



**PARKSIDE COMMUNITY  
PRIMARY SCHOOL**

Parkside Community Primary School

Head Teacher: Charles Soyka

Chair of Governors: Emily Saunderson

# Medication Administration Policy

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In formulating its policy the Governing Body of Parkside Community Primary School (Parkside School) has taken into account the Managing Medication in Schools guidelines issued by Hertfordshire County Council dated June 2017 (issue 04).

## Aims

To outline the policy and procedures for medication administration in Parkside School so it is understood by staff, parents/carers and children to ensure all children, including those with medical needs, receive proper care and support in our school.

## Objectives

- To encourage and support inclusive practice
- To enable regular school attendance by all children

## Introduction

### Support for Children with Medical Needs

Parents have the primary responsibility for their child's health and should provide schools and settings with information about their child's medical condition together with relevant information where the administration of medication is required. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. However parents/carers should wherever possible, administer or supervise the self-administration of medication to their children.

There is no legal duty that requires school or setting staff to administer medication. However at Parkside School we recognise that there may be times when medication needs to be administered during the day, where it would be detrimental to a child's health not to do so, to ensure a child's participation in our school. We will therefore administer medication and supervise children taking their own medication according to the procedures in this policy. We do however ask parents/carers to ask their doctor to prescribe medication, whenever possible, which can be taken outside of the school day. Even if medication needs to be taken three times a day it could be taken in the morning, after school hours, and at bedtime.

At Parkside School we will ensure if possible that we have sufficient members of support staff who are appropriately trained to manage medication as part of their duties.

Staff managing the administration of medication and those who administer medication will receive training and guidance, as required or requested, together with support from health professionals as appropriate. If staff feel inadequately trained to manage the medical needs of a pupil they must immediately bring this to the attention of the Headteacher.

Parents should provide full information about their child's medical needs, including details on their child's medication, in writing using Appendix A. No child under the age of 16 will be given **any** medication without the prior written consent of their parent/carer unless a situation could be life threatening. In such instances an ambulance will be called, parents/carers contacted, and directions followed from the emergency services to care for the child until the ambulance arrives.

In cases where the medical needs of an individual child may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan is prepared. In such cases consultations on the Plan will include school, health service practitioners and parents/carers. This will also clarify the extent of responsibility taken by Parkside School.

### Administration of Prescribed Medication

- Should a child need to receive medication during the school day parents/carers will be asked to come into school and personally hand over the medication to the Reception Office. Excessive supplies will not be accepted due to possible safe storage issues.
- Medication will only be accepted if it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Alternative medication such as homeopathic drugs will not be accepted unless they have been prescribed as above.

- The medication must be in the original container or will not be accepted.
- There must be clear directions regarding the administration of the medication and any medication simply stating 'to be taken as directed' or similar wording will not be accepted by school.
- The medication must also be clearly labelled with:
  - The child's name
  - Name of medication
  - Strength of medication
  - How much is to be given and the method of administration
  - Time and frequency medication is to be given
  - Length of treatment
  - Any other relevant instructions or possible side effects
  - Date dispensed and/or expiry date.
  - Any specific storage requirements
- On receipt of any medication, an 'Agreement for School Staff to Administer Medication', Appendix A must be completed and signed by the Parent/Carer and given to office staff.  
A separate form must be completed for each medication.
- Completed forms will be kept near the medication in the School Reception Office unless specific storage instructions are required.
- Liquid medication will be measured using a medication spoon or syringe. Medication will not be added to food or drinks unless there is a specific reason.
- A record of the administration of each dose will be recorded on Medical Tracker, unless a different arrangement has been made at the discretion of the Headteacher.
- Should the medication need to be changed or discontinued before the completion of the course, or if the dosage changes, the school must be notified in writing by the parent/carers. A new supply of medication, showing all the details as listed above, must be obtained and a new 'Agreement for School Staff to Administer Medication', Appendix A completed.

**NB** If medication needs to be taken three times a day it could be taken in the morning, after school hours and at bedtime thus avoiding the need to have the medication at school. This must be discussed with the parent/carers prior to accepting any medication at school.

