



HELSEBY HILLSIDE PRIMARY SCHOOL POLICY ON THE ADMINISTRATION OF MEDICINES IN SCHOOL

Policy statement

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. This policy has been prepared in accordance with statutory guidance Supporting Pupils at school with a medical condition December 2015.

This Policy should be read in conjunction with the Medical Conditions Policy 2024.

The administration of medicines is the responsibility of parents/carers. There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. Parents are asked to request that their doctor, wherever possible, prescribes medication which can be taken outside the school day. However, as a school, we recognise that there are times when it may be necessary for a pupil to take medication during the school day.

The school is therefore prepared to take responsibility for administering medication, on these occasions in accordance with the following guidelines.

Guidelines

1. On Admission to School

All parents/carers will be asked to complete a registration form giving full details of their child's medical conditions, emergency contact details, name of family doctor, allergies, special dietary requirements, etc. Parents will be asked to complete an additional form to provide further details of any medical condition.

2. Administration of medication

- Parents/carers are required to come into school and personally hand over any medication to the designated member of staff (business manager or clerical officer).
- The medication (both prescription and non-prescription) should be in the original container as purchased and/or prescribed by the doctor/dentist and/or as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label. The school cannot accept medicines that have been taken out of the container as originally purchased/dispensed nor make changes to doses on parental instructions.
- A school medication consent form must be completed by the parent carer and retained in the school office (see appendix 1). If more than one medicine is to be given, a separate form should be completed for each one.
- A record of the medication received (count tablets) will be maintained.
- A record of the administration of each dose will be kept on the school record of medication form (see appendix 2), which will be signed by the designated member of staff who administers medicine (school business manager or clerical officer)



- Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on the day. A child will never be forced to accept medication. Wasted doses (e.g. tablet dropped on the floor) will also be recorded. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.
- Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.
- If medication needs to be replenished this should be done in person by the parent/carer, a record of the amount of medication received will be noted where possible.
- Should a child be required or is able to administer their own medicine e.g. an inhaler for asthma, we will need to ensure they understand their responsibilities in this area in consultation with the parents and either the School Doctor or Nurse. See Asthma policy below for further details.
- Medication for ongoing/long-term illnesses, such as epilepsy or asthma should be recorded, together with appropriate instructions given by a doctor or nurse. This request should be reviewed regularly. It is the parent's responsibility to check expiry dates on such medicines.
- Non-prescribed/'over the counter' medicines for minor conditions can be administered to a child by school staff, providing a medication consent form is completed and only for short periods (2 days).
- The school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- Homeopathic/non-controlled medicines cannot be administered under any circumstances.
- Throat lozenges will not be administered by school staff due to the risk of choking.
- If a pupil brings to school any medication for which we have not received written parental consent, our staff will not be held responsible for that medication. Any medicine must be brought to the attention of a member of staff and not kept in a child's bags, pockets, etc.
- In all cases where, following the administration of medication, there are concerns regarding the condition of the child, emergency first aid will be administered by a member of staff. Medical advice will be sought immediately including the child's doctor and/or emergency services. The child's parent/carer will also be informed as soon as possible. Should a severe asthma attack or an allergic reaction occur and an adrenalin injection administered the emergency services will always be called.

3. Storage and Disposal of Medication.

- All medicines, with the exception of emergency medication (e.g. for asthma / epi-pens) will be kept in a safe and secure place away from the children, strictly in accordance with the product instructions and in the original container in which dispensed.
- As approved by the Headteacher school holds emergency inhalers and epi pens for emergency use.
- The school also has a public access defibrillator in the school office and Reception class suitable for use on children in an emergency.



- A regular check will be made of the medication cabinet at least termly and parents will be asked to collect any medication which has been left after the course has ended, is out of date or not clearly labelled. If parent/carers do not collect it, the medication will be taken to the local pharmacy for disposal.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and they are collected and disposed of in line with the supplier's procedures.

4. School visits

- Any pupils with medical conditions will be supported to enable them to participate fully and safely on day trips, residential visits and sporting activities. A risk assessment will be completed for each visit including any pupils with medical conditions. The impact of the condition on their participation will be assessed and reasonable adjustments considered as part of this process.
- If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant.
- For children attending residential/overnight visits, parents will be required to complete a Form C - Parent/Guardian Consent for an Educational Visit consent form which includes medical information. An additional school medication consent form will need to be completed if medicine is required.
- Children attending school visits will only be given non-prescribed medicines, i.e. painkillers, travel-sick tablets, if parents have filled in a consent form. Medicines containing aspirin will not be administered unless prescribed by a doctor.

5. Children with Special/Long Term Medical Needs

- If we are asked to admit a child with special medical needs we will, in partnership with the parents/carers, school nurse and our medical advisors, discuss individual needs and where appropriate, develop an individual health care plan. This will be reviewed as part of the Annual Review procedure.
- Any resulting staff training needs will be identified and met.

Please refer to our Medical Conditions Policy for more information.

Date	Review Date	Coordinator	Nominated Governor
December 2024	December 2027	Adam Khan / Julie Ellis / Lynda Thomas	Terry O'neill



Appendix 1

HELSEBY HILLSIDE PRIMARY SCHOOL REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that (Full name of Pupil)
be given the following medicine(s) while at school:

Date of birth Class

Medical condition or illness

Name/type of Medicine
(as described on container)

Expiry date.....Duration of course.....

Dosage and method Time(s) to be given.....

Other instructions

Self-administration Yes/No (mark as appropriate)

If the above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate) it is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to the designated 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.

SignedPrint Name
(Parent/Carer)

Daytime telephone number

Address

Note to parents:

1. 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.
2. Medicines must be in the original container as purchased or dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service.



Record of medicine administered to an individual child (regular medication)

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

As consented by parent on request for school to give medication form

Date			
Time given			
Dose given			
Staff name			
Staff initials			

Date			
Time given			
Dose given			
Staff name			
Staff initials			

Date			
Time given			
Dose given			
Staff name			
Staff initials			



Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Staff name			
Staff initials			

Date			
Time given			
Dose given			
Staff name			
Staff initials			

Date			
Time given			
Dose given			
Staff name			
Staff initials			

Date			
Time given			
Dose given			
Staff name			
Staff initials			

Date			
Time given			
Dose given			
Staff name			
Staff initials			