

# BRACKLA PRIMARY SCHOOL



## ADMINISTRATION OF MEDICINES POLICY

<b>Date Adopted:</b> 15.05.24	<b>Chairperson:</b> Mrs J Czajkowski (Chair of Governors)
<b>Date of Renewal:</b> May 2026	<b>Headteacher:</b> Mrs K John

## Policy on Administration of Medicines in School

The Local Authority requires schools to have policies and procedures in place to ensure the effective management of pupils' medical needs.

Brackla Primary aims to be an inclusive school, meet the needs of, and provide equal opportunities for all the pupils. Parent's and carer's cultural and religious views will always be respected. In trying to fulfil this aim, it is accepted that some pupils have special health needs which include taking medication in order that they can continue to attend school. There are also occasions when, under a doctor's instructions a pupil may need to take prescribed medication for a stated length of time.

All staff take notice of the following procedures:

- School staff have no legal responsibilities to administer medicines nor to supervise them while taking medicines. Staff may volunteer to assist in the administration of oral medicines.
- Only oral medicines that have been prescribed 4 times a day or more will be administered in school.
- A pupil may only take prescribed medication if the parent/guardian has completed the school's permission form (appendix 1). Medicine will not be administered without completion of this form.
- Only prescribed medication supplied by the parent/carers will be administered to the pupil.
- Pupils will take the medication only when supervised by an adult and witnessed by a second adult. This must be recorded (appendix 2).
- All medicines are kept with the person administering them and must be stored safely out of reach from the children. When medicines have to be refrigerated, they are kept in the fridge in the staffroom. This medication must be stored in a labelled airtight container.
- The school health nurse/other health care professional will support us in drawing up individual health care plans for pupils with specific health care needs as appropriate(appendix 3). Medication such as epi pens will be stored in the locked medicine cupboard in the staffroom and in the classroom cupboard.
- The school will also liaise with parents and carers on specific issues and seek their agreement before passing on information about their child's health to other school staff.
- Staff will discuss the medical needs of pupils in the first instance with the Headteacher.
- Pupils' health needs are recorded on pupil enrolment forms (appendix 4).
- Parents/carers will deliver the medication to schools but where this is not possible the parents/carers should inform the school in writing that the pupil will hand in the medication to the school office upon arrival at the school.
- Where a pupil has long term or complex medical needs all the teaching staff including visiting and supply teachers, relevant support and lunchtime supervisors will be informed. However, supply teachers and Lunchtime Supervisors will not administer any medication.
- In an emergency situation the emergency services must be contacted immediately. The school admin officer/premises manager will ensure that the emergency vehicle has ready access to the school.

- If a pupil refuses to take advised medication, parents will immediately be informed. No member of staff will attempt to force a pupil to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.
- Staff will not administer creams or lotions, but if they are needed during school time, parents may sign the consent form for the pupil to self administer (appendix 5). This also applies to inhalers, e.g. asthma inhalers.
- Staff will not administer ad hoc medication for minor complaints - these should be dealt with at home.

### **Prescribed Medication**

Any medication requiring a medical or mental practitioner's prescription is defined as a prescribed medication. Examples may include asthma inhalers and antibiotics.

### **Administering Non-Prescribed Medication**

Staff will NOT administer non-prescribed medication.

### **Legal Position**

There is no legal requirement upon staff, teaching or non-teaching to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis. We may occasionally have some support staff who are responsible for the meeting of health care needs as part of their duties.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. We will work in close cooperation with parents, health professionals and other agencies to provide a suitably supportive environment for pupils with medical needs.

### **Parental/Carer Responsibilities**

Parents/carers and any others who have legal responsibility for the care of children will:

- Keep pupils at home when they are acutely unwell.
- Request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.
- Be responsible for their child's medication. If a child requires medication during school hours (prescribed 4 times a day or more), arrangements for its administration will be agreed between the parents/carers and the school.
- Ensure any medication to be administered in school is clearly marked with the pupil's name, and delivered to the school office/class teacher. A consent form will be completed outlining the details of the medication to be administered.
- Check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.

