



**St Philip Westbrook**  
**C of E Primary School**

"Together we aim high and with God's love we can fly"

# **Administering Medication Policy**

Reviewed	February 2020

## **Aim**

To ensure that all children are able to attend school regularly and that the administration of medication or medical care does not present a barrier to this.

This policy will sit alongside the health and safety policy and sets out how the school will plan to ensure that all children who require the administration of medication or medical care, will be supported.

## **Responsibilities**

- School will inform the various people of their roles and responsibilities (see DfE guideline, pages 67-70 for definitions).

They are:-

### **Parent/carers with parental responsibility**

- Must take responsibility for making sure that their child is well enough to attend school and take part in all learning activities. This includes group, class-based activities, organised trips and visits.
- Should ensure their child's school has contact numbers and arrangements are in place should a child become unwell.
- One parent is required to agree to or request, in writing, that medicines be administered.
- Should provide the headteacher with sufficient information about their child's medical condition, medication and treatment or special care needed. (Form 1).
- Will reach an agreement with the headteacher on the school's role in helping with their child's medical needs. (Form 2).
- Should ascertain whether prescribed medication can be taken outside the school day. Parents should ask the prescribing doctor or dentist about this.
- Will confirm their agreement to the sharing of information with other staff to ensure the best care for their child.
- Should be aware of those infectious diseases which should result in not sending their child to school.
- Parents and carers should be aware, there is no contractual obligation for teachers or headteachers to administer medication.

### **The Governing Body/Employer**

- Will ensure that the health and safety policy is in place and regularly reviewed.
- Will also ensure this policy is up to date and compliant with relevant legislation and guidance.
- Will ensure that staff training needs are identified and appropriate training sourced.
- Will consider adding the phrase 'to assist in the specific medical and care needs of children when specific training has been undertaken' to the level 3

teaching assistant job description. This should be included under the support for the curriculum (specialist support).

- Will be aware that giving medication does not form part of the contractual duties of headteachers or teachers.

### **The Headteacher**

- Is responsible for implementing the agreed policy and ensuring that medical needs of children are correctly planned and policy and procedures followed.
- Should ensure that all staff are aware of the health and safety policy and the policy relating to medication in school.
- Will agree with the parents/carers, exactly how the school will support the child. (Form 3).
- Will seek further advice when required, from the school health adviser, the school paediatrician, other medical advisers or the LA.
- Will identify at least two members of staff (one for actual, one for back up) who will be responsible for administering medication and ensure they are supported and provided with training. (Form 6). These persons should be named in an individual health care plan. (Form 3).
- Will ensure parents/carers are aware of the policy and procedures for dealing with medical needs, possibly through school prospectus.

### **Teachers**

- Who work regularly with children with significant or complex health care needs, should understand the nature of the condition, and when and where the child may need extra attention.
- Should be aware of the likelihood of an emergency arising and must know what action to take should one occur (this applies to all staff, including supply teachers and mid-day assistants).

Staff have a common law duty of care to children in the school. They are in 'loco-parentis' and should therefore take the steps that a reasonable parent would take to promote or maintain the health of a child in their care and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency.

### **Support Staff**

- May have the administration of medication as part of their contractual duties.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training and guidance. They should also be aware of possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case.
- Whose duties include this role, must ensure that each and every intermittent or regular medication given is in accordance with the policy and procedures set out.
- Who administer medication must be named. The named person will assist in drawing up an individual health care plan, (Form 1) for those children who require it. (See DfE guidance on drawing up an individual health care plan).

## Procedures

School will draw up a flowchart detailing key points, where things are stored and the members of staff responsible.

### Short term health care needs

- Where children are well enough to attend school, but are required to take prescribed medication, parents should ascertain whether dosages could be prescribed outside the school day. Parents should ask the prescribing doctor or dentist about this.
- Parents must complete a request form and undertake delivery and collection of medicines, (i.e. themselves or their adult representatives). (Form 2).

### Long-term health care needs

- The school will endeavour to ensure information, including all relevant aspects of a child's medical history, is collected when they enrol or their circumstances change.
- For children with long-term health care needs, an individual health care plan will be drawn up in consultation with parents/carers, support staff and health care professionals. This will detail procedures for taking prescribed medication and emergency procedures.
- For children transported to school by taxi, mini-bus or bus, it is recommended that their plan will contain information about how medication will be delivered to school.
- The school will emphasise, in writing, the need for parents/carers to share information relating to changes to medical needs with staff.

