



West View Primary School

Administering Medicines Policy

Approved by Local Academy Committee: February 2023
Date for Review: February 2024

Statement of intent

West View Primary School will ensure that pupils with medical conditions receive appropriate care and support at school in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

We are committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, the following definitions are used:

- **Medication** - any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAls)
- **Prescription medication** - any drug or device prescribed by a doctor
- **Controlled drug** - is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Equality Act 2010 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Children and Families Act 2014 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Using emergency adrenaline auto-injectors in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

This policy operates in conjunction with the following school documents:

- Allergen Procedures
- Asthma Policy
- Complaints Policy
- Educational Visits Policy
- First Aid Policy
- Records Management Policy
- Supporting Pupils with Medical Conditions Policy

Roles and Responsibilities

The Local Academy Committee is responsible for:

- The implementation of this policy and procedures
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010
- Ensuring the correct level of insurance is in place for the administration of medication
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Policy

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures

- Ensuring that appropriate training is undertaken by staff members administering medication
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities

All staff are responsible for:

- Adhering to this policy and supporting pupils to do so
- Carrying out their duties that arise from this policy fairly and consistently

Parents are responsible for:

- Keeping the school informed about any changes to their child's health
- Completing an 'administering medicines' parental consent form prior to any medication being brought into school
- Discussing medication with their child prior to requesting that a staff member administers it in school

It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with other members of staff. This may include staff administering medication to the pupil involved.

Training staff

The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff. Staff will access, as a minimum, **Certificate in Administering Medication for Education Providers - National College**.

The Headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional. Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to take on the responsibility of administering medication until they have received appropriate training and can make an informed choice. As a school, we will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school. Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Training for administering AAls

West View Primary School will arrange specialist training for staff where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAls will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis
- Where to find AAls in the case of an emergency
- The dosage correlates with the age of the pupil
- How to respond appropriately to a request for help from another member of staff
- How to recognise when emergency action is necessary
- Who the designated staff members for administering AAls are
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members
- How to make appropriate records of allergic reaction

There will be a sufficient number of staff who are trained in and consent to administering AAls on site at all times.

All staff will complete, as a minimum, the following two courses in relation to AAls:

- **Certificate in Food Allergy Awareness and Anaphylaxis - National College**
- **How to use Jext - www.jext.co.uk**

Receiving prescribed medication from parents

The parents of pupils who need medication administered at school will need to complete an 'Administering Medicines: Parental Consent Form' (see Appendix 1) - this must be completed and signed before staff can administer medication to pupils under the age of 16. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents will be renewed annually.

The form will include:

- Child's name and date of birth
- Medical condition or illness
- Clear instructions for administration
- Contact details for parent and GP
- Signature of parent

At West View Primary School, we will only accept prescribed medicines if they are in date, labelled and in the original packaging, including instructions for administration, dosage and storage.

Storing pupils' medication

As a school, we will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard.

Where children have a long-term or ongoing medical need which requires regular medication, the location of medication will be clearly noted within the child's Individual Health Care Plan. Where

children require medication on a shorter-term basis, this medication will be stored within Miss Massey's office where there is both a lockable medical cabinet and a lockable medical fridge.

As a school, we will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use
- Clearly labelled with:
 - The pupil's name
 - The name of the medication
 - The correct dosage
 - The frequency of administration
 - Any likely side effects
 - The expiry date

Medication that does not meet the above criteria will not be administered.

Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours

Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be in Miss Massey's office. The room will be equipped with, or within close proximity to, the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use (if necessary)
- Available PPE for use (where necessary)

Before administering medication, the responsible member of staff should check:

- The pupil's identity
- That school possesses the appropriate written consent from a parent (Appendix 1)
- That the medication name, dosage and instructions for use match the details on the consent form
- That the name on the medication label is the name of the pupil being given the medication
- That the medication to be given is within its expiry date
- That the pupil has not already been given the medication within the accepted frequency of dosage

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and a member of staff will consult with the pupil's parent or a healthcare

professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a pupil refuses to take their medication, staff will not force them to do so, but parents will be informed so that alternative options can be considered.

As the administration of injections, pessaries and suppositories represents intrusive health care, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for the child. This training would be specific for the child and not generic training.

West View Primary School will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible (see Appendix 2). Records will be stored in accordance with the Records Management Policy.

Medical devices: asthma inhalers

For more information, please see our **Asthma Policy**.

In line with our dedicated Asthma Policy, pupils who are capable of carrying their own inhalers will be allowed to do so, provided that parental consent for this has been obtained. As a school, we will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Medical devices: AAls

Pupils' and spare AAls will be obtained, stored and administered in line with our **Allergen Procedure**.

As with inhalers, we will allow pupils who are capable of carrying their own AAls to do so, provided that parental consent for this has been obtained. As a school, we will ensure that spare AAls for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working. Spare AAls are not located more than five minutes away from where they may be required. The emergency AAls can be found in Miss Massey's office.

