



Administering Medicine to Pupils Policy

Leehurst Swan School



Approved by:	 Headteacher  Representative of Governing Body	Date: 04/10/2022
Last reviewed on:	04/10/2022	
Next review due by:	04/10/2024	

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ADMINISTERING MEDICATION: POLICY GUIDANCE

Scope

This guidance is applicable to all employees and / or others who may administer medication at the school and applies to the whole school including the EYFS.

Objectives

To ensure that the school administers medicines in an appropriate manner by:

- Having authorised persons in place to administer the medication;
- Having contingency plan in place for issues which may arise from the administering of medication.

Guidance

All schools are recommended to adopt the guidance provided by the Department of Health titled "Managing Medicines in Schools and Early Years settings".

(www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings) or Medical Officers of Schools Association guidance titled "Administration of Medicines in Schools" (www.mosa.org.uk)

Under the Human Medicines (Amendment) (No.2) Regulations 2014 schools are allowed to buy salbutamol inhalers, without a prescription, for use in emergencies (in the event of an asthma attack). Schools should follow the guidance in Department of Health document "Guidance on the use of emergency salbutamol inhalers in schools".

The First Aid Coordinator, supported by duty first aiders and form tutors will be responsible for the implementation this guidance.

Legal Requirements & Education Standards

References:

1. Commentary on the Regulatory Requirements, Part 3 (www.isi.net)
2. Health and Safety Executive, (www.hse.gov.uk/campaigns/farmsafe.index.htm)
3. Health and Safety at Work" Section H of the ISBA Model Staff Handbook
4. 'Health and Safety and Welfare at Work' Chapter N of the ISBA Bursar's Guide
5. 'Insurance' Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
6. Vaccines, diseases and immunisations (www.immunisation.nhs.uk)
7. Department for Health (www.dh.gov.uk)
8. NHS Direct (www.nhsdirect.nhs.uk)
9. Department for Health Guidance on the use of emergency salbutamol inhalers in schools (March 2015)

Responsibilities

Medication will be administered by a designated person and witnessed by an adult.

All staff are expected to maintain professional standards of care but there is no contractual or legal duty to administer medication.

The Governing Body does not require staff to administer medication.

Some specified staff e.g. PE staff or staff taking educational visits, who volunteer their services will be given training to administer first aid and/or medication to pupils.

Staff Indemnity

The Governing Body fully indemnifies all staff against claims for any alleged negligence providing they are acting within their conditions of service and following the stated policy.

Records

On admission of the pupil to the school all parents will be required to provide information giving full details of:

- Medical conditions
- Allergies
- Regular medication
- Consent to administer analgesia such as Calpol, Paracetamol and Ibuprofen
- Emergency contact number
- Name of family doctor/consultant
- Special requirements e.g. dietary

At the beginning of each academic year parents of existing pupils will be required to up-date the medical form. The school must be notified of any changes in medical condition or any new condition.

Administration of the Medication

1. The school expects that parents will normally administer medication to their children.
2. Any requests for medication to be administered must come from a parent in writing on the 'Schools Request to Administer Medication Form' (see attached sheet, also available on the school website) which will be signed and dated by a parent or guardian. Requests will be considered on an individual basis. Medicine will be left with staff on Reception or given directly to the First Aid Co-ordinator/First Aider on Duty for correct storage.
3. Parents will be expected to notify the school of any requests for the administration of medicines at the earliest opportunity and, where necessary, discuss with the First Aid Co-ordinator any limits to administration.
4. The First Aid Co-ordinator will agree the appropriate action; whether medication can be administered in school and by whom.
5. A separate form must be completed for each medicine to be administered.
6. The medication must be in a container as prescribed by the doctor and dispensed by a chemist, with the child's name, form, expiry date and instructions for administration written clearly on the label.
7. Parents are solely responsible for renewing the supply of the medication and must ensure that all medication is in date.

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8. If the pupil is required and able to administer his/her own medication e.g. inhaler for asthma, the pupil must fully understand how to use it and it must be clearly labelled with the pupil's name and form.
9. Medication will be kept under the control of the designated person unless arrangements are made with the parent. Asthma inhalers must be kept with the pupil at all times. Epipens may also be kept by pupils.
10. The administration of medicines will take place as stated on the form.
11. Painkillers e.g. Paracetamol/Calpol will only be administered after parental consent has been obtained. When Paracetamol/Calpol is given the log (see separate sheet) must be filled in.
12. Under no circumstances must aspirin or aspirin-based medication be given to a pupil unless prescribed by a doctor.

Long Term Medical Needs

The Governing Body and Headteacher will do all that they can to assist pupils with long-term needs.

Each case will be determined after discussion with the parents, or community nurse/family doctor.

Records

The school 'Administration of Medicines Record' form must be completed in every instance and will be kept in the First Aid Room. The designated person will ensure that the medical record form is filled in and checked regularly and a copy given to the parents at the end of the day showing the dose and time of administration. The First Aider on duty must seek permission from parents to give any additional medication throughout the day. This is also recorded in the above folder.

Training

The Governing Body is committed to provide appropriate training for staff who volunteer to participate in the administration of medicines.

Monitoring and Review

The First Aid Co-ordinator, supported by the Headteacher, will be responsible for monitoring the implementation of the policy.

REQUEST TO ADMINISTER MEDICATION FORM

NAME OF PUPIL AND CLASS	
NAME OF PARENT AND CONTACT NUMBER	
NAME OF MEDICINE	
NAME OF PRESCRIBING DOCTOR AND CONTACT DETAILS	
DOSE TO BE GIVEN	
STORAGE DETAILS	
HOW IS IT TO BE ADMINISTERED	
WHEN IS IT TO BE ADMINISTERED	
ANY OTHER INSTRUCTIONS	

The above information is accurate to the best of my knowledge at the time of writing and I give my consent to the school to administer the medication in accordance with the school policy. I will inform the school in writing of any changes to the above information.

Signed _____ Parent/Guardian

Date _____

Log for the Administration of Analgesics

Name	Form	Date	Time	Permission from parent/ guardian	Type	Dosage	Reason	Member of staff

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ADMINISTRATION OF MEDICATION RECORD

To be given to pupil who must hand to parent

Name of pupil and Class	
Date & Time of Administration	
Administered By	
Name of Medication	
Dosage	
Side Effects	



Dear Parents/Guardians

Administration of Paracetamol, Calpol and Ibuprofen for minor pain relief

Due to an increasing need to administer Paracetamol, Calpol and Ibuprofen, as a school we have decided to gain permission from parents for this administration.

Would you be kind enough to complete the form below in order that we can update our records for the new academic year and return the completed hard copy to your child's form tutor **by Friday 11 September.**

We feel that this will provide the school with the permission it requires to medicate pupils as soon as needed and will assure you as parents that your son or daughter are being treated quickly.

If your child has been administered any medication before the school day, please inform us on their arrival.

Yours sincerely,

**Mandy I Bateman (Mrs)
Headteacher**



To Mrs Wilson – First Aid Co-ordinator

Administration of Paracetamol, Calpol and Ibuprofen for minor pain relief

Name of Pupil Class
.....

Name of Parent and contact number
.....

I give permission for my child to receive Paracetamol, Calpol or Ibuprofen for minor pain relief
YES/NO

Any other information
.....

Signed (Parent/Guardian) Date