- Advise the school in writing of any alteration to the prescribed dosage of medication.
- Consider if their child is responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the pupil suffers along with written details of the medication to be taken and the self administration routine.
- Advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day. If the pupil has school dinners, the parent/carer must write a letter to catering services informing them of the allergies.

### **Confidentiality**

The school staff will treat medical information confidentially.

### **Infection Control**

Staff should follow the basic hygiene procedures and ensure that hands are washed before and after medication is administered.

### **Staff Training**

Staff are trained according to the specific needs of the pupils attending the school. Ten members of staff have paediatric first aid training with the remainder of the staff having basic first aid training.

### **Dealing with Minor Injuries**

The above staff will deal with minor cuts and bruises etc. These will be cleaned and occasionally a plaster or cream may be applied to aid the healing process. Parents/carers should inform the school if their child has any allergic reactions to any cream or plasters and neither of these options will be administered. Please see the first aid policy.

### **Recording of Minor Incidents/Time Spent in the Main Reception**

All first aid incidents will be recorded on the school's tracking system on the shared drive. Parents/carers are contacted if pupils are required to be taken home.

### **Reference to other Policies**

- First aid;
- Health and safety
- Healthcare plans

### **Monitoring and Review of Policy**

We will monitor our procedures in light of any incidents or revised guidelines from the authority. These will also be audited through review of our Health and Safety procedures. This policy will be reviewed by the Governing Body every two years or earlier if deemed necessary.

## Appendix 1: Request for school to administer medication

This form is for parents/carers to complete if they wish the school to administer medication. The school will not give your child medicine unless you complete and sign this form. Staff have no legal responsibilities to administer oral medicines, but may do so on a voluntary basis.

### **DETAILS OF PUPIL**

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

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

\_\_\_\_\_ Date of birth: \_\_\_\_\_

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

Condition or  
illness: \_\_\_\_\_

### **MEDICATION**

Name/Type of medication (as described on the  
container): \_\_\_\_\_ For how long will your child take this  
medication: \_\_\_\_\_ Date  
dispensed: \_\_\_\_\_

### **FULL DIRECTIONS FOR USE:**

Dosage and  
method: \_\_\_\_\_  
Timing: \_\_\_\_\_  
\_\_\_ Special  
precautions: \_\_\_\_\_ Side  
effects: \_\_\_\_\_

Self  
administration: \_\_\_\_\_

Procedures to take in an  
emergency: \_\_\_\_\_ **CONTACT DETAILS**

Name: \_\_\_\_\_ Relationship to

pupil: \_\_\_\_\_ Address: \_\_\_\_\_ Daytime



Healthcare plan for a pupil with medical needs

Condition:

Name:



Photo

Date of Birth:

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

\_\_\_\_\_

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

Class:

Contact information

**Family contact 1 Family contact 2**

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

Phone No (Work) \_\_\_\_\_ Phone No (Work) \_\_\_\_\_  
(Home) \_\_\_\_\_ (Home) \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Clinic/Hospital contact G.P.**

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

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

Describe condition and give details of pupils individual symptoms:

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

_____
—
_____
—
_____
—

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow up care:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who is responsible in an emergency: (State if different on off-site activities)

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Form copied to:

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

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



### Request for pupil to carry his/her medicine

This form must be completed by parents/guardians if they wish their child to carry his/her medication, e.g. inhalers, creams, lotions etc.

Pupils name: \_\_\_\_\_ Class: \_\_\_\_\_

Address:

\_\_\_\_\_  
—  
\_\_\_\_\_  
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\_\_\_\_\_  
—

Condition or illness:

\_\_\_\_\_  
—  
\_\_\_\_\_  
—  
\_\_\_\_\_  
—

Name of medicine:

\_\_\_\_\_  
—  
\_\_\_\_\_  
—

Procedures to be taken in an emergency:

\_\_\_\_\_  
—  
\_\_\_\_\_  
—  
\_\_\_\_\_  
—  
\_\_\_\_\_  
—

Contact information

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

Daytime telephone no:

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

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

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