



Administration of Medicines Policy

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INTRODUCTION

Ralph Butterfield Primary School is committed to reducing the barriers to participation in activities and learning experiences for all children. This policy sets out the steps which Ralph Butterfield Primary School will take to ensure full access to learning for all children who have medical needs and are able to attend Ralph Butterfield Primary School. The policy reflects the City of York Local Authority guidance - Managing Medicines in York Schools, Early Years and Out of School settings.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Key points

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

On 1 September 2014 a new duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act.

A separate policy covers supporting pupils with specific medical needs: 'Supporting pupils with medical conditions'. This policy covers administration of medicine for children with shorter term medical issues or less complex medical needs.

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school hours.

The Headteacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so. There is no legal duty which requires school staff who are first aid trained to administer medication; this is purely a voluntary role.

Ralph Butterfield Primary School will ensure that staff receive proper support and training where necessary. The Headteacher or School Business Manager will decide when and how such training takes place, in their capacity as a line manager. Ralph Butterfield Primary School will access support and training to enable them to support children's medical needs.

All practices and procedures referred to in this document reflect the collaborative agreement reached between City of York Council Learning, Culture and Children's Services, York Hospitals Foundation Trust, North Yorkshire and York Primary Care Trust, Teaching Unions and UNISON.

This policy has been agreed by the Governors and is reviewed annually.

All medicines (prescribed or non prescribed) must be given, by an adult, to the office staff or a senior member of staff and never put in a child's bag. Children should be well enough to be in school if they are to be given medication during the school day.

1. Prescribed Medicines

Medicines should only be brought into Ralph Butterfield Primary School when essential. Where possible parents/carers are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours.

It is the responsibility of parents/carers to supply written information about the medication their child needs to take in Ralph Butterfield Primary School. Staff should check that any details provided by parents/carers are consistent with instructions on the container or on the consent form.

Medicines will not be accepted anywhere in Ralph Butterfield Primary School without prior agreement of the Headteacher. Complete written and signed instructions from parent/carer are required **(Form A and B)**.

Medicines must always be provided in the original container as dispensed by a pharmacist and handed directly to the office staff or a senior staff member. Each item of medication must include the prescriber's instructions for administration. Medicines that have been taken out of the container as originally dispensed will not be accepted. Parental requests for changes to dosages will not be actioned without receiving a new supply which is correctly labelled or a written request from the doctor. This will require an amendment to Form A.

Parents/carers or the child's doctor should provide the following details as a minimum:

- Name of child
- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Date of issue
- Expiry date
- Possible side-effects
- Storage details
- Other treatment

At the end of the day if the medicine needs to be taken home; an adult must collect it.

Medicine will not be handed to children for collection at the end of a day. Surplus or out-of-date medication will be returned to parent/carers for safe disposal.

2. Controlled Drugs

Ralph Butterfield Primary School agrees in principle to the administration of controlled drugs (e.g. methylphenidate), provided that the correct procedures are followed, as outlined in this policy and in accordance with the Misuse of Drugs Act.

The controlled drug will be kept in a locked non-portable container and only named staff will have access to it. A record will be kept for audit and safety purposes, as for other medication.

Misuse of a controlled drug, such as passing it to another child for use, is an offence. If this occurs Ralph Butterfield Primary School will inform parents and, where necessary, the police.

3. Non-prescribed Medicines

Ralph Butterfield Primary School discourages the use of non-prescribed medication but if medication is required, e.g. for headache, toothache or period pains, pain relief, allergies, in the form of paracetamol, ibuprofen or an antihistamine, these may be administered by first aid trained members of staff, or the headteacher, if they are willing to be involved, and where a form has been correctly completed.

Paracetamol, ibuprofen and antihistamines are the only non-prescribed drugs given to pupils, with parental consent. The storage and administration of these drugs should be in accordance with the advice given relating to prescribed medication (see 2 above).

In addition, prior to administration the member of staff should ensure that:

- The medication has not passed its expiry date
- The pupil has not taken any other medication within the recommended timescales. If there is a possibility that it has, the parent/carer will be called; if unsure, the medication should not be administered.

It is important to record the name of the pupil and the time and date of administration for each dose of medicine that is given.

