Administration of Medicine on School Premises

Review Body	Governing Body
Author	Kelly Foster
Type of Policy	Statutory
Review Period	2 Years
Reviewed	September 2026
Approved by	Kingswood Primary School Governing Body
Next review	September 2028

Contents

Purpose	3
General Principles	3
Notes for Parents / Carers	3
Storage of Medication	4
Controlled drugs	4
Asthma Inhalers	4
Nebulisers	5
Adrenaline Auto-Injectors	5
First Aid Guidelines	5
Excursions and Residential Trips	6
PARENT / CARER REQUEST FOR ADMINISTRATION OF MEDICINE	7

DRAFT

Purpose

To provide guidance to teachers, Governors and Parents / Carers in respect of the procedure for dealing with the administration of prescription and non-prescription medicines on school premises.

General Principles

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents'/carers' written consent.

The school will consider requests made by Parent/ Carer in respect of the administration of medicines when:

- A child suffers from chronic long-term illnesses / complaints such as asthma, diabetes or epilepsy.
- A child is recovering from a short-term illness but requires a course of antibiotics, cough medicines etc.
- The school has received a written request from a Parent / Carer giving the instructions regarding the required dosage (see request form).

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

Anyone giving a pupil 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 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.

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

No member of staff has a legal or contractual duty to administer medicines or provide health treatment.

Employees have a responsibility to:

- Take reasonable care of their own and others' health and safety.
- Cooperate with their employers.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any perceived risks.

Notes for Parents / Carers

The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the Parent / Carer.

The child's own doctor or healthcare practitioner is the person best placed to advise whether a child should or should not be in school.

Please note:

- The request form (attached) must be used whenever a Parent / Carer wishes medication to be administered.

DRAFT

- The medicine must be brought to school by the Parent / Carer (under no circumstances by the child) and must be delivered personally t o the school office.
- Medicines will be either self-administered by the child or by a member of the school staff according to the dosage instruction provided by the Parent / Carer.
- The school will not be held responsible for failure to administer medication.
- All medicines must be clearly labelled with child's name, dosage and contents.
- If the school has concerns about the nature of the medication, it reserves the right to refuse its administration. Parents / Carers will be advised of this immediately and will be consulted on alternative arrangements.
- If your child requires medication 3 or 4 times per 24 hours then it is vital that you inform staff of the time your child would require medication. You will also need to inform them of the time you last gave the medication on the consent form.

It is also important that parents/carers inform the School Office if they have given their child any medication before arrival on Health & Safety grounds.

Please be advised that medicine that has been prescribed for use twice a day should be given at home unless the family practitioner has prescribed particular times for it to be administered.

Storage of Medication

All medicines will be stored safely and the administering of medication is documents and signed by members of staff. Pupils 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 pupils and not locked away.

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

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.

All controlled drugs are kept in a secure cupboard in the school office 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.

For medical conditions where the child requires medication in school at all times (for example asthma and anaphylaxis), please also refer to the 'Supporting Pupils at School with Medical Conditions' policy.

It is the parents'/carers' responsibility to provide the school with the necessary medication and/or equipment and to ensure that the medication held in school is in date.

Asthma Inhalers

- All inhalers will be held in the central identified area, normally the school office. Where a child has more severe asthma and requires their inhaler on them at all times, arrangements will be outlined on the child's individual care plan and will be made in accordance with medical advice and the child's age and stage of development.
- Inhalers will only be allowed in school once parents / carers have completed the administration of medicines form or a care plan depending on the level of need.
- Parents/ carers will be asked to provide a labelled spare inhaler in case the regular one is lost / broken.
- Inhalers are only to be used by / for the pupil for whom they are prescribed.

DRAFT

Some schools also have emergency inhalers on site that can be used by any child in an emergency following the appropriate guidelines. Parents/carers of children who suffer from asthma are informed of the emergency inhaler and their consent for its use in an emergency is sought. School staff will consider professional advice and the safety of the child first and foremost when deciding whether to administer the medication in an emergency.

