

# HURST GREEN PRIMARY SCHOOL



## Administration of Medicines Policy

| Policy for the attention of |              |                   |                  |
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| Audience                    | Key Audience | Optional Audience | Additional/Notes |
| Senior Leadership Team      | √            |                   |                  |
| Teachers                    | √            |                   |                  |
| Teaching Assistants         | √            |                   |                  |
| Administrative Staff        | √            |                   |                  |
| Lunchtime Supervisors       | √            |                   |                  |
| Site Manager                |              | √                 |                  |
| Cleaners                    |              | √                 |                  |
| Governors                   | √            |                   |                  |
| Parents                     | √            |                   |                  |
| Website                     | √            |                   |                  |
| Local Authority             |              | √                 |                  |

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| Review frequency         | Annually in conjunction with the Health & Safety Policy                              |
| Previous versions agreed | 22 October 2018; 9 April 2019; 3 June 2019; 6 July 2022; 13 June 2023; 17 March 2025 |
| This version agreed      | 2 December 2025  |
| Next review date         | Autumn 2026  |

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected.

Medicines will only be administered that have been prescribed by a doctor

- Where the dosage is prescribed to be taken evenly throughout the day and where it would be detrimental to a child's health if the medicine were not administered during the day.
- Where medication needs to be taken before or after a meal or at a prescribed time which falls within the school day.
- Where an agreed health care plan states that medication should be administered under specific circumstances, for example, emergency medication such as auto adrenaline injectors, epilepsy medication or diabetic care medication.

Non-prescription medicines will not be administered by staff but parents/carers can make arrangements to administer the medication to their child themselves. Consideration for administering non-prescription medication and/or prescribed medications may be given in individual circumstances following discussion with the Headteacher, Deputy Headteacher or SENDCo.

Asthma inhalers should be named and brought to school in a box with a lid. The inhalers are kept in the classroom in the red medical box.

Staff will keep a record of all medication use on medical tracker and email notifications of administered medication will be sent to parents unless a specific health care plan has a separately agreed documentation method, for example diabetic care being logged on diabetic records/devices.

This policy has been written in conjunction with the DfE 'Managing Medicines in Schools & Early Years Settings' document and 'Keeping Children Safe and Well' Dudley MBC guidelines.

## **Aims**

- To outline the procedures for administering prescribed medicines to pupils.

## Procedure

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| <b>Role of the Governing Board</b>     | <p>The DfE document states that the governing board should develop policies to cover the needs of their own school.</p> <ul style="list-style-type: none"><li>• The Governing Board has:<ul style="list-style-type: none"><li>□ a responsibility for the effective implementation, monitoring and evaluation of this policy.</li></ul></li></ul>  |
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| <b>Role of the Headteacher</b>         | <ul style="list-style-type: none"><li>• The Headteacher will:<ul style="list-style-type: none"><li>□ ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice</li><li>□ make sure all staff are aware of the policy and procedure</li><li>□ inform parents of the school policy via the school prospectus and school website</li><li>□ ensure that staff receive appropriate support and training</li></ul></li></ul>  |
| <b>Role of the Designated Person/s</b> | <ul style="list-style-type: none"><li>• Members of the school personnel who have volunteered to administer or supervise the taking of medication will:<ul style="list-style-type: none"><li>□ undertake appropriate training as deemed necessary</li><li>□ be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication</li><li>□ follow the procedures outlined in this policy using the appropriate procedures outlined in this policy.</li><li>□ take all reasonable precautions to ensure the safe administration of medicines</li><li>□ to contact parents with any concerns without delay</li><li>□ to contact emergency services if necessary without delay</li><li>□ contact parents should medication be running low</li><li>□ monitor the expiry date of medications kept in school and notify parents when the expiry date is approaching.</li><li>□ to monitor the expiry date of the emergency inhaler and auto adrenaline injector.</li><li>□ to maintain the defibrillator in terms of checking the battery life. The defibrillator does not require training to use, but school may choose to provide training for new staff.</li></ul></li></ul> |

