



# Hemingford Grey SCHOOL

## **Administration of Medicines**

This policy should be read in  
conjunction with Supporting  
Children with Medical Needs  
Policy

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## 1. Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. Hemingford Grey Primary School is committed to ensuring that children with medical needs have the same right of access as other children.

***For children suffering from chronic medical conditions please refer to the Supporting Children with Medical Needs Policy.***

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication.

## 2. The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming into school at lunch time to administer the medication. However, this might not be practical and in such a case parents/carer may make a request for medication to be administered to the child at school.

If medicine needs to be administered during school time, then a parent or carer must bring it to the school office and fill in the Administration of Medication Permission and Record form (Appendix 1). Medication must not be given to the class teacher, or brought into school by the child themselves. If medication is for a short term condition, any remaining medication must be collected from the office by a parent or carer at the end of the school day. Medication will be kept in the office or stored in the staff room fridge.

## 3. Prescription Medication

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bedtime. Parents are encouraged to ask the GP to whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases it is necessary to check:

- Name of child

- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

An Administration of Medicine Permission & Record form (Appendix 1) must be completed and signed by the parent /carer. No medication will be given without the parent's written consent. Prescribed medication, other than emergency medication, will be kept in the school office, either in the cupboard or the refrigerator as appropriate. All emergency medicines (asthma inhalers, epi-pens etc.) should be kept in the child's classroom and be readily available. If a child has been prescribed a Epi-pen to store in school, it will be kept securely in the child's classroom, in a locked box clearly labelled with the child's name and red medical card.

#### 4. Long Term Medical Needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils, involving the parents/carers and the relevant health professionals. Refer to the "Supporting Pupils at School with Medical Conditions Policy" for more information.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

In order to meet the requirement of children's individual care plans, Lead First Aiders will be included in any training organised in school to cover children's individual care to ensure emergency care can be provided.

Records of training will be kept and notices placed in the medical room advising of the personnel who can be called to address particular illnesses/reactions.

#### 5. Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents. Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply and the amount of medication handed over to the school should always be recorded.

Controlled drugs should be stored in a locked non portable container and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, including if the child refused to take it. If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services. The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should not be thrown away.

## 6. Non Prescription Medication

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, to apply a lotion or the administration of paracetamol for toothache, headache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

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

If non-prescription medication is to be administered, then the parent/carer must complete an Administration of Medicine Consent form (Appendix 1), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

## 7. Administering Medicines

Prescription Medicines will usually be the Office Assistant, but in their absence another appropriately trained member of staff may carry it out. Two members of staff should be present.

### Asthma

Inhalers can be administered by class teachers and teaching assistants and records kept of any occasions where this medication is administered.

- Asthma treatments for pupils (inhalers etc.) are kept in labelled medical wallets with the child's name in orange medical bags in classrooms for easy access.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered, the staff member records the date and time on a self-administration form.
- When on duty all teachers will carry first aid equipment to ensure that should a child develop serious breathing problems a resuscitation aid is at hand.
- Staff should ensure orange draw string bags in classrooms are taken to PE, offsite sporting activities, on school trips and any occasions of school evacuation and critical incidents.

### Epipens and Anaphylaxis

- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment and Epipen trained staff are aware of the procedure.

- A list and photograph on a red card of anaphylaxis sufferers is displayed in the Staff Room, medical room and relevant classroom.
- It is desirable to have two EpiPens so that one can be kept in a locked cupboard in the child's classroom and one can be stored in the school office.
- EpiPens can only be administered by members of staff who have received EpiPen training.
- All medication including EpiPens is taken on school trips and an EpiPen trained member of staff will accompany the relevant child.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epiPen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all staff trained in administration of medicines will be maintained by the Office Manager. The Inclusion Lead will maintain a record of staff trained in specialist medication for children with Health Care Plans. All children who require medication will have a red card with their image displayed on it and brief details of their medical condition and treatment required. These cards are displayed in the medical room, school office, and in the individual child's classroom.

When a member of staff administers medicine, they will check the child's Administration of Medication Permission and Record form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form.

## 8. Emergency Inhalers

In line with Department of Health "Guidance on the use of emergency salbutamol inhalers in schools" March 2015, the school will keep emergency reliever (blue) inhalers for the emergency use of children whose own inhaler is not available for any reason. They will be stored in the Medical Room, along with appropriate spacers. Parents must sign a "Consent form: use of emergency salbutamol inhaler" (Appendix 3) to consent to their child being allowed to use the emergency inhaler. These will be kept in the Emergency Inhaler kit, located in the First Aid Room with a list of children with Asthma.

## 9. Emergency Adrenaline Auto Injectors (AAI)

In line with Department of Health "Guidance on the use of emergency adrenaline auto-injectors in schools" September 2017, the school will keep an emergency AAI. Schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. It will be stored in the school office. Parents must sign a "Consent form: use of

emergency AAI” (Appendix 4) to consent to their child being allowed to use the emergency AAI.