### Non-prescribed medication

- Staff should never give an over the counter medication (OTC) to a child **unless there is specific prior written permission from the parents**. Where the head agrees to the administration of an over the counter medication (OTC), it must be in accordance with procedures outlined in this policy and Form 8 must be completed and signed additional to
- No child under 16 should be given medication without his or her parents/carers written consent. A pupil under 16 should never be given aspirin or medicines containing ibuprofen, unless prescribed by a doctor.
- Parents/carers are requested not to allow children to bring non-prescribed medication (i.e. Calpol, paracetamol) in school. The school cannot be held responsible for pupils self-medicating.
- If a child suffers intermittently from acute pain, such as migraine or period pain, the parents/carers with school consent, may authorise the supply of appropriate painkillers for their child's use with written, signed instructions about when the child should take the medicine. A similar arrangement can be made for children with hay fever. A member of staff must be aware that the child has taken medication, record it and must inform the parents/carers, in writing, on the day painkillers are taken.

- If a child suffers regularly from frequent or acute pain, the parents should be encouraged to refer the matter to the child's GP.

### **Self-management**

- It is good practice to enable children to manage their own medication. If a child can take medication him or herself, staff will supervise this. The school policy sets out how children may carry and store their own medication after signed agreement from parents/carers.
- All staff involved will be made aware of the child's medical needs and relevant emergency procedures.
- Some children may require immediate access to medication before or during exercise.
- Staff involved in sporting activities will be made aware of any relevant medical conditions and appropriate medical procedures. Any restrictions on a child's ability to participate will be recorded on their individual health care plan.

Generally, staff should not take children to hospitals in their own car. An ambulance should be called.

### **Intimate or Invasive Treatment**

- Some staff are understandably reluctant to administer intimate or invasive treatment because of the nature of the treatment or fears about accusations of abuse.
- Parents/carers and headteachers will respect such concerns and will not put any pressure on staff to assist treatment, unless they are entirely willing.
- Each school has a school health adviser and school paediatrician it can approach for advice.
- The headteacher and governing body will arrange for appropriate training for staff with the appropriate health professional.
- The school should arrange for two adults, preferably one of the same gender as the child, to be present for the administration of intimate or invasive treatment. Two adults will also often ease practical administration of treatment. (Form 7).
- Staff should protect the dignity of the child as far as possible, even in emergencies.

### **Hygiene and Infection Control**

- All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

### **Special arrangements for children with medical needs**

- All children should participate on trips and managed outings, wherever safety permits.
- Additional staff arrangements may need to be made and if necessary, a risk assessment carried out.

- Arrangements for taking medication on outside trips may involve additional staff being advised of any medical needs and relevant emergency procedures.
- A copy of the individual health care plan should be taken on visits.
- If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the schools health service or the child's GP. See DfE guidance on planning educational visits.

### **Record Keeping**

Records set out how medicines are managed, recorded and administered. This establishes a clear audit trail. (Form 4).

- Parents must confirm in writing that medication has been taken at least 24 hours prior to requesting school staff to continue administering the medication.
- Parents/carers must supply information about medication that needs to be administered in the school.
- Parents/carers should let the school know of any changes to the prescription.
- School should ensure the forms included in this policy are used to provide clarity and consistency.
- The school is not legally required to keep a record of medicines given to children and staff involved, however, it is good practice to do so.
- Where possible in schools, medical information will be recorded in SIMs STAR, background tab. It is recommended that this field is only updated for long-term illnesses or conditions.
- The school/setting will ensure that information is transferred to any receiving school/setting and brought to the attention of the appropriate member of staff.

### **Storing Medication, including Controlled Drugs**

- School should not store large volumes of medication.
- The Headteacher may request that the parent or child brings the required dose each day or uses a weekly dispenser, such as a dosset box, which is clearly labelled with the child's name and contains the dose to be administered for each day of the week.
- When the school stores medicines, staff should ensure that the supplied medication is labelled with:
  - the name of the child;
  - the name and dose of the medication;
  - the frequency of administration;
  - the date of issue;
  - and a measuring spoon or dropper must be supplied if appropriate.
- Where the child requires more than one medication, each should be separately labelled, but should be stored together in one labelled container. (Use Form 2).
- The headteacher is responsible for making sure that medication is stored safely.

- The child should know where their own medication is located.

It is not safe practice to follow re-labelled/re-written instructions, or to receive and use re-packaged medicines, other than as originally dispensed.