There will be a stock of AAls, that are replenished when used, within locations where there is a greater risk of anaphylaxis occurring, e.g. the dining hall. As a school, we will ensure that risk assessments regarding the use and storage of AAls on the premises are conducted and up-to-date. Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAls in emergency situations. The spare AAls will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation has been obtained, this will be recorded in the pupil's Individual Health Care Plan.

Disposing of pupils' medication

West View Primary School will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose. Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box provided by parent or healthcare professional.

Individual Health Care Plans

For pupils with chronic or long-term conditions and disabilities, an Individual Health Care Plan (Appendix 3) will be developed in liaison with the pupil, their parent, the SENCO, Headteacher and any relevant medical professionals (as appropriate). When deciding what information should be recorded on the plan, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

Where pupils have an Individual Health Care Plan because they need emergency medication, their plan should, where possible, be signed by their prescribing doctor or healthcare professional.

The Local Academy Committee will ensure that Individual Health Care Plans are reviewed at least annually. They will be routinely monitored throughout the year by a designated staff member. At West View Primary School, this is the responsibility of **Mrs N. Boagey**.

Educational trips and visits

[Health and safety on educational visits - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

For more information, please see the **Educational Visits policy**.

In the event of an educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may include pupils carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

If the medication is of a type that should not be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they cannot self-administer, the medication will be carried by a designated staff member for the duration of the trip or activity.

A first aid certificate does not provide training to administer medication therefore, there will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication to be administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication. *In line with the EYFS Framework, at least one member of staff on the trip must be paediatric first aid trained when children from the EYFS are involved in a trip or out of school activity.*

If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member

who is present on the trip and can manage the administration of medication.

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

Medical emergencies

Medical emergencies will be handled in line with the **First Aid Policy**.

For all emergency medication stored by school, we will ensure it is readily accessible to staff and the pupil who requires it. For all emergency medication kept in the possession of a pupil, e.g. AAls, we will ensure that pupils are told to keep the appropriate instructions with the medication at all times.

Monitoring and review

This policy will be reviewed annually by the Local Academy Committee and Headteacher, in consultation with Mrs N. Boagey as the designated staff member with responsibility for Individual Health Care Plans. The next scheduled review date for this policy is February 2024.

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. As a school, we will seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.

Appendix 1

Administering Medicines: Parental Consent Form

West View Primary School will not give your child medication unless you complete and sign this form.

Name of pupil			
Date of birth			
Year Group/Teacher			
Medical condition or illness			
Prescribed medication			
Name and/or type of medication as described on the container			
Date dispensed			
Expiry date			
Agreed review date			
Review to be initiated by			
Dosage, timing, and method of administration			
Special precautions			
Likely side effects			
Self-administration	Yes	No	Other information:
Additional details			
Form completed by (parent/carer):			Name: Signature: Relationship to child:
Parent/carer contact details:			1) 2) 3)
Receiving staff member:			

Appendix 2

Record of medicine administered to an individual child

Child's Name	
Date of Birth	
Date medicine provided by parent	
Quantity received	
Name/strength of medicine	
Expiry date	
Dose and frequency of medicine	
Storage (if stored in fridge, fridge temperature at time of administration)	
Staff signature	

Date	Time Given	Dose given	Method of administration	Name of member of staff	Staff initials

Appendix 3

Individual Health Care Plan

[Photo of the child]	
Date of birth	
Pupil's address	
Medical diagnosis of condition	
Date	
Review date	

Contact 1	
Contact 2	
Contact 3	

Hospital contact	
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GP	
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Who is responsible for providing support in school?

Name of medication, dose and method of administration

Daily care requirements

School trips/visits

Staff training needed or undertaken – who, what, when:

Parent/carer confirmation that the content of the Health Care Plan is accurate and up to date

Parent/carer signs to take responsibility for sharing accurate and up to date information with school in respect of any changes to this plan.

Print name:

Signed:

Date:

Member of SLT, on behalf of West View Primary School - the Health Care Plan has been created following a meeting between myself and parent/carer.

Print name:

Signed:

Date:

Confirmation that the Health Care Plan has been seen by the Headteacher

Print name:

Signed:

Date:

Appendix 4 - Helpful resources for medical conditions

Anaphylaxis: [Anaphylaxis UK Homepage](#) | [Anaphylaxis UK](#)

Asthma: [Asthma + Lung UK](#) | [Asthma home](#)

Asthma helpline 0300 222 5800

[Emergency asthma inhalers for use in schools - GOV.UK \(www.gov.uk\)](#)

Cystic Fibrosis: [Cystic Fibrosis Trust Homepage](#) | [CF Trust](#)

Diabetes: [Diabetes UK - Know diabetes. Fight diabetes.](#) | [Diabetes UK](#)

Epilepsy: [Home - Epilepsy Action](#)

Helpline 0808 800 5050

Infectious Diseases: [Public Health England - GOV.UK \(www.gov.uk\)](#)

NHS Choices: [Medicines A-Z - NHS \(www.nhs.uk\)](#) [Health A to Z - NHS \(www.nhs.uk\)](#)