### **Administration of Non Prescribed Medication**

Parkside School staff will not administer non prescribed medication to any pupils on normal school days. Non prescribed medication will only be given on residential school journeys when the required consent forms have been completed *prior to the start of the journey*.

### **Administering Prescribed Medication**

- No child at Parkside School will be given medication without the prior written consent of their parent, Appendix A
- Any member of staff administering medication to a child at Parkside School must confirm the following prior to administering it:
  - The child's name
  - Name of medication and prescribed dose
  - Medication is still in date
  - Any specific written instructions provided by the prescriber on the label or container

### **Refusal to Take Prescribed Medication**

If a child refuses to take their prescribed medication school staff will not force them to do so and will make a note on their Medication Record Sheet, Appendix C. The parents/carers of the child will be informed of the refusal, on the same day, at the earliest opportunity. If the refusal to take medication results in an emergency situation then an ambulance will be called and parents/carers notified.

### **Emergency Medication**

In the case of an emergency, the school will call an ambulance and contact the parents/carers of the child. However when conditions require immediate emergency treatment<sup>1\*</sup> staff who have received special training from an appropriate health care professional, which will be updated annually, may volunteer to administer medication or emergency procedures such as resuscitation.

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<sup>1\*</sup> Emergency treatment could include treatment for allergies with an EpiPen/Adrenaline Pen; emergency medication could include asthma reliever inhalers, insulin medication for diabetes or appropriate treatment/medication for epileptic seizures.

Staff will **never** take children to hospital in their own car but will remain with the child until an ambulance arrives and then accompany them to hospital and stay with them until their parent/carer arrives.

### **Self-Management**

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medication from a relatively early age and Parkside School encourages this. However the age at which children are ready to take care of, and be responsible for, their own medications varies. As children grow and develop they will be encouraged to participate in decisions about their medication and to take responsibility for self-management of medication.

Older children with a long-term illness will, whenever possible, be encouraged to assume complete responsibility under the supervision of their parent/carer. Children develop at different rates and so the ability to take responsibility for their own medication varies. This will be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals will give guidance to parents and children, regarding the appropriate time to make this transition.

If children can take their medication themselves and school have the written consent of their parents, staff may only need to supervise. However the safety of all pupils attending Parkside School will be a determining factor in whether or not pupils are allowed to self-manage their medication. Children will be made aware of where their medication is stored and who holds the key regardless of whether or not they self-manage their medication.

### **Storage and Disposal of Medication**

- All medication, with the exception of emergency medication, will be kept in the School Reception Office. Under no circumstances will medication be stored in first aid boxes.
- Emergency medication will be stored out of the reach of children, but in the same room as the child wherever possible and easily accessible to staff. Staff working in the school will be made aware of the location of emergency medication as appropriate.
- A regular check of **all** medications in school whether kept in the school office or a classroom will be completed by teaching assistants or office staff. Any medication found to be out of date or no longer required at school will be returned to the parent/carer.
- Excessive supplies of medication will not be accepted by Parkside School due to potential safe storage issues.
- All medication will be returned to parents/carers at the end of each school year.

### **EpiPens/Adrenaline Pens**

- Children prescribed with an adrenaline plan will need to have TWO pens in school – one to be kept in their classroom, and the other as a 'back up' to be kept in the School Reception Office unless specific storage conditions are needed.
- The adrenaline pens must be provided by the parents/carers in clearly labelled boxes.
- One adrenaline pen must travel with the child for off-site/educational visits.
- Parents are responsible for ensuring that the adrenaline pens they supply to school are 'in date' for the whole term.

### **Epilepsy Medication**

Pupils with epilepsy may require medication on a long-term basis to keep them well, and most pupils will need to take medication to control their seizures. However epilepsy medication is usually taken twice each day, which can easily be accommodated outside of school hours, thus preventing any issues regarding storage or administration of medication for school staff. Any pupils with specific needs that involve epilepsy medication being taken during the school day must discuss this requirement with the Headteacher and ensure a Health Care Plan is drawn up in consultation with the school and appropriate health care professionals.

