

Policy for Administration of Medicines

**Updated 11th June 2025**

## POLICY FOR ADMINISTRATION OF MEDICINES

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in our school and to provide clear guidance for staff and parents/carers on the administration of medicines. This document must be considered in conjunction with other relevant policies, for example Health and Safety and the Health Centre Policy.

### Roles and Responsibilities: Staff

All members of staff have a duty to maintain professional standards of care and to ensure that children and young people are safe. Our school will monitor and review individual needs and administer medicines in order to meet the all-round needs of the child.

Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils’ health needs.

Staff, including supply staff, will be informed of any pupils medical needs where this is relevant and of any changes to their needs, as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care.

### Roles and Responsibilities: Parents/Carers

It is the responsibility of parents/carers to:

* Inform the school of their child’s medical needs
* Provide any medication in the original packaging clearly labelled with the following:
  1. The child’s name
  2. Name of medicine
  3. Dose and frequency of medication
  4. Any special storage arrangements
* Collect and dispose of any medications held in school at the end of every term.
* Ensure that medicines have NOT passed the expiry date.

### Pupil Information

At the start of each school year, parents/carers should give the following information about their child’s long-term medical needs. **THE INFORMATION MUST BE UPDATED AS AND WHEN REQUIRED.**

* + Details of pupil’s medical needs
  + Medication including any side effects
  + Allergies
  + Name of GP/Consultants
  + Special requirements e.g. dietary needs, pre-activity precautions
  + What to do and who to contact in an emergency
  + Cultural and religious views regarding medical care

### Administering Medication – Day Students

We expect Day parents/carers to administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).

### Administering Medication – Boarding Students

Parents must notify the school on the Medical Questionnaire form if a student requires regular medication. If medication is prescribed midyear, the Health Centre Team must be notified. A Self Medication Risk Assessment form must be completed and returned if the student wishes to self-administer medication.

If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at prescribed times. Students will be made aware of when and where they should go to take their medication.

Any member of staff, giving medicine to a pupil, should check on each occasion.

* Name of pupil
* Written instructions provided by the parents/carers or doctor
* Prescribed dose and route of administration
* Expiry date

Written permission from parents/carers will be required for pupils to self-administer medicine(s) and a risk assessment will be undertaken. See Appendix 1.

1. **Non-Prescription Medication**

The Medical Centre holds a stock of non-prescription (over the counter) medicines for use for pupils where required. This stock consists of the following medicines:

* Paracetamol
* Loratadine
* Cetirizine Hydrochloride
* Hydrocortisone cream
* Athletes foot spray
* Germolene
* Bisodol
* Olbas Oil
* Magnesium Sulfate Paste
* Loperamide Hydrochloride
* Phenylephrine Hydrochloride
* Simple Linctus
* Cough Lozenges
* Vaseline
* Feet Spray/gel
* Inadine

Ibuprofen can only be given if authorised and supplied by parents/carers.

If any of these medications are administered to day students, parents/carers will be informed of the medication given and the time of administration.

1. **Controlled Drug storage and administration**

All controlled drugs are stored in a wall mounted locked controlled drugs cabinet (located within a locked room in matrons’ surgery which only authorised staff have access to).

Access to the controlled drugs cabinet is only possible with a specific key which is securely locked within a wall mounted key safe, which only limited and authorised staff have access to. The wall mounted key safe is secured with a locked office within matrons surgery.

Documentation of controlled medication is recorded in the Controlled Drugs Book.

With the date, time, dose administered, given by signatures of two staff members (One of which must have received and passed the Medicines Awareness for school training (Opus).

Stock is regularly (weekly) checked by two matrons and recorded in the Controlled Drugs Book with both signatures.

Use of medication is also recorded on a Medication Administration Record (MAR).

Medication taken must be supervised by both staff members present.

Any medication that is declined must be reported to parents / guardians.

Access to the controlled medication, is available in matrons absence to a designated staff member(s) who will have received and passed the Medicines Awareness for Schools training (Opus).

Parent/ guardian to sign Controlled Drugs Book along with matron when medication is received and returned.

Any controlled medication that is sent from a parents / guardian via post will be signed into the controlled book by matron and a witness.

### Storage of medication

Medication will be stored in a locked cupboard in the Health Centre. It will be clearly labelled and stored in its original packing with leaflet.

If medication is stored in the Boarding house it will be stored in a locked medication cabinet.

A homely remedies box of medication is kept in the boarding house. All medication is recorded on Medication Administration Records and Medical tracker.

### Students carrying and storing medicines

For safety reasons, pupils are not allowed to carry medication, other than inhalers and where needed, Epi-pens.