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| <p><b>Role of Parents/Carers</b></p> | <ul style="list-style-type: none"> <li>• It is the parent’s responsibility to provide: <ul style="list-style-type: none"> <li>□ written permission by completing the Medication Consent Form (see appendix 1) or written permission by completing the online Medication Consent Form available at <a href="https://forms.office.com/e/vAnA0ZR4XR">https://forms.office.com/e/vAnA0ZR4XR</a></li> <li>□ sufficient medical information on their child’s medical condition</li> <li>□ the medication in its original container</li> <li>□ sufficient medicine for the dosage to be given in school</li> <li>□ safe disposal of the date-expired medicines</li> <li>□ to ensure that medicines are in date and that asthma inhalers sent into school are sufficiently full.</li> <li>□ Monitor messages sent home re use of inhaler in order to ascertain when an inhaler might be getting empty.</li> <li>□ to notify the school of changes in a child’s medical needs e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma</li> </ul> </li> </ul> |
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| <p><b>Administration of Prescribed Medicines</b></p> | <ul style="list-style-type: none"> <li>• Members of the school personnel who have volunteered to administer or supervise the taking of medication will:</li> <li>• be aware of Individual Health Care Plans and of symptoms which may require emergency action where appropriate</li> <li>• read and check the Medication Consent Forms before administering or supervising the taking of medicines</li> <li>• check that the medication belongs to the named pupil</li> <li>• check that the medication is within the expiry date</li> <li>• confirm the dosage/frequency on each occasion to prevent incorrect dosage being given.</li> <li>• record on the medication use on medical tracker, including all relevant details of when medication was given and send an email notification to the specified parent (unless a specific healthcare plan has a different pre-agreed recording system such as for diabetic care.</li> <li>• return medications to the secure place for storage</li> <li>• always take appropriate hygiene precautions</li> <li>• record when a child refuses to take medication</li> <li>• immediately inform the parent/carer of this refusal</li> <li>• certain medicines require 2 members of staff to be present</li> </ul> |
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| <p><b>Use of emergency salbutamol inhaler</b></p> | <ul style="list-style-type: none"> <li>• The emergency salbutamol inhaler should only be used by children, from whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.</li> <li>• The emergency salbutamol inhaler can be reused, provided it is cleaned after use. The inhaler canister should be removed, and the plastic inhaler housing and cap should be washed in warm water, and left to dry in a clean, safe place.</li> </ul> |
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| <b>Use of emergency auto adrenaline injector</b> | <ul style="list-style-type: none"> <li>The emergency auto adrenaline injector should only be used by children, from whom written parental consent for use of the emergency injector has been given, who have been diagnosed with an allergy and prescribed an auto adrenaline injector.</li> <li>The emergency injector cannot be reused and will be replaced after use.</li> </ul> <p>In the case of a child with a previously undiagnosed allergy having their first anaphylactic reaction at school, the emergency auto adrenaline injector would be used only on the advice of emergency services and would fall under our policy to follow medical advice in the event of an emergency. School staff will advise emergency services that we have two emergency auto adrenaline injectors in school; one of each dose.</p> |
| <b>Medication Record</b>                         | <ul style="list-style-type: none"> <li>All medications administered are to be recorded on the appropriate medication record.</li> </ul>  |
| <b>Storing Medicines</b>                         | <ul style="list-style-type: none"> <li>All medications will be kept in a safe place and accessible only to the relevant persons.</li> <li>Asthma inhalers should be stored freely accessible to staff and labelled with the child's name in the classroom</li> <li>The resources room fridge will be used for medications that need to be kept cool</li> <li>No medicines, other than asthma inhalers, may be kept in the classroom unless authorised by the Headteacher, Deputy Headteacher or SENCo.</li> </ul>  |
| <b>Educational Visits</b>                        | <ul style="list-style-type: none"> <li>Children with medical needs are given the same opportunities as other children. Staff may need to consider what is necessary for all children to participate fully and safely on school trips</li> <li>Educational visits leader is responsible for designating a school first aider for the trip</li> <li>Designated school first aider on the trip will administer any medicines required and record details</li> <li>Educational visits leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including asthma inhalers. A copy of any relevant health care plan should be taken on the trip</li> </ul>   |
| <b>Staff medicines</b>                           | <ul style="list-style-type: none"> <li>Staff members who might need to self-administer prescription or nonprescription medicines should ensure they are safely stored in a locked drawer or cabinet</li> </ul>   |
| <b>Effectiveness</b>                             | <ul style="list-style-type: none"> <li>We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.</li> </ul>  |

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| <b>Infection Control</b> | • Appendix 2 details guidance on managing infectious diseases. |
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This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website.

## Consent form to administer medicines

## Appendix 1

The school staff will not give any medication unless this form is completed and signed.

Dear Headteacher at Hurst Green Primary School

I request and authorise that my child \*be given/gives himself/herself the following medication: (\*delete as appropriate)

|  |                                 |               |  |
|--|---------------------------------|---------------|--|
| Name of child  |                                 | Date of birth |  |
| Address  |                                 |               |  |
| Daytime Tel no(s)  |                                 |               |  |
| School/setting   | Hurst Green Primary School      |               |  |
| Class (where applicable)   |                                 |               |  |
| Name of medicine   |                                 |               |  |
| Circle as appropriate  | Prescription / Over the counter |               |  |
| Reason for medicine  |                                 |               |  |
| Special precautions, e.g. take after eating                            |                                 |               |  |
| Are there any side effects that the school/setting need to know about? |                                 |               |  |
| Time of dose   |                                 | Dose          |  |
| Start date   |                                 | Finish date   |  |

This medication has been prescribed for my child by the GP/other appropriate medical professional whom you may contact for verification (where applicable).

|                              |  |
|------------------------------|--|
| Name of medical professional |  |
| Contact telephone number     |  |

I confirm that:

- It is necessary to give this medication during the school/setting day
- I agree to collect it at the end of the day/week/half term (delete as appropriate)
- This medicine has been given without adverse effect in the past.
- The medication is in the original container indicating the contents, dosage and child's full name and is within its expiry date.
- The medication does not contain aspirin.

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| Signed (parent/carer) |  | Date |  |
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A–Z of managing Infectious Diseases:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z#influenza>

Practical guidance on managing specific illnesses.