Aspirin and aspirin containing preparations must not be given to pupils under the age of 16 unless it is on the prescription of a doctor.

Any cough or throat lozenges brought into school don't require a form filling in, but should be brought to the office named. Cough or throat lozenges should not be in the possession of a child in school.

ANY MEDICINE (PRESCRIBED OR NON PRESCRIBED MUST BE HANDED DIRECTLY TO THE OFFICE)

4. Self-Management/Administration

Ralph Butterfield Primary School encourages children, where appropriate, to manage their own medication, in terms of asthma inhalers or emollient creams, under the supervision and with the knowledge of staff and following procedures laid out in their individual health care plan. The safety of other pupils will always be considered.

Early years' settings, Early years and Foundation Stage, Years 1 - 5

Asthma inhalers will be kept in the first aid room, in a designated container which is recognised by all staff and the children concerned. A record of their usage is kept in the office.

Year 6

Children are encouraged to carry their own asthma inhalers, if appropriate.

5. Short Term Medical Needs

Medicines should only be taken to Ralph Butterfield Primary School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. In certain circumstances, e.g. completing a course of antibiotics, parents may apply to the *Headteacher*, using **Form A**.

6. Long Term Medical Needs / Individual Health Care Plan

Where there are long-term medical needs requiring medication, an Individual Health Care Plan will be completed, in conjunction with the relevant Health care professional (e.g. Diabetic nurse). Ralph Butterfield Primary School will involve parents and other relevant parties such as:

- Headteacher or head of setting
- Child (if appropriate)
- Class Teacher/Head of Phase
- Staff who are nominated to administer medicines
- Staff who are trained in emergency procedures
- Specialist teacher for Physical Disability/Medical needs
- Health professionals (when appropriate and in line with local agreement).

In the case of long term medication, Ralph Butterfield Primary School will agree with parents/carers how often they should jointly review the individual health care plan. This will be at least once a year, or when circumstances change.

In exceptional and/or complex cases, Emergency Treatment Plans will be initiated and written by health care professionals, then shared with schools and settings. The 'named' health professional will be contacted if an Emergency Treatment Plan has been actioned so that appropriate de-briefing can occur.

If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, this will be included in the individual health care plan.

7. Dealing with medicines safely

7.1 Storage

Ralph Butterfield Primary School will ensure that all emergency medicines such as asthma inhalers are readily available to children and not locked away. Adrenalin auto-injectors are kept in a locked cabinet with the key next to it.

Medicines are stored strictly in accordance with the product instructions (paying particular note to temperature) and in the original container in which it was dispensed, in a lockable cabinet with the key in the school office. Medicines which need to be refrigerated are kept in a refrigerator in *the First Aid Room*.

(NB Cupboards should be well constructed and lockable and should generally be in a room not accessible to children. Medicines can be stored in a refrigerator containing food provided they are in an airtight container and clearly labeled. There should be restricted access to a refrigerator storing medicines.)

Staff should be aware of the implications for safe storage of their own medicines.

7.2 Administration of Medicines

No child under 16 can be given medication by staff employed by the school or setting, without their parent/carer's written consent.

Staff giving medicines will routinely check

1. the child's name
2. the name of the medication vs the completed form (if applicable)
3. prescribed dose
4. expiry date
5. written instructions provided by the prescriber.
6. check the maximum dosage for a 24hr period
7. check when the previous dosage was taken. If this cannot be validated from the information provided by parents/carers, or a school first aider, then the parent/carer must be called before administering any medicine.

7.3 Record Keeping

Ralph Butterfield Primary School will keep a record of medicines given to children and the staff involved. *This is a legal requirement for early years' settings.* This will also apply to off-site activities e.g. residential trips etc. (Form C)

A record will be kept of all medicines received, including quantity, even if they are not subsequently administered.

7.4 Refusing Medication

If a child refuses their medication, Ralph Butterfield Primary School staff will not force them to take it but will provide parents/carers with details of when medication has been refused on the same day and record in the medical log as NOT taken.

8. Sporting Activities

Ralph Butterfield Primary School will ensure staff are aware if a child requires medication as a precautionary measure before taking part in PE or other physical activity, along with any emergency procedures. Risk assessments will be carried out if considered necessary.

