

Bickerton Holy Trinity Church of England Primary School



Administration of Medicines Policy

Person responsible for policy:

Paul Sweetnam

Approved:

26th June 2023

Signed:

Claire Carman, Chair of Governors

To be reviewed:

FGB 6 2026



Our School Prayer

This is our school,
Let peace be here,
Let it be full of happiness.

Let love be here.
Love of one another,
Love of everyone,
Love of life itself,
And love of God.

Amen

Mission statement

Respect for oneself and others is central to our mission
of giving every child in our school
the highest standard of education and care
within a Christian community.

Our School Rules

Respect and take care of each other.
Treat others how you would like to be treated.
Share and use the school's equipment carefully.
Listen to each other and to adults at school.
Help others to learn.

SECTION A: POLICIES

General

This section contains the policies that the governing body has decided shall apply to Bickerton Holy Trinity Church of England Primary School. Procedures specified by the head teacher to implement these policies are detailed in Section B.

The following terminology is used in this section:

“may” indicates a suggestion by the governing body to the head teacher

“should” indicates a recommendation by the governing body to the head teacher and indicates what the governing body considers to be best practice

“must” indicates a mandatory requirement determined by the governing body.

Where the head teacher is unable to implement any mandatory requirement specified in this section, this must be reported to the next meeting of the governing body and, in urgent matters, to the chair of governors.

Ethos, aims and expectations

Whenever possible, medicine should be administered by a child’s parents with timing of doses arranged to enable this to happen outside the school day. However, the governing body believes that if it is necessary for a prescribed medicine to be administered in order that a child can attend school, as long as the child is well enough to be in school and if it is practical for a member of staff to administer that medicine, it is reasonable to request that a member of staff do this. The member of staff can refuse. Any such request must be made in writing to the head teacher.

The Procedures Section sets out the circumstances and procedures for administering medicines at school.

Monitoring

The head teacher must monitor the effectiveness of this policy, make recommendations to the governing body and arrange for appropriate records to be maintained and reviewed. The governing body should review the policy every three years.

SECTION B: PROCEDURES

Introduction

This policy covers the administration of medicines at Bickerton Holy Trinity Church of England Primary School. It has been drawn up by the head teacher in discussion with staff and governors, and is based on Cheshire East's Administration of Medicines Policy. It takes into account more recent NHS guidance (which has been provided to the school by Cheshire East LA) on reducing the number of prescriptions being written for over-the-counter medicines.

Most children will at some time have short-term medical needs such as finishing a course of antibiotics. Some may have more long-term requirements for medicine, such as diabetes or controlled epilepsy. Others may require medicines in particular circumstances such as severe allergies or asthma. This policy aims to enable children's regular attendance, to guide staff and to ensure that there are robust systems in place to manage medicines safely.

The head teacher is responsible for developing policy and detailing practices for administration of medicines in the school and to ensure that all parents and staff are aware of the procedures.

There is no legal duty that requires school staff to administer medicines, but all staff have a common law duty of care to act like any reasonable, prudent parent. Ideally, parents should administer medicine to their children. If a medicine is prescribed to be administered three times per day, the guiding principle is that these doses should all be done by the parent outside of school hours, eg one before school, one after school and one before bed. However, there are times when this is not possible. In these circumstances, staff at school may administer medicine. The member of staff should be asked in person if they are willing to do this, and the school must receive a written request from the parent giving clear instructions regarding required dosage.

Despite NHS guidance (*NHS Vale Royal, Eastern and South Cheshire Clinical Commissioning Groups – Use of over the counter medicines by early years providers and schools. Approved by the executive prescribing committee on 25/01/2018*) which states that schools are "advised that parental permission is sufficient for the administration of OTC [over the counter]

medicines to a child for minor conditions,” it is reasonable, and ensures statutory compliance, for the school to request a doctor’s (or health professional’s) note to the effect that it is necessary for the medicine to be administered during school hours. Whenever a request is made for medicine to be administered, the necessary form must be completed by the parent, one form for each medicine. (Request Forms are available from the school’s admin officer.) This request should be reviewed at least termly. It is very unlikely that OTC medicine would need to be administered during the school day given the requirement for administration by parents if at all possible.

