

Myland Primary School



Administration of Medicines Policy

September 2025

Policy and Procedures for the Administration of Medicines

At Myland Primary School we recognise that most children will have short term medical needs, such as finishing a course of antibiotics, at some point in their school life and that a few children will have longer term medical needs that may require the use of medication for a longer period of time. Although we are not obliged to administer medicines, we recognise the need to ensure that children are able to attend school regularly and therefore have put into place procedures to enable the administration of medication when necessary. The purpose of this policy document is to ensure staff and parents/carers are aware of and follow the formal systems and procedures that we have in place in the school to deal with the medical needs of children.

Procedures for managing prescription medicines.

- The school will only administer medicines that have been prescribed by a doctor and that are essential for a child to take during the school day. Whenever possible, parents/carers should try to arrange for medication to be administered outside of the school day. (Medicines that need to be taken three times a day could be taken before school, at the end of the school day and at bedtime). If this is not possible, we ask parents/carers to complete a medication form to enable a nominated member of staff to administer the medicine.
- In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only agreed members of staff should administer the medication and a record kept. Staff will not under any circumstances administer drugs by injection and parents/carers would be expected to attend to the pupil in school hours in such cases. Staff make every possible effort to administer required medication at the time stated, but parents/carers must be aware that occasionally school circumstances may be such that this is not always possible. If parents/carers are concerned that medication **MUST** be delivered at a specific time, we ask that parents/carers make arrangements to come to school to administer the dose at the stated time, to avoid confusion.
- Medicines should be brought into school by an adult in the original container and include the prescriber's instructions for administration. **Prescription medication MUST be in the name of the child for whom it is intended. We cannot administer prescription medication unless this is the case.** The medication must also be accompanied by a school 'yellow' request form.
- **A child under the age of 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Roles and responsibilities of staff administering medicines and record keeping procedures

- Children should never be given medication without written consent from parents/carers.
- Parents/carers should complete the appropriate request detailing the medication that they wish to be administered to their child (Appendix 1) and bring the medicine into school.
- Before giving any medication to a child the member of staff should check: -
 - the child's name
 - name of medicine
 - prescribed dose
 - methods of administration
 - times/frequency of administration
 - any side effects
 - expiry date
 - written instructions provided by the prescriber on the label or container
- If staff are in any doubt about administering the medication, they should check with parents/carers or a health professional before taking any further action.
- Staff should complete the school's medication log each time they administer any medication) In cases of administration of certain medication (and as advised by the School Health team) the dosage and administration should be witnessed by another member of staff.
- Staff are not responsible for disposing of medicines. These should be returned to the pharmacist by parents/carers, but if parents/carers do not collect them staff should return them to a local pharmacist to ensure safe disposal.
- All medicines should be collected by parents/carers at the end of each term.
- Sharps boxes should be used for the disposal of needles and the can be obtained by parents/carers from their child's GP. Collection and disposal of these boxes should be arranged with the LA.
- All staff should follow basic hygiene procedures and be familiar with normal precautions for avoiding infection.
- Disposable gloves should always be worn when dealing with spillages of blood or bodily fluids and when disposing of dressings or equipment.

Parental responsibilities

- Parents/carers need to be aware that it is not a teacher's responsibility to administer medication. However, in situations where a parent/carer is unable to come into school to administer medicine, then a nominated member of staff will assume this responsibility (currently the Headteacher, Member of the Senior Leadership Team, School Business Manager or Office Administrator).
- Parents/carers must inform the school of any medical needs when their child is admitted to the school or when their child first develops any medical needs. The headteacher will agree with parents/carers any necessary support and ensure that they are in agreement that all staff are made aware of their child's medical needs.
- Parents/carers must complete a form recording details of medication that they wish a member of staff to administer to their child. (Appendix 1) Staff must check that parents'/carers' instructions comply with those provided by the prescriber on the medicine container and that the name on the medication is that of the child on the request form. Parents/carers need to sign the school medicine record at the end of the course to acknowledge that their child has received this medication.
- Parents/carers are responsible for collecting medication from school at the end of each day if it is required at home the evening (e.g. antibiotics). School staff cannot take responsibility for ensuring that this medication is collected.

Assisting children with long term or complex medical needs

When children have a long-term medical need, the school will write a health care plan in consultation with the parents/carers and the relevant health professionals. This will include:

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

A health care plan will take account of the needs of any child who travels to school on transport provided by the LA.

