



Weston Village Primary School

## Administration of Medication Policy

Version 2.0

# Administration of Medication Policy

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| <b>Staff/ Committee involved in development:</b>                                  | Sam Davies, Thomas Cutts, Charlotte Armit                            |
| <b>For use by:</b>  | Whole staff  |
| <b>Policy relates to statutory guidance:</b>                                      | DFE Statutory guidance on supporting pupils with medical conditions  |
| <b>Key related policies:</b>  | Supporting pupils with medical conditions policy<br>First Aid Policy |
| To be reviewed in the light of operating experience and/or changes in legislation |  |

**Presented to the Leadership and Management Committee on 3<sup>rd</sup> November 2022 and subsequently approved and adopted on the same date**

**Tim Lloyd, Chair of Leadership and Management Committee**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 1. Aims

The aim of the policy is to ensure that all staff and parents/carers are aware of the procedures to be followed in the administration of medication to children during the school day.

## 2. Legislation

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance, December 2015, on supporting pupils at school with medical conditions. The policy meets the specifications of The Medicines Act 1968, in relation to the handling of drugs/medication, including their administration.

## 3. Roles and responsibilities

Weston Village Primary School understands that the safe and effective administration and management of medication to be part of its duties and procedures to safeguard the health and well being of children in its care.

**Governors** – must ensure that arrangements are put in place to sufficiently meet their statutory responsibilities in supporting pupils with medical conditions that require the administration of medication but delegates operational matters and day to day tasks to the headteacher and staff members.

**Headteacher** – will ensure that the policy, procedures and systems are properly and effectively implemented. Ensure that adequate numbers of staff are trained to administer medication.

**Parents** – must provide the school with sufficient and up to date information about the medical needs of their child.

**Staff** – must not give prescription medicines or undertake healthcare procedures without appropriate training.

**Healthcare Professionals** – should co-operate with schools that are supporting children with medical needs and assist with training requirements.

## 4. Managing Medicines

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

- When it is essential to administer it during the school day and would be detrimental to the pupil's health or school attendance not to do so. Parents are encouraged to give doses outside of the school day if possible, e.g. three times a day could be taken in the morning, after school and at bedtime.
- Where we have parents' written consent and a Medicine Consent form (Appendix 1) has been completed, giving clear instructions regarding doses and timings.
- If prescribed medicine is in date, in the original container as dispensed by a pharmacist and shows the pharmacist's label, including the name, address, telephone number and logo. The storage, dosage and administration information should also be clearly labelled.
- If non-prescribed medicine is in the original container and packaging and is clearly labelled with the child's name.
- If the medicine has been brought to school by the child's parent or carer and handed to staff.

- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Non-prescribed medicine administration will be limited to a 24-hour period and not exceed 48 hours.
- Staff will not force a child to take any medicine and will inform the parents of the refusal as a matter of urgency.

## 5. Storing Medicines

All medicines, whether prescribed or bought over the counter, will be kept in a secure place with restricted access. This is the 'staff room first aid cupboard' for central access. Medicines that require refrigeration are stored in the specific first aid fridge in the staff room. 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. Inhalers are to be kept in classroom cupboards (KS1) and in school bags for KS2. Medicines will be returned to parents to arrange for safe disposal when no longer required or out of date by class teacher. It is the responsibility of the parents to ensure that any medication handed into school is in date and fit for purpose. Medicine stored in school is to be clearly labelled with child's first and last name, along with their class. Medicine that is kept in the 'first aid staffroom cupboard', or in the 'first aid fridge' is to be logged on the medicines stock form found on the door (appendix 2).

## 6. 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 will be kept in a locked safe in the school office with only named staff having access.

## 7. Inhalers

### EYFS & KS1

Children in EYFS and Key Stage 1 will keep their inhalers and spacers in the first aid baskets in the teacher's cupboard in their classroom, along with the Medicine Consent form. Parents/carers and class teachers are responsible for ensuring that the inhalers and spacers are clearly labelled with first and last name. Class teachers are to ensure pink baskets are also clearly labelled and visible within the classroom cupboard. Class teachers are to make sure that the inhalers kept in classroom cupboard are fit for use with no visible faults or missing parts. It is the responsibility of the of the parent's/carers to ensure that the inhaler kept in school is in date. Salbutamol being administered by an adult should be recorded on the 'administering medicines' form (appendix 2).

### KS2

Children in Key Stage 2 will keep their inhalers in their school bag for self-administration. It is recommended that a spare inhaler is also kept at school. It is the responsibility of the parent's/carers to ensure that the inhaler kept in school is in date, clearly labelled and is fit for use.