If a child wears a MedicAlert® (e.g. a bracelet or necklace to alert others to a specific medical condition in case of an emergency) it may be necessary to consider removing it temporarily in certain circumstances, if there is a risk that it could cause injury in games or practical activities. If temporary removal is agreed in the health care plan, staff will be aware of the significance of the MedicAlert® and will keep it safe.

9. Educational Visits

Ralph Butterfield Primary School is aware of its responsibilities under the Equality Act and will make every effort to continue the administration of medication to a child whilst on trips away from Ralph Butterfield Primary School premises, even if additional arrangements are required.

Appropriate risk-assessments will be undertaken and agreed with the parent/carer. Arrangements for taking any necessary medicines will be considered. Staff will be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedures.

Concerns about a child's safety or the safety of others will be discussed with parents/carers and advice sought from the health visitor, school nurse or the child's GP.

9.1 Journeys abroad and exchange visits

If children are involved in journeys abroad, arrangements will be made to ensure that all receiving parties have a clear understanding of the child's medical needs. In some circumstances it may be necessary to provide translated documentation.

10. Home/school transport

If supervision is necessary whilst travelling on Local Authority transport, this will usually be identified in the child's Statement of Special Educational Needs. Where appropriate and with parental agreement, individual health care plans will be shared with home-school transport escorts and respite care providers.

11. Disposal of Medicines

Parents/carers are responsible for disposing of medicines safely, including ensuring that date- expired medicines are returned to the pharmacy for safe disposal. Parents/carers are requested to collect medicines held at the end of each term.

If parents/carers do not collect all medicines, they will be taken to the local pharmacy for safe disposal.

12. Hygiene/Infection Control

All staff are aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medicines.

Staff will have access to protective, disposable gloves. Extra care will be taken when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment. A sharps container will be used for needles. Parents are responsible for its provision, collection and disposal.

13. Training

Ralph Butterfield Primary School will ensure that staff receive proper support and training where necessary. The headteacher or staff member in charge will agree when and how such training takes place, in their capacity as a line manager.

The policy reflects the City of York Local Authority guidance - Managing Medicines in York Schools, Early Years and Out of School settings.

Ralph Butterfield Primary School will work within the City of York Local Authority guidance - 'Managing Medicines in York Schools Early Years and Out of School Settings' when responding to the needs of children with the following common conditions:

Asthma
Epilepsy
Diabetes
Anaphylaxis

General awareness will cover:

- The employer's policy on administration of medicines
- Tasks staff should not undertake
- Understanding labels and other instructions
- Administration methods e.g. tablets, liquids, ointments, eye drops, inhalers etc.
- Infection control measures
- Side effects or adverse reactions to medicines and medical procedures and how to report this
- Recording the administration or failure to administer e.g. if a child refuses medicines
- How and when to contact the child's parent, GP, nurse etc.
- Safe storage of medicines
- Disposal of waste materials
- Awareness of policies on infectious diseases

Ralph Butterfield Primary School
PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school **will not** give your child medicine unless this form has been completed and signed.

Name of child :		Class :	
		Date of Birth	
Medical condition or illness :			
Name/type of medicine (<i>as described on the container</i>) storage :			
Date dispensed :			
Expiry date :			
Dosage & method :			
Date & time of last dosage the child was given :			
Date of <u>first</u> dosage to be given in school :			
Date of <u>last</u> dosage to be given in school :			
Time(s) of dosage(s) :			
Possible side effects:			
Child to self-administer :	Yes / No (delete as appropriate)		
Procedures to take in emergency :			
Name & surgery/tel no of GP :			
Has the medicine has been administered without adverse effect to the child in the past and has the parent/carer certified this is the case	Yes / No (delete as appropriate)		

MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY.

Contact Details

Name :	
Daytime tel no :	
Relationship to child :	

I understand that I must deliver the medicine personally to the Headteacher or office staff.

I accept that this is a service that the school is not obliged to undertake.

Signed _____ (Parent/Carer) Date _____

Signed _____ (Headteacher) Date _____

Ralph Butterfield Primary School: INHALERS

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER INHALERS

The school will not give your child medicine unless this form has been completed and signed.