## 10. Self Management

It is important that as children get older they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child’s health care plan in agreement with the parents, bearing in mind the safety of other pupils. Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action). Children should know where their medicines are stored.

## 11. Refusing medication

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

## 12. Offsite visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma.

Travel Sickness - Tablets can be given with written consent from a parent but the child’s name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete an Administration of Medication Permission and Record form.

Residential visits – All medicines which a child needs to take should be handed to the teacher in charge of the visit. The only exception are asthma inhalers, which should be kept by the adult working with the child’s group. The parents will sign a consent form for any medicines which they need to take during the visit, plus consent of emergency treatment to be administered – see example form in Appendix 3.

## 13. Disposal of Medicines

The Office Assistant will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. If a child on roll requires injected medication, a Sharps Box should always be used for the disposal of needles. If any child requires regular injections (eg. Insulin), they will have

their own sharps box which can be taken offsite with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.



## **Appendix 1**



### **Hemingford Grey Primary School** **Administration of Medication Consent Form**



Name of child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of Parents/Carers \_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Name of GP \_\_\_\_\_

Telephone \_\_\_\_\_

Hospital Consultant \_\_\_\_\_

Telephone \_\_\_\_\_

☐ I consent to my child's medication being held in the school office and for my **child to self-administer** the medication themselves.

☐ I consent to my child's medication being held in the school office and for a **member of staff to administer** the medication to my child.

**Authorised by the Headteacher or in their absence the Deputy Headteacher**

.....

Name of medication

\_\_\_\_\_

Dose \_\_\_\_\_ Time \_\_\_\_\_

Expiry date of medication \_\_\_\_\_

I undertake to ensure that s/he has adequate supplies of this medication and that it is in date.

I undertake to ensure that s/he knows how to use it appropriately.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Parent/ Carer)

# HEMINGFORD GREY PRIMARY SCHOOL

## RECORD OF ADMINISTRATION OF MEDICATION BY PUPILS

Date	Time	Name of pupil	Class	Type of medication	Quantity of medication	Self Administrated Or Administrated by Staff member and witness	Overseen by (signatures)

## Appendix 2 – Example Consent Form for Residential Visit

PARENTAL CONSENT FOR TRIP TO .....

Date of visit: .....

I AGREE TO ..... TAKING PART IN THE VISIT  
AND AM HAPPY FOR THEM TO PARTICIPATE ON THE ACTIVITIES DESCRIBED. I  
ACKNOWLEDGE THE NEED FOR MY CHILD TO BEHAVE.

### **MEDICAL**

Has your child got any condition requiring medical treatment? YES/NO

Please list below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your child allergic to any medication? YES/NO

Please list below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to my son/daughter receiving medication as instructed and any emergency, dental, medical or surgical treatment considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

### **CONTACT NUMBERS**

Work: \_\_\_\_\_ Home: \_\_\_\_\_

\_\_\_\_\_

Home address:

\_\_\_\_\_

\_\_\_\_\_

Name of family doctor: \_\_\_\_\_ Telephone no: \_\_\_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

Alternative emergency contact:

Name: \_\_\_\_\_ Telephone no: \_\_\_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

### **Appendix 3**

#### **CONSENT FORM:**

#### **USE OF EMERGENCY SALBUTAMOL INHALER**

#### **Child showing symptoms of asthma / having asthma attack**

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler

[delete as appropriate].

2. My child has a working, in-date inhaler, clearly labelled with their name, which they keep in school.

3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable,

I consent for my child to receive salbutamol from emergency inhaler held by the school for such emergencies.

Signed:.....

Date:.....

Name

(print):.....

.....

Child's

name:.....

.....

Class:.....

.....

Parent's address and contact details:

.....

.....

.....

.....

.....

.....

Telephone:.....

.....

E-mail

#### **Appendix 4**

##### **CONSENT FORM:**

##### **USE OF EMERGENCY Adrenaline Auto Injectors (AAI)**

##### **Child showing symptoms of anaphylactic shock**

1. I can confirm that my child is an anaphylaxis sufferer and has been prescribed an Adrenaline Auto Injectors (AAI)
2. My child has a working, **Adrenaline Auto Injector (AAI)**, clearly labelled with their name, which they keep in school.
3. In the event of my child displaying symptoms of anaphylaxis, and if their **Adrenaline Auto Injector (AAI)** is not available or is unusable,  
I consent for my child to receive **Adrenaline Auto Injector (AAI)** held by the school for such emergencies.

Signed:.....

Date:.....

Name

(print):.....

.....

Child's

name:.....

.....

Class:.....

.....

Parent's address and contact details:

.....

.....

.....

.....

.....

.....

Telephone:.....

.....

E-mail