### **Controlled Drugs**

Controlled drugs are regulated by the Misuse of Drugs Act and it is imperative that controlled drugs are strictly managed between school and parents/carers.

- A child who has been prescribed a controlled drug may legally have it in their possession.
- It is permissible for schools to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed. However passing a controlled drug to another child is an offence under the Misuse of Drugs Act.
- Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medication should do so in accordance with the prescriber's instructions.
- Parkside School will keep controlled drugs separate from other medication in the School Reception Office and only limited staff will have access to them, see Appendix B for further details.
- Ideally only limited supplies of controlled drugs should be brought into school, but no more than one weeks supply for any given child will be accepted.
- A controlled drug, as with all medication, will be returned, when no longer required, to the parent/carer to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it will be returned to the dispensing pharmacist as shown on the label.

### **Application of Creams and Lotions**

- Non-prescribed creams and lotions *may* be applied at the discretion of the Headteacher but only with formal written consent from the parent/carer.
- The cream/lotion must be in the original container or will not be accepted.
- There must be clear directions regarding the administration of the cream/lotion.
- The lotion/cream must also be clearly labelled with:
  - The child's name
  - Name of medication
  - Strength of medication
  - How much is to be applied and where
  - When to be given
  - Length of treatment
  - Any other relevant instructions
  - Expiry date.
  - Any specific storage requirements
- On receipt of any medication, an 'Agreement for School Staff to Administer Medication' form, Appendix A, must be completed and signed by the Parent/Carer and given to office staff. A separate form must be completed for each medication.
- Completed forms will be kept with the medications/lotion/cream in the child's classroom unless specific storage instructions are required.

**NB** Steroid creams are usually applied twice daily only and Parkside School would usually expect these to be applied at home. Any relaxation of this is subject to the discretion of the Headteacher.

### **Sun Cream/Sun Block**

- Parents/carers have a responsibility to ensure that they apply sun cream/block to their child in the morning before their child comes into school.
- Children may bring in their own sun cream/blocks to school. Parents/carers are responsible for ensuring that the cream/sun block is in date and at least SPF 25 or above. The school keeps a limited stock of high protection sun cream. Children should apply their own sun cream where possible.
- The cream/sun block should be labelled clearly with the child's name and it is the child's responsibility to ensure they keep it safe and do not allow other children to use it.

### **Record Keeping**

- Parents/carers must provide full information about their child's medical needs, including details on their child's medication, in writing using Appendix A if they require Parkside School staff to manage the administration and administering of medication to their child.
- Medications should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:
  - The child's name
  - Name of medication
  - Strength of medication
  - How much is to be given and the method of administration

- Time and frequency medication is to be given
  - Length of treatment
  - Any other relevant instructions or possible side effects
  - Date dispensed and/or expiry date.
  - Any specific storage requirements
- Staff **must** keep written records of **all** medication administered to children using the 'Medication Record Sheet' in Appendix C.
  - Details of medication returned or finished must also be noted on the Medication Record Sheet.

### **Educational/Residential Visits**

It is good practice for all schools to encourage children with medical needs to participate in off-site and residential visits and this is supported by Parkside School.

However it is the responsibility of the child's parents/carers to ensure that a sufficient supply of all required medication is available to the school for the duration of the visit. Parents/carers are also responsible for ensuring that all medication (including emergency) provided is within date and is in its original container.

The medication will be carried by a named member of staff. This includes asthma inhalers and other relief medication. Medication Record Sheets are also to be taken to ensure normal medication administration procedures are followed.

Staff supervising such visits will be made aware of any child who is participating with medical needs and relevant emergency procedures. A member of staff who is suitably trained to administer the relevant medication will accompany the pupil. Reasonable adjustments will be made to such visits if this will enable children with medical needs to participate fully and safely on visits.

Where a pupil has a Health Care Plan a copy of the plan will be taken on visits in the event of the information being needed in an emergency.