All medicine, in the care of the School, will be kept locked in the Heath Centre and boarding houses in locked medication lockers

All medicine will be logged on a Medication Administration Record and Medical tracker .

### Records

Each time medication is given to a child, a member of staff, will record this on Medical Tracker, including:

* Name of pupil
* Date and time of administration
* Who supervised the administration
* Name of medication
* Dosage
* A note of any side effects
* If medicine has been altered for administration (e.g. crushing tablets) and authority

for doing so

1. **Disposal of discontinued and out of date medication**

All medication to be checked regularly for expiry date.

Unused prescribed medication will be returned to the Pharmacy.

A record of all returned medication is obtained for school records.

Returned controlled drugs to be signed for by Cannington health centre on return.

1. **Procedure to be followed in the unlikely event of a medication error**

Matron/House Parents will keep a written record of every occasion where any medication is administered to a pupil. This documentation will include all relevant pupil details along with the medicine, its dosage and time given. These records will be stored on a MAR chart.

In the unlikely event that a pupil is given the wrong medication, the wrong dose, wrong route or at the wrong time, Matron or member of staff administering medication will:

• Ensure that any necessary first aid is promptly administered

• Matron / staff member administering the medication will contact a GP / call 111 for advice and act on advice.

• Inform Parents/Guardian of the situation and any relevant information and/or advice as soon as is possible

• Record all necessary information on a Medication Error Recording sheet and keep it securely with the pupil’s medical records.

Staff member who made medication error to undertake Medication in school refresher training.

### Refusing Medication

If a child refuses to take their medication, no member of staff will force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the medication administration record. The Reasons for refusal and any action then taken by the staff member will also be recorded.

### Training

All staff who administer medication will annually complete the Opus Administration of Medication Course. Training for all staff will be accessed for a range of medical needs.

Details of all training will be recorded.

### Individual Health Care Plan

Where appropriate, an Individual Health Care Plan will be drawn up in consultation with school, parents/carers and health professionals. The Individual Health Care Plan will outline the child’s needs and the level of support required in school. Individual Health Care Plans will be reviewed at least annually.

### Intimate or Invasive treatment

Intimate or Invasive treatment will only take place at the discretion of the Headteacher with written permission from the parents/carers and only under exceptional circumstances. Two adults, one of the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an annual basis. All such treatments will be recorded. Governors will be informed at least annually of any intimate or invasive treatment carried out by school staff.

### Educational Visits

To enable, as far as possible all pupils to have access to all activities and areas of school life, a risk assessment will be undertaken, to ensure the safety of all participants in educational visits. No decision about a child with medical needs attending/not attending a school visit will be taken without prior consultation with parents/carers.

### Residential Visits

Sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. Staff administering medication on a residential trip will be appropriately trained to do so.

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**PARENTAL MEDICATION PERMISSION FORM**

**ACADEMIC YEAR 2021-2022**

In line with the Academy Medication Policy, medication will only be administered to your child by a suitably qualified member of staff. You must complete and sign this permission form.

All prescribed medicines must be in the original packaging with the dispensing label on. Any none prescribed medication must be in the original packaging, labelled clearly with your child’s name.

A record will be kept of any medication administered, a copy of the records are available on request.

|  |  |
| --- | --- |
| Name of your child |  |
| Address |  |
| Date of birth |  |
| Class name |  |
| Medical condition or illness |  |
| Name and type of medicine  Copy information from prescription label / box | |  | | --- | |  | |  | |  | |  | |  | |  | |
| Expiry date |  |
| Dosage to be given. |  |
| Time and frequency of administration |  |
| Side effects and action to be taken if they occur |  |
| Procedures to be taken in an emergency |  |
| Date form completed |  |
| Parent/Carer signature |  |

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***SELF MEDICATION FORM 2021/2022***

**TO BE COMPLETED IN FULL BY THE STUDENT’S Parent / guardian.**

**I certify that it is essential to the health of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that the following medication be administered during school hours / boarding hours as directed** **by health professionals**.

DIAGNOSIS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF MEDICATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOSAGE/MODE/FREQUENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIDE EFFECTS, IF ANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Permission granted for self-medication. This student has been trained by health professionals/ parent/ guardian and is proficient in self***-***administration of the prescribed medication.***

Length of time order is valid (May not exceed the school year)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20/\_\_\_\_\_\_\_\_\_\_

**TO BE COMPLETED BY THE PARENT/GUARDIAN.**

**I hereby request self‐medication privileges for the individual named above. I understand that Brymore Academy and its employees or agents shall incur no liability as a result of injury or misuse arising from the self‐administration of medication by the student.**

SIGNATURE OF PARENT/GUARDIAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF STUDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF MATRON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_