



Codicote C of E Primary School Policy for Administration of medicines

This policy was reviewed in November 2024, with regard to HCC guidance.

At Codicote School, we are all committed to ensuring the safety of all children. The aim of this policy is to provide a clear framework regarding the administration of medicines, which is understood and adhered to by all.

Administration of Medication

It is standard practice for the school to request pupil medical information and updates regularly, however, the onus is on parents/ carers to provide relevant and adequate information to schools.

Whilst as far as is reasonable parents/carers should be encouraged to provide support and assistance in helping the school accommodate pupils with healthcare needs, it is not generally acceptable to require parents/carers to attend school in order to administer medication or provide other medical support.

- Medication will only be administered by schools when it would be detrimental to a child's health or school attendance not to do so.
- A documented record of **all** medication administered (both prescribed and non-prescribed) is kept.
- Children may only be given medication with their parent's written consent, except in exceptional circumstances.
- Pupils with an IHP should have these reviewed annually, or sooner if the child's needs have changed in the interim. Details of medication requirements (dose, side effects and storage) should be detailed in the IHP. Further details can be found in the Managing Medical Conditions in school Policy.

Refusing medication

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents/carers as soon as possible.

If a pupil misuses their medication, or anyone else's, their parent/carer must be informed as soon as possible and the school's disciplinary procedures are followed.

Prescribed Medication

It is helpful, where possible if medication be prescribed in dose frequencies which enable it to be taken outside of school hours. E.g. medicines that need to be taken 3 times a day can be managed at home. Parents/carers should be encouraged to ask the prescriber about this.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. They must be handed into the school office, and written consent must be obtained from parents / carers.

Schools should never accept medicines that have been taken out of the container nor make changes to prescribed dosages on parental instruction. In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions (frequency of administration , likely side effects)
- Expiry date

Non prescription medication

- Where non-prescription medicines are administered e.g. for pain relief, written consent must be obtained from parents / carers. A member of staff should supervise the pupil taking the medication and inform parents/carers where pain relief medication has been administered.
- The administration of non-prescribed medication should be recorded in the same manner as for prescribed. Staff must also check the maximum dosage and when any previous dose was given. Medicines must be handed into the school office, in the original bottle.

A child under 16 should never be given aspirin containing medicine , unless prescribed by a doctor.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act 1971. Therefore it is imperative these are strictly managed between the school and parents/carers.

Keep the amount of controlled drugs stored on site to a minimum and ensure a record is kept of the amount held.

Pupils can carry controlled drugs if they are deemed competent to do so, otherwise controlled drugs should be stored in a locked, non portable container, such as a safe, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, including if the child refused to take it.

Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Storage

- Medication is stored safely and arrangements made for it to be readily accessible when required. Large volumes of medication should not be stored.
- Pupils should, at all times, know where their own medication is stored and how to obtain it.
- Under no circumstances should medicines be kept in first-aid boxes.
- Staff should review expiry dates of medication and notify parents/carers when further supplies are required.
- All emergency medicines (asthma inhalers, adreneline pens etc.) must be readily available whenever the child is in the school and **not locked away**. Protocols should also be in place to ensure that pupils continue to have access to emergency medication in situations such as a fire evacuation etc.

Self medication

As children get older and more mature they should be encouraged to take responsibility for and manage their own medication for conditions such as Asthma and diabetes. Those pupils deemed capable to carry their own medication /devices will be identified and recorded through the pupil's IHP in agreement with parents/carers.

Children who can take their medicines themselves or manage procedures will still be provided with an appropriate level of supervision.

For emergency medication (e.g. asthma inhaler, adrenaline pen etc.) the school also holds a 'spare' centrally in case the original is mislaid wherever possible.

Disposal

Any unused medication should be recorded as being returned back to the parent/carer when no longer required. If this is not possible it should be returned to a pharmacist for safe disposal.

UN approved sharps containers should always be used for the disposal of needles or other sharps, these should be kept securely at school (e.g. within first aid /medical room) and if necessary provision made for off-site visits. All sharps boxes to be collected and disposed of by a dedicated collection service in line with local authority procedures.

Record keeping

All forms are held in the school office.

An accurate record of all medication administered, including the dose, time, date member of staff supervising is completed.

Offsite visits and PE

- Pupils with medical needs are encouraged to participate in offsite visits. All staff accompanying such visits should be aware of any medical needs and relevant emergency procedures.
- Where necessary individual risk assessments should be conducted as part of the trip planning process.
- It should be ensured that a trained member of staff is available to administer any specific medication (e.g. adrenaline pen etc.) and that the appropriate medication is taken on the visit.
- Medicines should be kept in their original containers (an envelope may be acceptable for a single dose- provided this is very clearly labelled).
- Any restrictions on a child's ability to participate in activities such as PE should be recorded in their IHP.
- If any adjustments to activities or additional controls are required these should be detailed via an individual risk assessment or in daily use texts such as schemes of work / lesson plans to reflect differentiation / changes to lesson delivery.
- Some pupils may need to take precautionary measures before or during exercise and may need to be allowed immediate access to their medicines. (e.g. asthma inhalers). Staff supervising sporting activities should be aware of all relevant medical conditions and emergency procedures.



Codicote School: Record of medicine administered to:

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