Name of child :		Class :	
		Date of Birth	
Medical condition or illness :			
Name/type of medicine (<i>as described on the container</i>) and storage:			
Date dispensed :			
Expiry date :			
Dosage & method :			
Time(s) of dosage(s) :			
Possible side effects			
Inhaler to be kept in :	First Aid room / Child's own bag (Year 6 only) (delete as appropriate)		
Procedures to take in emergency :			
Name & surgery/tel no of GP :			
Has the medicine has been administered without adverse effect to the child in the past and has the parent/carer certified this is the case	Yes / No (delete as appropriate)		

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

Contact Details

Name :	
Daytime tel no :	
Relationship to child :	

I understand that I must deliver the medicine personally to the Senior Administrative Officer or the Headteacher.

I accept that this is a service that the school is not obliged to undertake.

Signed _____ Date _____

Signed _____ (Headteacher) Date _____

Ralph Butterfield Primary School

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE (On Residential Visit)

The school will not give your child medicine unless this form has been completed and signed.

Name of child :		Date of Birth	
Medical condition or illness :			
Name/type of medicine (<i>as described on the container</i>) storage:			
Date dispensed:			
Expiry date:			
Dosage & method:			
Date & time of last dosage the child was given:			
Date of <u>first</u> dosage to be given on trip:			
Date of <u>last</u> dosage to be given on trip:			
Time(s) of dosage(s):			
Possible side effects:			
Child to self-administer:			
Procedures to take in emergency:			
Name & surgery/tel no of GP:			
Has the medicine been administered without adverse effect to the child in the past and has the parent/carer certified this is the case.	Yes / No (delete as appropriate)		

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

Contact Details

Name:	
Contact tel numbers:	
Relationship to child:	

I understand that I must deliver the medicine personally to the named person for the trip

I accept that this is a service that the school is not obliged to undertake.

Signed(Parent/Carer) Date.....

Signed..... (Staff responsible on trip) Date.....

Signed..... (Headteacher) Date.....

Medicines In Schools: A Parent/Carer's Guide

The above policy outlines Ralph Butterfield Primary School's practices and procedures relating to administering medicines, is available on request.

This hand-out aims to inform you of your responsibilities with regard to supporting the administration of medicines policy in school.

- Medication will never be accepted without complete written and signed instructions from the parent/carer.
- Medicines should only be brought into school or settings when essential, i.e. where it would be detrimental to your child's health if the medicine were not administered during the school or setting day.
- Medicines must be handed to a member of the office staff, in the containers in which they were supplied. Only a reasonable amount of medicine should be handed in at any one time.
- Medicine containers should be clearly labelled with:
 - a. the child's name,
 - b. the name of medicine,
 - c. dosage and frequency
 - d. date of dispensing
 - e. storage instructions
 - f. and expiry date
- School will not accept unlabeled items of medication.
- School can only follow the instructions on the bottle/packet. Changes to dosage can only be made in accordance with instructions on the dispensed container **or** written instruction from a doctor.
- Unused medicine **must** be collected and taken home when requested.

Other ways in which you can support school are:

- Make sure your child is fit and well enough to attend school.
- Provide full details, in writing, of any health problems he/she may have. Keep the school informed of any changes.
- Provide full written details of any special religious and / or cultural beliefs which may affect any medical care that the child receives, particularly in the event of an emergency.
- All information should be provided as soon as possible, to allow the school sufficient opportunity to plan and prepare how they can meet your child's needs.
- Make every effort to attend meetings requested by the school and cooperate in drawing up the Individual Health Care Plan (if applicable).
- Ensure the school has a telephone number where you can be contacted in emergency. Have you changed your mobile phone?

Thank you in anticipation for noting your responsibilities and helping us maintain the health and safety of all children in our care.

ADMINISTRATING MEDICINES IN SCHOOL

The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education's statutory guidance on supporting pupils at school with medical conditions.

Do	Do not
<ul style="list-style-type: none"> ✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine ✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it ✓ Inform parents if their child has received medicine or been unwell at school ✓ Store medicine safely ✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately 	<ul style="list-style-type: none"> ✗ Give prescription medicines or undertake healthcare procedures without appropriate training ✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions ✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances ✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor ✗ Lock away, or store at height, emergency medicine or devices such as adrenaline pens and asthma inhalers ✗ Force a child to take his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents