



CRIGGLESTONE ST JAMES CE PRIMARY ACADEMY

# Administering Medicines in School Policy



**December 2023**



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## Introduction

Crigglestone St James CE Primary Academy 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.

Academy staff do not have a statutory duty to give medicines or medical treatment. However, medicines will be administered to enable the inclusion of pupils with medical needs, to enable regular attendance of all pupils and when it would be detrimental to a child's health not to do so.

The school is 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, "**medication**" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "**Prescription medication**" is defined as 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.

All staff, governors, parents/carers and members of Crigglestone St James CE Primary Academy will be made aware of, and have access to, this policy.

Medicines and tablets are not allowed in classrooms under any circumstance. The only exception are inhalers belonging to asthmatic children and medication belonging to diabetic children however, this will be based on a case-by-case scenario with advice from medical professionals.



## 1. Legal framework

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

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- Complaints and Unreasonable Complaints Policy

## 2. Roles and responsibilities

The governing board 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 Procedures 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.
- 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 medication parental consent form prior to them or their child bringing any medication into school.



- Discussing medication with their child prior to requesting that a staff member administers the medication.

It is staff members' responsibility to understand what action to take during a medical emergency, such as raising the alarm with a First Aid trained member of staff. This may include staff administering medication to the pupil involved.

### **3. Training staff**

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. Staff will read through and discuss this policy to ensure they understand the processes to be taken when administering medication. 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 taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The school 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, e.g. the school nurse.

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 AAI's (Adrenaline Auto-Injectors)**

The school will arrange specialist training for staff on an annual basis 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 AAI's 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 AAI's in the case of an emergency.
- 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 AAI's 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 reactions.

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

#### **4. Receiving, storing and disposing of medication**

##### **Receiving prescribed medication from parents**

The parents of pupils who need medication administered at school will be asked to complete and sign a 'Parental request and agreement for school to administer medicine' form. The signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils under the age of 16. A signed copy of the parental consent form will be filed in the medication folder, which is kept in the school office. No medication will be administered if this consent form is not present. Consent obtained from parents will be renewed annually.

The school will only store and administer prescribed medication. Aspirin will not be administered unless the school has evidence that it has been prescribed by a doctor.

Parents must supply the medicine in date and in the original pharmacist's container to the school office. Instructions/information on the medication should also be given, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

##### **Storing pupils' medication**

All medicines (apart from inhalers) are kept in a secure cupboard in the Academy office. Medicines should always be stored in the original pharmacist's container. The school will ensure that all medications are kept appropriately, according to the product instructions. Medication that may be required in emergency circumstances, e.g. AAI's, 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.

Inhalers are either held by the pupil or kept in a clearly identified container in the classroom. Teaching and classroom support staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits. Medicines that require refrigeration are kept in the academy office fridge, clearly labelled.

The school will ensure that pupils know where their medication is at all times, pupils are told where their medication is stored and who to ask should they need it.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
  - the pupil's full 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.

### **Disposing of pupils' medication**

The school will not store surplus or out-of-date medication. It is the parent's responsibility to make sure that all medicines kept in school are in date and replaced accordingly. The school will however ensure medication is in date, and replaced as and when required for good practice. School staff do not have the responsibility of disposing medicines however; school staff will dispose of medication if directed by a parent in writing/Parentmail. Parents should arrange for the collection of medication held at school at the end of each term for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharp items.

### **5. Administering medication**

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day, thus avoiding the need for medicine in school. Antibiotics, for example, are usually taken three times a day, so can be given with breakfast, on getting home from school and then bedtime. However, for children in Reception and KS1 who will have earlier bedtimes, arrangements can be made to administer a dose at lunchtime.

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the pupil's full name, 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.

Medication will be administered in a private, comfortable environment, wherever possible. Arrangements will be made for increased privacy where intimate contact is necessary. Facilities to enable staff members to wash their hands before and after administering medication, as well as to clean any equipment before and after use if necessary, will be made available if needed. PPE will also be made available where necessary.

Two members of staff will be available and present before administering medication, one to administer the medication and one to check and confirm details before medication is administered.