- A few medications such as asthma inhalers, must not be locked away and should be readily available to the child.
- Many schools allow children to carry their own inhalers. The headteacher will discuss whether this is appropriate with the child's parents/carers, taking into account the child's age and level of personal responsibility.
- Other medications should generally be kept in a secure place, not accessible to children. A locked drawer or cabinet will be appropriate in such circumstances.
- The use of controlled drugs in school is sometimes essential. School will keep controlled drugs in a locked, non-portable container, and only named staff should have access. A record should be kept for audit and safety purposes.
- Any named member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.
- A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- A controlled drug, as with all medicines, should be returned to the parent/carer when no longer required, to arrange for safe disposal.
- Misuse of a controlled drug, such as passing it to another child for use, is a serious offence. Schools should have a drug policy in place for dealing with drug misuse.
- Some medications need to be refrigerated. Medication can be kept in a refrigerator containing food, but should be kept in an airtight container and clearly labelled. The school restricts access to the refrigerator containing medicines (in room off main office)

### **Access to medication**

- Pupils must have access to their medication when required. (Use Form 5).
- The school may want to make special arrangements for emergency medication that it keeps for certain children.
- It is also important to make sure that medication is only accessible to those for whom it is prescribed.

### **Disposal of medicines**

- Parents/carers will collect medicines at the end of the dosage period.
- Parents/carers are responsible for the safe disposal of date expired medication (by returning to the local pharmacy or dispensing pharmacist). Expiry dates on medicines will be checked on a half termly basis by a named member of staff.

## **Refusing Medicines**

- If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may either be set out in the policy or in an individual child's health care plan.
- Parents should be informed of the refusal on the same day.
- If a refusal to take medicine results in an emergency, the school emergency procedures should be followed.

## **Safety Management**

- All medicines may be harmful to anyone for whom they are not prescribed. Where a school agrees to administer medication, the employer has a duty to ensure that the risks to the health of others are properly controlled. This duty derives from the control of Substances Hazardous to Health Regulations. (COSHH - 2002).

## **Emergency Procedures**

Generally, staff should not take children to hospitals in their own car. An ambulance should be called.

- All staff must know emergency procedures, including how to call an ambulance. (Use Form 7).
- All staff must also know who is responsible for carrying out emergency procedures.
- A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.
- Individual health care plans should include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency. (Use Form 1).

## **Staff Training**

- A health care plan may reveal the need for training. Training can be arranged in conjunction with the PCT via the schools health adviser/paediatrician, or specialist nurse, and is to be organised on a case by case basis by the employer. Training through the CPD for more generic, best practice approaches, is being developed.

## **Confidentiality**

- All medical information held is confidential. It should be agreed between the headteacher, child (if appropriate) and parent/carer, who else should have access to records and information about a child.

## **Form 1**





## Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form

Name of Child: \_\_\_\_\_

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

Group/Class/Form: \_\_\_\_\_

Medical  
Condition/illness: \_\_\_\_\_

**I CONFIRM THAT MY CHILD HAS TAKEN THIS MEDICATION FOR THE LAST 24 HOURS AND HAS SUFFERED NO SIDE EFFECTS TO DATE.**

### Medicine

Name/Type of Medicine (as described on the container):  
\_\_\_\_\_

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

Expiry date: \_\_\_\_\_

Does the medicine need to be kept in a fridge: YES/NO (delete as appropriate)

Agreed review date to be initiated by [senior member of staff]:  
\_\_\_\_\_

Dosage and method:  
\_\_\_\_\_

Timing: \_\_\_\_\_

Special  
Precautions: \_\_\_\_\_

Are there any side effects that the school needs to know about?  
\_\_\_\_\_

Self-Administration: YES/NO (delete as appropriate)

Procedures to take in an Emergency:  
\_\_\_\_\_

### Contact Details

Name: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

**I understand that I must deliver the medicine personally to a member of**

**staff and accept that this is a service that the school is not obliged to undertake.**

I understand that I must notify the school of any changes in writing.

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

Name: \_\_\_\_\_

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

Relationship to child: \_\_\_\_\_



## Form 2

# St Philip Westbrook Church of England Aided Primary School

### Confirmation of the Head's agreement to administer medicine

It is agreed that \_\_\_\_\_ [name of child] will receive  
\_\_\_\_\_ [Quantity and  
name of medicine] every day at \_\_\_\_\_ [time  
medicine to be administered e.g. Lunchtime or afternoon break].

\_\_\_\_\_ [Name of child] will be supervised whilst  
he/she takes their medication by \_\_\_\_\_  
[name of member of staff].

This arrangement will continue until \_\_\_\_\_ [either end date of course  
of medicine or until instructed by parents].