Prescribed Medicines

Schools should only accept prescribed medicines if they have been prescribed by a doctor, dentist or nurse prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration. **Schools should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on a parent’s instructions.** Ideally if medicine is prescribed in dose frequencies which enable it to be taken outside school hours, parents should be encouraged to do this.

Non- Prescribed Medicines

Staff should **never** give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents **and** it is accompanied by a doctor’s (or health professional’s) note. Because of the above guidance from clinical commissioning groups, doctors and other health professionals may be unwilling to provide such assurance to schools. Without such a note, the school will not administer the medication. If a child has medical needs, the parents should be encouraged to refer the matter to their GP so that appropriate medicine can be prescribed or a note provided.

The only exception to this is during a residential visit. In such cases, parents may request that an appropriate pain / flu relief be administered. However, the decision as to whether it is necessary to administer the non-prescribed pain / flu relief at the time rests with the member of staff leading the residential visit, acting like any reasonable, prudent parent. **The parent must have given written consent** and specified the medicine on the **‘Parent/Guardian**

Consent for an Educational Visit' form and completed the school's Administration of Medicines form for each medicine. In light of the NHS guidance referred to above, the administration of OTC hay fever medication may also be considered by the teacher leading the residential visit.

A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Where possible the medicine, in the smallest amount, should be brought into school by the parent, or their nominee, and it should be delivered personally to the head teacher or their nominated member of staff. If a young person brings to school any medicine for which the head teacher has not received written notification, the staff at the school will not be responsible for that medicine. The head teacher should remove the medicine from the child and store it safely until it can be returned to the parent.

Staff Training and Record Keeping

Training of staff will be carried out by the school health adviser. This training will include particular types of medicine such as adrenalin for severe allergy or inhalers for asthma, and general training about administering medication. From the date of this policy, a training record will be maintained and kept by the administrative officer.

Only one member of staff should administer the medicine to a child on any one day to avoid the risk of double dosing. Staff will keep written records each time medicines are administered and staff should refer to them immediately prior to administering medication, completing and signing the record immediately after administration. The record and spare forms (yellow file: Administration of Medicines) are kept on the second shelf in the head teacher's office.

Storing Medicines

Large volumes of medicines will not be stored. Storage should be in accordance with the product instructions and in the original container in which dispensed, clearly labeled with the child's name, name and dosage of the medicine and the frequency of administration. The

fridge upstairs has limited child access. Medicines stored in it should be in a clearly labeled airtight container.

Emergency medicines, such as inhalers for asthma and adrenalin pens should be readily available to the child, dependent upon age and maturity, and not locked away. Children with asthma need to have immediate access to their inhalers when they need them. They are stored in the head teacher's office in the drawers behind the door, labeled with the child's name. As soon as they are able to do so, the children should be encouraged to keep an inhaler themselves in addition to a spare being kept in the head teacher's office drawers. They should be readily available during any sports activity or on visits. In addition, spare Ventolin inhalers are kept in the emergency first-aid grab bags stored at reception.

Long-term Medical Needs

If a child has or develops long-term medical needs, a written health care plan is drawn up, involving the child (as appropriate), parents, relevant health care professionals and staff. Children should be encouraged to take their medicine themselves as appropriate.

Disposal of Medicines

All medicines should be returned to the child's parents when no longer required. At the end of term, parents should collect all medicines for their child. Any uncollected medicines will be taken to the local pharmacist for disposal.

Prescribed Medicines: (Cheshire East Administration of Medicines policy)

3.3 Schools should only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration. **Schools should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parents' instructions.** Ideally, if medicine is prescribed in dose frequencies which enable it to be taken outside school hours, parents should be encouraged to ask their prescriber about this.

Non- Prescribed Medicines

3.4 Staff should never give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents and accompanied by a

doctor's (or Health Professional's) note for medicine to be administered during school hours. For example if a young person suffers from frequent or acute pain the parents should be encouraged to refer the matter to their GP.

- 3.5 However during and Educational Visit involving a residential or overnight stay (when a parent is unlikely to be available to administer pain /flu relief to their child) an appropriate pain/flu relief may be administered so long as the parent has given consent and specified the medicine on the **'Parent/Guardian Consent for an Educational Visit'** form and on the school's Administration of Medicines form. **A young person under 16 should never be given aspirin or medications containing ibuprofen unless prescribed by a doctor.**