Before administering medication, two members of staff will check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- 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 the school 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 will follow the procedure agreed upon in their IHPs (Individual HealthCare Plans), and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

A record of all drugs administered to children is kept in the Academy Office. Records will include the date and time that medication was administered, the dose given and the name of the staff members responsible.

### **Non-Prescription Medicines**

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. However, Parents or Carers may, if they wish, call into school to administer non-prescription medicines to their child. A record will be kept of any non-prescription medicines given to pupils by parents/carers when a pupil is at school.

For educational visits, non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a consent form, completed and signed by a parent/carer.

Sunscreen is not a medicine and children are encouraged to apply this before school however, children can bring their own in school to self-administer\* on sunny days to protect against sunburn. Sharing sun-cream is not permitted unless children are from the same household. \*Children in Reception to Year 1 can ask a member of staff to assist with their application.



### **If incorrect medicine is administered**

If medicine has been administered incorrectly, for example the incorrect dosage has been given, or a child has been given medication in error, parents will be informed as soon as possible. School staff will contact 999 if it appears that there is a medical emergency.

Parents will be told which medication has been given, the dosage given and the time. Parents will be advised to contact their GP or to seek advice from a healthcare professional, for example by calling NHS 111.

School staff will refer to the instructions that come with the medication and will follow the advice given on the instructions. School staff will also contact a healthcare professional for advice, for example, by contacting NHS on the 111 phone number. School staff will inform parents of any possible side effects as listed in the instructions of the medication and will also share advice given on the instructions, as well as advice shared by healthcare professionals, if this is available.

See Appendix B (Flowchart stating who to contact if medication has been administered incorrectly).

## **6. Medical devices**

### **AAIs**

The school will ensure that it holds a spare AAI for pupils and it is kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working. A spare AAI is not located more than five minutes away from where it may be required. The emergency AAI can be found in the school office. The date will be checked and it will be replaced if it has expired/due to expire/been used.

Medical authorisation and parental consent will be obtained for all pupils believed to be at risk of anaphylaxis for the use of the spare AAI in emergency situations. The spare AAI 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 IHP.

## **7. IHPs (Individual Healthcare Plans)**

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parent, the headteacher, the SENCO and any relevant medical professionals. When deciding what information should be recorded on an IHP, 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
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- 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

The governing board will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by a designated staff member.

### **8. Educational trips and visits**

In the event of 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.

Parents should ensure that a consent form is completed and a sufficient supply of medication, in its pharmacist's container, is provided.

Non-prescription medicine cannot be administered by staff and pupils must not carry them for self-administration ie: throat lozenges.

All hay fever remedies must be provided to a member of staff, if necessary, on prescription before any visit. Non-prescription tablets can be given to a child with written consent from a parent.

Non-prescription travel sickness medication will be administered by a member of staff providing they are supplied in the original packaging and accompanied by a parental request and agreement form.

There may be times when school staff will administer pain relief medication ie: Calpol to children who may require relief from headache etc. Written consent prior to a residential visit will be sought to confirm this. This only applies for residentials and will not be administered at other times in the school day/school year.

School staff will follow procedures set out above (Section 5: Administering medication) and two members of staff will be present when administering any medication. A keep a record



of any medication administered to children, including who administered the medication, the time and dosage will be kept and returned to school.

If required, for minor injuries, school staff will transport children to hospital on residential visits. Parents will always be kept informed and updated where possible.

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 administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

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. Medication will be administered as set out above (Section 5: Administering medication), with two members of staff present.

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.

## **9. Medical emergencies**

### **First Aid**

Criggleshstone St James CE Primary Academy ensures that school staff are provided with relevant, in date training. First Aid training is renewed every three years.

First aid equipment is provided to school staff during break and lunchtimes, including a designated first aid area. Children can also visit the school office for further medical treatment on direction of school staff.

First Aid kits will always be provided on school visits, including a risk assessment of the venue. Staff who have trained in first aid will be present on school visits.

Further information relating to First Aid in school can be obtained from 'The Knowledge' Handbook, which is displayed on the school website.