Inhalers for Asthma

At our school, we store children's asthma inhalers centrally in the main office. Each child has a clearly labelled box which can be easily accessed by any member of staff if it is required. Children are also encouraged to collect their inhaler box before, for example, PE sessions and return it at the end of the lesson. **It is the responsibility of the parent/carer to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.**

If required (and especially in the case of younger pupils), staff will supervise the child using the inhaler. Any use of an inhaler is recorded by a member of staff, including the time of use and number of 'puffs' needed.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this case, the Headteacher is willing for named staff to administer the antibiotics supplied by the parent/carer. An 'Administration of Medication' form should always be completed, giving full instructions for administration of the medicine. **It is the responsibility of the parent/carer to ensure that the medication is collected each day and is not out of date.**

Safe Storage of medicines

All medication is kept in a locked cupboard in the main school office that only named staff have access to.

Children should always know where their medication is stored and who holds the key.

General procedures in school

On a day-to-day basis, children may become unwell whilst at school. If a child has a known condition, contact will be made with their parent/carer and a decision will be made regarding whether the child is fit to remain at school (with monitoring) or needs to be collected to go home.

If children complain of being unwell, a member of staff will ascertain what is wrong. On occasion, the child's temperature may be taken (always with two adults present) and the Headteacher (or Assistant Headteacher in her absence) will make a decision as to whether the parent/carer needs to be called and the child collected. Parents/carers of children with a temperature which registers amber or red on our digital thermometers (i.e above the normal temperature for a child of their age) will always be called. School staff are not permitted to administer Calpol (or similar medication). If a parent/carer feels that their child is well enough to remain in school, they may choose to come to school to administer suitable medication, such as Calpol.

Medicines on Educational Visits

Staff will administer prescription medication to pupils when required during educational visits. Parents/carers should ensure they complete a consent form and provide a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (e.g. travel sickness medication) will only be administered by staff on completion of the appropriate consent form and pupils must not carry them for self-administration.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents/carers and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Medicines on Residential Visits

The school acknowledges the common law 'duty of care' to act like any prudent parent/carer. This extends to the administration of medicines and taking action in an emergency, according to any provided care plan.

Occasionally, it may be necessary to administer non-prescription medicines i.e. paracetamol, to pupils suffering acute pain from things like migraine, period pain, toothache. Parents/carers must give written consent prior to the residential visit before a non-prescription medication can be given.

Staff will check that the medication has been administered without adverse effect to the child in the past and parents/carers must certify this is the case – a note to this effect should be recorded on the consent form.

The school will keep its own supply of standard paracetamol tablets/liquid (e.g. Calpol) for administration to pupils during a residential visit. The medication will be stored and administration recorded as for prescription medication. Pupils should not bring paracetamol (or other types of painkillers) on the residential visit for self-administration.

Emergency procedures

Emergency procedures are detailed in the first aid and health and safety policies. All staff should be aware of how to call emergency services and guidance on calling an ambulance is placed near the phone in the school office. (See Appendix 2)

If a child is taken to hospital and their parents/carers are not available, a senior member of staff should accompany them.

Individual health care plans include details on how to manage a child in an emergency and who has parental responsibility should a child be taken by the member of staff to the hospital.

Training

The headteacher will ensure that staff have the appropriate training to support children with medical needs. This will include ensuring that all staff are aware of children with medical needs, what support these children need, as well as the likelihood of an emergency arising and what action to take if one occurs.

This will include ensuring that at least one member of staff is trained the management of medication and about the administration of medicines.

Appendix 1**MYLAND PRIMARY SCHOOL****Parent/Carer Medical Declaration Form**

The school will not agree to give your child medicine unless you complete and sign this form, and the Headteacher has agreed that a nominated member of staff can administer the medication.

CHILD'S DETAILS

Child's name: _____

Date of Birth: _____ Class: _____

DETAILS OF MEDICATION

Name of medicine to be given:

Medical condition/illness:

Expiry date : _____

DIRECTIONS FOR ADMINISTRATION OF MEDICATION

Dosage & method of administration: _____

Time to be given: _____

Can the child administer the medicine themselves? Yes /No

Side effects staff need to be aware of

Special precautions:

Procedures to take in an emergency:

How long will your child need to take the medication for?

PARENT/ CARER'S DECLARATION

- I give permission for a member of staff at Myland Primary School to administer this medicine as detailed above.
- I understand that this is a service that the school is not obliged to undertake
- I understand that whilst the school will make every effort to administer the required dose at the stated time, school circumstances may be such that this may be subject to change (within 30 minutes). I understand that, should the timing be critical to health, I will arrange to administer the dose myself by coming to school at the correct time.
- I will notify the school in writing of any changes.

Parent/Carer's signature: _____

Date: _____

Appendix 2

How to contact an ambulance

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

1. The school's telephone number is 01206 852109
2. Give your location as follows *Myland Primary School, Mill Road, COLCHESTER*
3. State that the postcode is CO4 5LD
4. Give exact location of the school: The school is located in Mill Road, with the main entrance in Raven Way.
5. Give your name.
6. Give name of child, their date of birth and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met by a member of staff and taken to the child, stating where they are.

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