overarching guidance document “The Administration of Medicines and Associated Complex Health Procedures for

Children Advice & Guidance for Children's Services in Derbyshire”)

Administering medications is a purely voluntary activity (unless specified as part of a staff member's job description). Therefore, participation in the administration of medication is on a voluntary basis and staff cannot be compelled to administer medicines unless they have accepted job descriptions that include duties in relation to the administration of medicines.

The school will encourage staff to be involved where necessary in administering medication to ensure pupils access to education is not disrupted however:

- Individual decisions on involvement will be respected.
- Punitive action will not be taken against those who choose not to consent In this school medicines will only be administered by the following staff:

All staff who administer medications will receive sufficient information, instruction and where necessary training to undertake this task. Training from a health professional will always be required for invasive procedures requiring a specialised technique. Examples include (but are not limited to) Diabetes, epilepsy, gastronomy and rectal medication. For most routine administration of medicines, knowledge of this policy and the guidance contained within it will be sufficient as staff will not be expected to do more than a parent/carer who gives medication to a child.

Where a child has complex health needs and an individual treatment plan and requires specific or rescue medication the staff administering the medication will have detailed knowledge of the individual treatment plan and will have received suitable training from health professionals to undertake the administration of the medicine. This training will be refreshed annually or as required should there be any significant changes to the medicine or administration procedure.

For all administration of medicines the following procedures will be adopted:

1. Wherever possible ,two staff will be involved in the process to ensure that the correct dose of the correct medicine is given to the correct child and once the medicine has been administered both will sign the Medicines Administration Record (MAR) sheet (NB for controlled drugs there must be 2 people in attendance)
2. Before the medicine is given each time, staff will ensure they have checked the following

Right Person	Is this the right person for this medicine?
Right Medicine	Is it the correct medicine? Do the label instructions match up with the instructions on the written consent? Is the name the same?
Right Dose	Dose the label state the same as the instructions? Remember to check not just the amount e.g, 5ml or 10ml but also the correct concentration eg 125mg/5ml
Right Time	Are you sure it is 12 midday that this medicine should be given? Where can you check?
Right Route	Are you sure that the way you are about to give the child this medication is the right way? You are not going to put ear drops in their eye?
Right Date	Ensure the medication has not expired. Always check on the label for instructions that may relate to this eg Do not use after 7 days. Always check the documentation that is has not already been given

3. Medication will only be given to 1 pupil at a time and the MAR sheet will be completed at the time it has been given, before any medication is given to the next pupil.
4. Only the medication for that pupil will be taken out of the storage and this will be returned to storage before starting the process for the next pupil

IF THERE IS ANY DOUBT WHETHER THE MEDICATION SHOULD BE GIVEN FOR ANY REASON THEN THE MEDICATION WILL NOT BE GIVEN. FURTHER ADVICE SHOULD THEN BE SOUGHT FROM HEALTH PROFESSIONALS AND/OR PARENTS AND THIS SHOULD BE RECORDED AND REPORTED TO THEIR LINE MANAGER.

5. If a pupil refuses to take their medication or it is suspected that they have not taken a full dose staff will record this on the MAR sheet and immediately seek advice from health professionals and/or parents/carers. This should also be reported to their line manager. They should not attempt to give another dose or try and force the pupils to take another dose.

Changes to Medication

The school will not change the dose of a prescribed medication without written authorisation from a health professional

Non Prescription Medicines

The school will not accept non-prescription medicines in school. Parents are welcome to come into school and administer any non-prescription medicines should their child require this.

Complex Health Needs

Pupils with complex health needs will have an individual treatment plan. This will specify exactly how and when medicines should be administered and what training is required. The school will follow the guidance in the County Council "Administration of medicines and associated complex health procedures for children" guidance and will also comply with the codes of practice relating to specific individual medical conditions contained within their document. A list of these specific codes of practice is contained at Appendix 4

Specialist Training

Many of the conditions indicated in the previous section require that staff undertake specific training to be able to administer the medication in line with the pupil's individual treatment plan.

There are also specific medical practices which require insurance approval before they can be undertaken by school staff, the table at Appendix 5 gives details of these.

To be reviewed September 2027

Signed: J Smith (Headteacher)

A handwritten signature in black ink that reads "J Smith". The letters are cursive and connected, with a large, stylized 'J' and 'S'.

Date: September 2025