



**Orchard
Primary**

Administration of Medicines Policy

Signed by:	
Head Teacher	Mrs Sarah Bitcon
Chair of Governors	Approval delegated to Head Teacher
Date Adopted	15 November 2018
Date of last Review	19 November 2025
Date of Next Review	Autumn Term 2027

Introduction

Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Aims of this Policy

- To ensure the safe and appropriate administration of medication to pupils.
- To explain our procedures for managing prescription medicines which may need to be taken during the school day.
- To explain our procedures for managing prescription medicines on school trips.
- To outline the roles and responsibilities for the administration of prescription medicines.

Links to Other Policies

This policy should be read in conjunction with the following policies:

- First Aid
- Offsite Visits and Learning Outside the Classroom
- Safeguarding and Child Protection
- Supporting Pupils with Medical Conditions

Legal Requirements

There is no legal requirement for staff in schools to administer medicines to pupils, but it is acknowledged that many agree to do so. Head Teachers may not require staff to administer medicines to pupils unless they have indicated their willingness to do so.

If a Head Teacher decides not to accept medicines for administration to pupils, parents will be informed and an explanation given.

Prescribed Medicine

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 during the school day.

Staff at Orchard Primary School will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container.

It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

If a parent wishes to adapt the timing of medicine administration, written confirmation of this must accompany the medication.

Non-Prescription Medicines

We are not able to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Analgesics

Painkillers (eg aspirin or paracetamol, including "junior" forms such as Calpol) must never be administered to pupils in school (unless prescribed by a doctor). These painkillers can mask symptoms in the event of injury and it is possible to inadvertently administer too large a dose if a pupil had already taken some without the knowledge of the school (eg before leaving home). An exception to this would be a pupil for whom painkillers have been prescribed, eg for a long-term medical condition.

Administering Non-Prescription Medicine to a Pupil on School Trips

Non-prescription medicine may be administered to a pupil on a trip if:

- School has received prior written consent from the pupil's parents/carers.
- Staff have checked, and received parental confirmation, that the pupil has previously used the medicine without any negative effect

If staff provide a non-prescribed medicine to pupils, they should:

- Make a record for each pupil, explaining what medicine has been administered and when.
- Inform the pupil's parents/carers.

Controlled Drugs, including Ritalin

Drugs based on methylphenidate hydrochloride (which include Ritalin, Concerta, XL, Equasym XL) atomoxetine (Strattera), dexamfetamine (Dexedrine) and related amphetamine drugs used for the management of Attention Deficit Hyperactivity Disorder (ADHD) are Class B Controlled Drugs under the Misuse of Drugs Act, 1971 and the Misuse of Drugs Regulations, 1985. It is therefore a legal requirement that:

- These drugs are kept in a locked container inside a locked cupboard (or similar).
- A register of receipt and issue must be kept, with double entry records.

In practice this means that:

- The tablets must be kept in a locked container (such as a lockable cash box) inside a locked cupboard. Keeping them in a filing cabinet in a locked office is not adequate.
- The register must be a bound book – not loose-leaf. Entries must be made in ink and must not be altered or destroyed.
- Each time new stock is received it must be entered and signed for by two people.
- Each time a tablet is given it must be recorded and signed for by two people.
- The dose given, the date and time, the name of the pupil receiving the dose and the number of tablets remaining must be recorded.

Suitable headings for the register could be:

Date	Time	Name of drug	Quantity (No. of tablets)	Received from	Administered to	Received / administered by	Witnessed by	Balance remaining

Children with Asthma

Parents of children who require asthma medication will be required to complete an "Asthma Card" before an inhaler can be administered. A copy of this form will be kept with the medication and a copy will also be kept in the school office.

Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. Depending on the needs of the individual, inhalers should be taken to all physical activities.

It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

Epipens and other Emergency Medication

Staff will be given appropriate training in the administration of emergency medication where necessary in conjunction with the School Nurse.

Emergency medication will always be taken if the pupil goes out on a trip and trained staff will be identified and designated to administer the medication if required.

Conditions for Storage and Administration of Medicines

If the Head Teacher agrees to accept medicines for administration to pupils, they should ensure that the following procedures are complied with:

- Only medicines prescribed by a doctor should be accepted.
- All medicines should be delivered to the school office by the parent, carer or member of staff from Breakfast Club. In no circumstances should medicines be left in a child's possession.
- Medicines should only be administered following a written request from parents or guardians which clearly states the name of the pupil, together with the dose and the time(s) of day at which it should be taken. The written request must also record any special conditions for the storage of the medicine (eg to be kept in the fridge).
- Medicines will be kept securely in a locked cabinet (or in the fridge where appropriate) which may only be accessed by authorised staff. All controlled drugs that have been prescribed for a pupil will be securely stored in the medicine safe and only authorised staff will have access. Only Epipens and inhalers should be kept in classrooms.
- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the classroom or First Aid cupboard.

Supporting Pupils with Medical Needs

Where a pupil needs to take medication in school for an extended period or has a chronic ongoing condition, an Individual Health Care Plan (IHCP) will be put in place. This will be agreed jointly by the school and parents/carers with the advice of health professionals. Parents must provide the school with all necessary information about their child's condition and sign the IHCP for the administration of medication.

School staff will be made aware of pupils with IHCPs and their conditions.

Trips and Outings

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The School Visit Coordinator will be responsible for tabulating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication. Roles and responsibilities of parents/carers as outlined below will apply.

Refusal of Medicines

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

Disposal of Medicines

Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal.

If any medicines remain uncollected at the end of the summer term, they will be taken by a member of staff to be disposed of at a local pharmacist.

Roles and Responsibilities

The Parent/Carer

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the medicine consent form.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication, such as adrenaline pens.
- Collect any unused medication from the school office for safe disposal.

The Head Teacher

- Must ensure that the school's policy on the administration of medicines is implemented.
- Must ensure that there are members of staff within the school willing to administer medication to specific pupils if required.

- Must ensure that staff receive support and appropriate training where necessary.
- Must share information, as appropriate, about a child's medical needs.
- Must ensure that parents are aware of the school's policy on the administration of medicines.
- Must ensure that medicines are stored correctly.

Staff

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction.
- Ensure that a second member of staff is present when medicines are administered.
- Complete the 'administration of medicines' record sheet each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.

Record Keeping

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- Name of the child
- Name of the medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date

A Medicine Consent Form must be completed and signed by the parent before medicines can be administered. At the time of administering medicines, the member of staff must complete the medicines record sheet. No medication should be given unless it has been checked by a second adult.

Confidentiality

The Head Teacher and staff should always treat medical information confidentially.

The Head Teacher should agree with the child/parent who else should have access to records and other information about a child.

Staff Training

Training opportunities are identified for staff with responsibilities for administering medicines.

Review

This policy will be reviewed every two years unless otherwise necessary.