For residential visits parents/ carers are required to complete an 'Agreement for School Staff to Administer Medication' form, Appendix A, for all forms of medication including lotions and creams. This includes over the counter medication for conditions such as travel sickness.

### **Roles and Responsibilities**

- It is the responsibility of the Headteacher to ensure that relevant staff receive proper support and training where they are going to be administering medication to pupils at Parkside School
- The Headteacher will agree when and how such training takes place.
- The Headteacher is responsible for making sure that all parents/carers and staff are aware of the policy and procedures for dealing with medical needs. The Headteacher will also make sure that the appropriate systems for information sharing are followed.
- Co-ordinating and sharing information on an individual pupil with medical needs, can be difficult. The Headteacher will decide which member of staff has specific responsibility for this role. This person can be a first contact for parents and staff, and liaise with external agencies.
- It is the responsibility of parents/carers to keep their children at home when they are acutely unwell.
- For a child with medical needs, the Headteacher will agree with the parents/carers exactly what support can be provided. Where parents/carers expectations appear unreasonable, the Headteacher will seek advice from the school nurse or doctor, the child's GP or other medical advisors.

### **Sharing of Information in an Emergency**

Staff who may need to deal with an emergency will need to know about a child's medical needs and any medication they are taking, all school staff have access, through Medical Tracker, to pupil medical records. The Headteacher will ensure that all staff, including supply staff, know about any medical needs of pupils and that such children are highlighted in class registers. Pupil details can be found in a folder stored in the School Office.

### **Staff Training**

- A Health Care Plan may reveal the need for some staff to have further information about a medical condition, or specific training in administering a particular type of medication, or in dealing with emergencies.
- When members of staff agree to assist a child with medical needs, appropriate training will be arranged in collaboration with local health services. Local health services will also be able to give advice on any further training needs.
- Staff should not give medication without having first received appropriate training from health professionals.

### **Confidentiality**

- The Headteacher and school staff who have access to the medical records of pupils through Medical Tracker will always treat such information confidentially.

If information is withheld from a member of staff, they should not generally be held responsible if they act incorrectly in giving medical assistance, but otherwise in good faith.

## APPENDIX A



### Parental/Carer Agreement for School Staff to Administer Medication

Parkside School staff will not give your child any medication unless you complete and sign this form. The school has a policy that suitably trained staff can administer medication if they are willing to do so.

Date .....

Child's name ..... Class .....

Medical Condition .....

Name & strength of medication .....

Expiry date of medication .....

Dose to be given .....

Time and frequency medication is to be given .....

Any other instructions Y/N .....

Quantity and type (tablet/liquid/adrenaline pen etc.) of medication given to school  
.....

Is this is 'controlled drug' Y/N.

If 'Y' a **maximum** of one weeks supply only can be accepted by Parkside School Reception Office

Are there any potential side effects that the school needs to be made aware of Y/N  
.....

**Note: Medication must be in the original container as dispensed by the pharmacy.**

Daytime phone number of parent/carers .....

Alternative contact name and number for use in emergencies only  
.....

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The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medication in accordance with the school policy.

I understand that I must personally deliver the medication to the School Reception Office

Signature ..... Print name .....

Relationship to Pupil ..... Date .....



## **APPENDIX B**



### **Access to Controlled Drugs**

**The following members of staff have access to controlled drugs which are kept securely locked in the school office:**

Head Teacher  
Deputy Head Teacher  
Two Office Staff

## APPENDIX C



# PARKSIDE COMMUNITY PRIMARY SCHOOL

## MEDICATION RECORD SHEET

To be completed when medication is administered by  
Staff in School, or if a pupil refuses to take their prescribed medication

**Pupil's Name:**

**Year Group and Form:**

**Name of Medication:**

**Expiry Date of Medication:**[illegible]

**DATE UNUSED MEDICATION RETURNED TO PARENT/CARER, OR COURSE OF MEDICATION COMPLETED ..... Parent/Carer Signature.....**