



ADMINISTERING MEDICATION POLICY

Public Sector Equality Duty

We have carefully considered and analysed the impact of this policy on equality and the possible implications for those with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

Approved by Headteacher
Due for review March-2025

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1. ADMINISTRATION OF MEDICATION

To be read in conjunction with *Appendix 1- 3*

It is recognised that Staff do not have any obligation under their contract to administer medication to students. Most medication prescribed today is three times a day. Parents can therefore administer medication before school, after school and before bed. Medication should not normally be required during the school day. There is a requirement however under the DfE guidance to assist students with medical needs.

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered and have been prescribed by a doctor or dentist.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

The School should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Bringing Medicine to School Procedure

If medication (such as antibiotics) is required during school time, parents are asked to come to school reception with the medication. The parent is requested to complete and sign a Parental Consent Form to Administer Medication. The form is retained in a Year Group folder, together with a record of medication given.

N.B. Medication will not be accepted if brought in by student with accompanying letter from parent. Any unused medication must be collected by the parent. Any uncollected medication will be disposed of at the First Aider's discretion on an annual basis. Verbal instructions are not accepted. Only one parent with parental responsibility needs to consent to medicines being administered. No child under 16 should be given medicines without the above procedure being followed. Any member of staff giving medicines to a student should check:

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

**It is noted that adrenaline pens include manufacturer's instructions*

Parents of students with asthma or eczema requiring medication in school are asked to follow the above procedure. Students requiring inhalers or cream for eczema have permission to carry their medication in event of an emergency.

Parents of students who are at risk of life-threatening anaphylactic reactions are required to notify the school. An Allergy Action plan is produced by the NHS which allows volunteer trained staff to administer an adrenaline pen treatment in the event of an emergency. All such medication is kept in the First Aid room office and students who require adrenaline pens are required to carry a spare, in date, adrenaline pen with them at all times. The procedure is clarified to all parents on entry to the school.

If a student refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may either be set out in the policy or in an individual student's health care plan. Parents should be informed of the refusal on the same day.

The School aims to encourage students with medical needs to participate in safely managed visits. The School will consider what reasonable adjustments it might make to enable students with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include students with medical needs. It might also include risk assessments for such students. Prescription medicines will only be administered at school: **When it would be detrimental to the student's health or school attendance not to do so and where we have parents' written consent**

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

1.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school first aid room and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

1.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

1.3 Unacceptable practice

School staff should review each case individually with reference to the student's IHP, it is inappropriate practice to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

2. EMERGENCY PROCEDURES

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

3. TRAINING

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the School Business Manager. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have a greater understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

4. RECORD KEEPING

The governing board will ensure that written records and electronic records are kept of all medicine administered to students. Parents will be informed if their student has been unwell at school. This will be undertaken by the First Aider.

IHPs are kept in a readily accessible place which all staff are aware of.

5. LIABILITY AND INDEMNITY

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

6. COMPLAINTS

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

7. MONITORING ARRANGEMENTS

This policy will be reviewed and approved by the governing board every 3 years.

8. LINKS TO OTHER POLICIES

This policy links to the following policies:

- First aid
- Health and safety
- Supporting Students with Medical Needs

APPENDIX 1

Administration of Medication

To be read in conjunction with Section 1

St Peter's acknowledges that on occasions, students will require medication to be administered during the school day. In order for this agreement to be carried out, the following procedures must be followed.

Parental Request to Administer Medication

Prescription Medications

In order for us to administer prescription medications, we need the written permission of the parents. Please ask at reception or First aid for a copy of our consent form. Once this is completed, the student should bring it to First aid at the start of the school day along with the medication. Please note that antibiotics will only be administered if the recommended dosage is 4 times or more per day.

Where possible, medication (whether prescribed or non-prescription) should be administered by parents outside of the school day.

Please ensure that medications are clearly marked with your child's name and tutor group. Medications should be kept in the original container as dispensed by the pharmacy.

Students are permitted to administer prescription medications and should carry one day's dosage only in their zipped blazer pocket.

Non-Prescription Medications

Students are permitted to carry non-prescribed medications for their own use and should carry one day's dosage only in their zipped blazer pocket. Non-prescription medication is not permitted to be stored on school site.

Storage of medications

All medications will be held in a locked cupboard inside the First Aid Room or in kept refrigerated in the First Aid Room if necessary. This excludes inhalers, insulin and Adrenaline Pens, which are available quickly in case of emergency.

School's Medical Records

A record is maintained on SIMS of all students in school with specific medical conditions, together with those students with any other identified need. This register is available to all staff. A record of all medicines administered to students is kept by the First Aiders, by year group.

Staff requiring Medication

Staff must be responsible for self-administering any medication whilst at school. If staff require cold storage for their medication, they may have access to the medical storage via the First Aider.