Nebulisers

Some children need to use an electric device called a nebuliser. In such cases, they will only be allowed following liaison with parents / carers and the school's health adviser. A care plan will be put in place in partnership with the school.

Adrenaline Auto-Injectors

Some pupils may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy etc.

In the case of a child being identified by a doctor as being at risk of anaphylaxis:

- Two adrenaline auto-injectors (such as Epi Pen etc) must be provided to the school. These must be clearly labelled with the child's name.
- One of these will be held in the central identified area, normally the school office. One of these will be in the classroom.
- Adrenaline auto-injectors will only be allowed in school once healthcare professionals in partnership with parents/carers have completed a care plan depending on the level of need.
- School staff have agreed to administer adrenaline auto-injectors in extreme circumstances and only if they have been trained in the use.
- Staff understand that adrenaline auto-injectors are a risk-free treatment and a one-shot injection which can do no harm but may relieve a potentially high-risk medical condition.
- Adrenaline auto-injectors are only to be used by/for the pupil for whom they are prescribed.

Some schools also have emergency adrenaline auto-injectors on site that can be used by a child in an emergency following the appropriate guidelines. Parents/carers of children who may need this are informed of the emergency adrenaline auto-injectors and their consent for its use in an emergency is sought. School staff will consider professional advice and the safety of the child first and foremost when deciding whether to administer the medication in an emergency.

First Aid Guidelines

The schools maintain, at any given time, qualified first aid personnel. For significant injuries requiring first aid, the designated personnel should be referred to.

In all cases of the administration of first aid, parents / carers should be informed at the end of the day. This will generally be through an accident form. If a child has had an injury to their face or head or other significant injury requiring monitoring, the parent/carer will be called before the end of the school day.

In more serious cases, parents / carers should be contacted immediately and advised of the need to seek advice from a medical professional.

Where additional advice is required (but not in an emergency where 999 would be called) to manage the situation on school premises prior to the parent's/carer's arrival, 111 will be called for additional advice. In this case, one member of staff will call 111 and another member of staff will make contact with the parents/carers. If advised by 111 and agreed with parents/carers verbally in response to the situation, the school can act in loco parentis to administer over-the-counter medication such as paracetamol. This should only take place on very rare occasions where not administering this

DRAFT

medication would leave the child in significant discomfort prior to the parents/carers arrival for collection. In this case it is the school's responsibility to check the medication is in date and does not contain anything the child is allergic to. Strict hygiene measures will be taken to administer the correct dosage.

In emergency cases, an ambulance will be called and the parents/ carers informed immediately. In such cases, the schools' order of care is entrusted to the NHS ambulance personnel.

A member of staff cannot give permission for any treatment at casualty (blood transfusions etc).

Excursions and Residential Trips

When school staff are in loco parentis on a residential trip, medication will be stored and administered in accordance with this protocol. Emergency medication will be available at all times. If specific arrangements are required with regards to medication on residential trips, it is the responsibility of the parents / carers to communicate this with school staff at the time of trip registration. Staff will then work in partnership with parents / carers and healthcare professionals to make appropriate arrangements. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate safety measures and supervision cannot be guaranteed.

DRAFT

PARENT / CARER REQUEST FOR ADMINISTRATION OF MEDICINE

CHILD'S NAME: _____

CLASS: _____

THE MEDICINE

Name of medication	Duration of course	Dosage prescribed	Date prescribed	Times to be given

DOCTOR'S INFORMATION

Name:	
Surgery Address:	
Surgery telephone:	

PARENT / CARER

I clearly understand and accept that:

- The above medicine must be delivered to the school in person
- The responsibility for advising the school of changes in dosage remains mine
- Only a member of the school staff will be asked to administer medicine
- Should this request be refused, then the school and parent / carer will consult to find mutually acceptable alternative arrangements
- The school is under no obligation to administer medicines
- Medicines will not be administered unless this form is fully completed

Signed: _____ (Parent / Carer)

Date: _____

DRAFT