## 7.1 Emergency Asthma Relief

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow

schools to buy salbutamol inhalers, without a prescription, for use in emergencies. Under the [Guidance on the use of emergency salbutamol inhalers in schools.](#) (DFE 2015) , Weston Village Primary School have two spare salbutamol inhalers (100mcg) in their emergency inhaler kit. The emergency salbutamol inhaler should only be used by children:

- for 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.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

### The emergency salbutamol kit

An emergency asthma inhaler kit should include:

- a salbutamol metered dose inhaler;
- a spacer compatible with the inhaler;
- instructions on using the inhaler and spacer;
- instructions on cleaning and storing the inhaler;
- manufacturer's information;
- a checklist of inhalers, identified by their batch number and expiry date, with checks recorded;
- a note of the arrangements for replacing the inhaler and spacers (see below);
- guidance on the use of emergency salbutamol inhalers in schools 12
- a list of children permitted to use the emergency inhaler - a record of administration (i.e. when the inhaler has been used)

The emergency kit is to be kept in the staff room 'First Aid Cupboard', as this is an accessible space for all staff. The kit will be clearly labelled 'emergency inhaler kit' and will contain two in date salbutamol inhalers. Named persons responsible for the collection and storage of emergency inhalers include: Thomas Cutts, Charlotte Armit and Samantha Davies. In the event that the emergency inhalers are used, a 'letter of use form' will need to be sent to parents which outlines the need for the emergency inhaler use and who delivered the medication. Please refer to 'supporting pupils with medical needs policy' to access forms in the appendices.

## **8. Adrenaline Auto- Injectors**

Each child should have two in-date AAI, which will be kept in the medical cupboard in the staff room. All staff receive Epi-pen training from the school nurse on an annual basis. It is the responsibility of the parent/carer to ensure Epi-pens kept in school are in date and fit for use.

### **8.1 Emergency Use of Adrenaline Auto-injectors**

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date). Weston Village Primary School currently has two adrenaline auto-injectors available for the emergency treatment of anaphylaxis, under the [Guidance of the use of emergency use of adrenaline auto-injectors in schools.](#)

The spare AAI should only be used;

- on pupils known to be at risk of anaphylaxis, for whom 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.

### The emergency anaphylaxis kit

The emergency anaphylaxis kit should include;

- 1 or more AAI(s).
- Instructions on how to use the device(s).
- Instructions on storage of the AAI device(s).
- Manufacturer's information.
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded
- A note of the arrangements for replacing the injectors.
- A list of pupils to whom the AAI can be administered.
- An administration record.

The emergency kit is kept together with the "emergency asthma inhaler kit" (containing a salbutamol inhaler device and spacer). This is clearly labelled in a central location, the 'staffroom first aid cupboard'. Named persons responsible for the collection and storage of emergency AAI's include: Thomas Cutts, Charlotte Armit and Samantha Davies. In the event that the emergency AAI is used, a 'letter of use form' will need to be sent to parents which outlines the need for the emergency use and who delivered the medication. Please refer to 'supporting pupils with medical needs policy' to access forms in the appendices.

## **9. Record Keeping**

Written records are kept on the back of the Medication Form, each time medicines are given. (Appendix 2) Records will be clear and provide an audit trail. If the page becomes full, staff are to file this amongst the child's medical files (found in the school office) before starting a new form.

For legal reasons, the medication administration records are kept at school until the pupil reaches the age of 24.

## **10. Out of School**

The school will make reasonable adjustments to ensure all children with medical requirements are able to participate fully in trips, visits, activities and residential. Educational Visit risk assessments will cover any arrangements for pupils on medication. Staff supervising educational visits will be aware of the medical needs of the pupils and take into consideration any arrangements for taking any necessary medicines. Medicines taken out of school will be kept in a locked container.

## WESTON VILLAGE PRIMARY SCHOOL



Dear Headteacher,

I request that (full name of pupil) \_\_\_\_\_ in Class: \_\_\_\_\_  
be given the following medicine(s) while at school:

| Name of Medicine | Duration of course | Dose Prescribed | Date prescribed | Time(s) to be given |
|------------------|--------------------|-----------------|-----------------|---------------------|
|                  |                    |                 |                 |                     |
|                  |                    |                 |                 |                     |
|                  |                    |                 |                 |                     |
|                  |                    |                 |                 |                     |
|                  |                    |                 |                 |                     |

I understand that the medicine must be delivered to and collected from the school by myself or a named responsible adult:

And accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.

Signed: \_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_

**Note:** Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

The Governors and Headteacher reserve the right to withdraw this service.



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Headteacher: Mr Thomas Cutts

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## DO

- ✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they're not obliged to do so
  - ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine
  - ✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it
  - ✓ Inform parents if their child has received medicine or been unwell at school
  - ✓ Store medicine safely
  - ✓ Make sure the child knows where their medicine is kept, and can access it immediately
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## DON'T

- ✗ Give prescription medicines or undertake healthcare procedures without appropriate training
- ✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
- ✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
- ✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
- ✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers
- ✗ Force a child to take their medicine. If the child refuses to take it, follow the procedure in their individual healthcare plan and inform their parents