Administering Medication

Administering of medication to students may only be carried out by those who have completed the required training. Staff can obtain a Certificate in Administering medication for secondary schools and academies is provided by the National College. For students who have a specialised medication such as oxygen, peg or tracheotomy clearance, staff will be given specialist training via the relevant health professionals.

Adrenaline pen training is carried out and refreshed annually through the National College. Staff can obtain a certificate in Food allergy awareness and anaphylaxis for secondary schools and academies. Staff, other than the First Aid Manager, are not under any contractual obligation to administer medication, but training will be provided where staff are comfortable to do so.

Any member of staff giving medicines to a student must check:

- the student's name and confirmation of identity using SIMS photos
- record of medicine form is completed and in date
- prescribed dosage and when last administered
- expiry date of medication
- written instructions provided by the prescriber on the label or container*

*It is noted that adrenaline pens include manufacturer's instructions

The record of medicine administered form must be completed on every occasion that medication is administered.

Parents of students with asthma or eczema requiring medication in school are asked to follow the above procedure. Students requiring inhalers or cream for eczema have permission to carry their medication in event of an emergency.

Adrenaline Pen Users

Parents of students who are at risk of life-threatening anaphylactic reactions should notify the school. An Allergy action plan is created by the NHS which allows volunteer trained staff to administer adrenaline pen treatment in the event of an emergency. All such medication is to be kept in an unlocked drawer Medical (Southbourne) or School Office (Iford).

Students who require adrenaline pens are required to carry a spare in date adrenaline pen at all times and spot checks will be carried out each term.

Inhalers

Students who have been prescribed an inhaler should carry a working, in-date inhaler which is clearly labelled with their name. They should bring this to school with them every day. In the event of a student displaying symptoms of asthma, and their inhaler is not available or is unusable, the school has an emergency Salbutamol inhaler. This should only be used by students:

- Who have been diagnosed with asthma and prescribed an inhaler
- OR who have been prescribed an inhaler as reliever medication
- AND for whom parental consent for use of the emergency inhaler has been given.

If you would like your child to have access to the emergency inhaler complete the emergency salbutamol consent form and return to the first aid team.

Emergency Treatment for Epilepsy

Bucolic (midazolam) is an emergency treatment for epilepsy, for prolonged convulsions and clusters of seizure activity.

Bucolic (midazolam) can only be administered by a member of the school staff, who have been assessed and received the training. Training of the designated staff will be provided by the First Aid Manager and a record of the training undertaken will be kept for the school's records. Training must be updated annually. The training is child specific and each child who requires the emergency medication must have their care plan reviewed and understood by the staff members who would be administering the Bucolic (midazolam).

Buccolam (midazolam) can only be administered in accordance with an up-to-date written care plan with medical and parental input. It is the responsibility of the parent to provide the school with the most current care plan and in date Buccolam (midazolam). These are reviewed annually by the Epilepsy Team. The care plan must be available each time the Buccolam (midazolam) is administered and to be kept with the Buccolam (midazolam).

Blood Sugar Level Readings

Staff may be required to monitor students' blood sugar level readings, which are normally selfadministered.

Staff must check the reading, ensuring they are recorded in the book provided for each student in the medical room, if in line with students care plan. If the reading is outside of the student's normal range, must immediately seek advice and advise the parent accordingly or follow the students care plan.

Refusal to accept medication

If a student refuses to take medicine, staff must not force them to do so, but should note this in the records and follow agreed procedures. Parents must be informed of the refusal on the same day.

School Trips

The School aims to encourage students with medical needs to participate in safely managed visits. The School will consider what reasonable adjustments it might make to enable students with medical needs to participate fully and safely on visits. The trip leader must make themselves aware of any medical needs of the group and is responsible for ensuring that an appropriately trained member of staff accompanies the activity.

Medication required during residential trips will be accepted, with the procedure above being followed. The trip leader will be responsible for ensuring the medication is stored and secured as appropriate.

APPENDIX 2

Staff training record – administration of medicines

Name of school/setting	St Peter's Catholic School
Type of training received	Administering Medication to Students
Name of staff member	
Date of training completed	

As First Aid Manager I confirm that the staff member above has received the training detailed and is competent to carry out any the required administration.

First Aid Manager's signature _____

Date _____

I confirm that I have received the training detailed above.

I confirm that I have read and understood the requirements to administer prescribed medications to students. I confirm that I received a copy and will follow the instructions, updating this training on an annual basis. I have been offered the opportunity to seek additional advice from the School Nurse, if I feel this is required.

Staff signature _____

Date _____

Review date :

APPENDIX 3

Record of medicine administered to an individual child

	If in doubt – check SIMS and/or seek Advice
Name of child	
Class / Tutor Group	
Date medicine provided by parent	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Remember to check information overleaf before administering the medication

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
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