### **Emergency Procedures**

In a medical emergency, first aid is provided, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed and a copy of the Health Care Plan is given to the ambulance crew. If a child becomes ill in school, whenever possible they should be taken, accompanied by an adult, to the academy office. In the event of a child collapsing or sustaining a possible fracture, they must not be moved. Appropriate trained staff must be called upon to assist.



If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by an ambulance. Staff should not take children to hospital in their own car\* (\*please see Educational Visits).

#### **10. Monitoring and review**

This policy will be reviewed annually by the governing board and headteacher. The next scheduled review is December 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. The school will also 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 A: Administering medication parental consent form

### Parental request and agreement for school to administer medicine

Crigglestone St James CE Primary Academy will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Crigglestone St James CE Primary Academy, St James Way, Crigglestone, Wakefield, WF4 3HY.

Date:

Child's Name:

Medical Condition:

Name and strength of medicine:

Expiry Date:

How much to give (ie dose to be given):

When to be given:

Any other instructions:

Number of tablets/quantity to be given to school/setting:

NOTE: MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY

Name of parent/adult contact:

Telephone number:

Name and telephone no of GP:

This agreement will continue until end date of medicine or written instruction from parents. Agreed review date to be initiated by (name of member of staff):

I understand that I must deliver the medicine to (name of member of staff):

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage/ frequency of the medication and/or if the medicine is stopped.

Parent's signature:

Print name:

Date:

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

Countersigned \_\_\_\_\_ Date \_\_\_\_\_

Name member of staff at Crigglestone St James CE Primary Academy



## Appendix B: Who to contact if incorrect medication is administered

### Flow chart – who to contact if incorrect medication is administered

If medication is administered incorrectly to a child whilst in school, staff should work together to ensure that parents are informed and that school seeks advice from a healthcare professional. The adults will likely follow the flowchart simultaneously, to ensure parents are told and medical advice is sought as quickly as possible.

#### Does it look like there is a medical emergency?

Signs of a medical emergency from the NHS 111 website: <https://111.nhs.uk/triage/check-its-not-an-emergency>

- **signs of a heart attack**  
chest pain, pressure, heaviness, tightness or squeezing across the chest
- **signs of a stroke**  
face dropping on one side, can't hold both arms up, difficulty speaking
- **sudden confusion (delirium)**  
cannot be sure of own name or age
- **severe difficulty breathing**  
not being able to get words out, choking or gasping
- **heavy bleeding**  
spraying, pouring or enough to make a puddle
- **severe injuries**  
after a serious accident
- **seizure (fit)**  
shaking or jerking because of a fit, or unconscious (can't be woken up)
- **sudden, rapid swelling**  
of the lips, mouth, throat or tongue

**Yes**

**ADULT 1:**  
**Call 999 immediately.** Tell them:  
-the name of the medication that has been administered  
-the dosage given  
-the time the medication was administered  
-symptoms the child is displaying  
-follow advice given.

**ADULT 2:**  
**Call parents immediately.** Tell them:  
-the name of the medication that has been administered  
-the dosage given  
-the time the medication was administered  
-symptoms the child is displaying  
-that school is contacting 999 and the advice that has been given.

**No**

**ADULT 1:**  
**Contact the child's parents and inform them of:**  
-the name of the medication that has been administered  
-the dosage given  
-the time the medication was administered  
-share the list of side effects as stated on the instructions of the medication  
-advise that they seek further advice from a healthcare professional/their GP.  
-Ask the parent if they would like to collect their child to take them to see a medical professional or if they would like them to stay in school.

School staff to observe the child for the rest of the day and note any changes in behaviour any symptoms and inform parents.

**ADULT 2:**  
Refer to the instructions that come with the medication and follow advice given.  
**Contact a healthcare professional:**  
Contact the NHS helpline: either by calling 111 or through the NHS 111 website: <https://111.nhs.uk/> and advise them of:  
-the name of the medication that has been administered  
-the dosage given  
-the time the medication was administered  
-follow advice given  
  
-Contact parents and let them know the medical advice given, if not already informed.