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

Signed: \_\_\_\_\_

[The Head teacher/Named Member of Staff]

**Form 3**



**St Philip Westbrook Church of England Aided Primary School**

**Healthcare Plan**

Child's name: \_\_\_\_\_

Group/Class/Form: \_\_\_\_\_

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

Child's Address: \_\_\_\_\_

Medical Diagnosis or Condition: \_\_\_\_\_

Date: \_\_\_\_\_ Review date: \_\_\_\_\_

**CONTACT INFORMATION**

Family contact 1

Name: \_\_\_\_\_  
Phone No (Work) \_\_\_\_\_ (Home) \_\_\_\_\_  
(Mobile) \_\_\_\_\_

Family contact 2

Name: \_\_\_\_\_  
Phone No. (Work) \_\_\_\_\_ (Home) \_\_\_\_\_  
(Mobile) \_\_\_\_\_

Clinic/Hospital contact GP

Name: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone No: \_\_\_\_\_

Describe medical needs and give details of child's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different for off-site activities)

Form copied to:



**Form 4**

**St Philip Westbrook Church of England Aided Primary School**

**Record of medicine administered to an individual child**

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

Date medicine provided by parent: \_\_\_\_\_

Quantity received: \_\_\_\_\_

Name and strength of medicine: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Quantity returned: \_\_\_\_\_

Dose and frequency of medicine: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

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

Time given: \_\_\_\_\_ Dose given: \_\_\_\_\_

Name of member of staff: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Signature: \_\_\_\_\_

Medicine collected by: \_\_\_\_\_

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

Time given: \_\_\_\_\_ Dose given: \_\_\_\_\_

Name of member of staff: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Signature: \_\_\_\_\_

Medicine collected by: \_\_\_\_\_

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

Time given: \_\_\_\_\_ Dose given: \_\_\_\_\_

Name of member of staff: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Signature: \_\_\_\_\_

Medicine collected by: \_\_\_\_\_

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

Time given: \_\_\_\_\_ Dose given: \_\_\_\_\_

Name of member of staff: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Signature: \_\_\_\_\_

Medicine collected by: \_\_\_\_\_

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

Time given: \_\_\_\_\_ Dose given: \_\_\_\_\_

Name of member of staff: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Signature: \_\_\_\_\_

Medicine collected by: \_\_\_\_\_

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

Time given: \_\_\_\_\_ Dose given: \_\_\_\_\_

Name of member of staff: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Signature: \_\_\_\_\_

Medicine collected by: \_\_\_\_\_



**Form 5**

**St Philip Westbrook Church of England Aided Primary School**

**Request for child to carry his/her medicine**

THIS FORM MUST BE COMPLETED BY PARENTS/GUARDIAN

If staff have any concerns they will discuss request with school healthcare professionals

Child's name \_\_\_\_\_

Group/Class/Form: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of medicine: \_\_\_\_\_

Procedures to be taken in an emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact information**

Name: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: \_\_\_\_\_

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

If more than one medicine is to be given a separate form should be completed for each one

**Form 6**



**St Philip Westbrook Church of England Aided Primary School**

**Staff training record - administration of medicines**

Name: \_\_\_\_\_

Type of training received: \_\_\_\_\_

Date of training completed: \_\_\_\_\_

Training provided by: \_\_\_\_\_

Profession and title: \_\_\_\_\_

I confirm that \_\_\_\_\_ [name of member of staff]  
has received the training detailed above and is competent to carry out any necessary  
treatment. I recommend that the training is updated (please state how often)

Trainer's signature:

Date:

I confirm that I have received the training detailed above.

Staff signature:

Date:

Suggested Review Date:





## Form 7

# St Philip Westbrook Church of England Aided Primary School

## Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: 01925 445391
2. Give your location as follows: St Philips Primary School, Westbrook Centre, Westbrook, Warrington
3. State that the postcode is: WA5 8UE
4. Give exact location of the school (next door to Westbrook Medical Centre and adjacent to the Odeon Cinema)
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met

Speak clearly and slowly and be ready to repeat information if asked

A completed copy of this form is kept on the wall in the main office.



## St Philip Westbrook Church of England Aided Primary School

### Confirmation of the Head's agreement to administer over the counter medicines (OTC)

It is agreed that \_\_\_\_\_ [name of child] will receive  
\_\_\_\_\_ [quantity and name  
of medicine] every day at \_\_\_\_\_ [time  
medicine to be administered e.g. Lunchtime or afternoon break].

\_\_\_\_\_ [Name of child] will be supervised  
whilst he/she takes their medication by \_\_\_\_\_  
[name of member of staff].

This arrangement will continue until \_\_\_\_\_ [either end date of course  
of medicine or until instructed by parents].

Date:

Signed:

[The Head teacher/Named Member of Staff]























