



'Doing our best to achieve our best'

Clarendon Primary School & Family Centre

Administration of Medication in School Policy

Introduction

The Governors and staff of Clarendon Primary School wish to ensure that pupils with medical needs receive proper care and support at school. Therefore, the Headteacher will accept responsibility in principle for members of school staff giving medication to pupils or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so. **(N.B – No member of staff is obliged to administer medicine to a child and should only do so after seeking advice from a senior member of staff who will ensure appropriate parental consent is in place and appropriate dosage / drug information is available.)**

Provision and administration of medicines

Medication should only be administered in school when considered essential; that is, where it would be detrimental to a child's health if the medicine were not to be administered during the timing of the school day. This would not include, for example, any medication that has been prescribed 3 times daily as this can be taken outside of school hours. Medication for an on-going, chronic medical condition will only be accepted in school if it has been prescribed by an authorised prescriber.

Where parents wish their child to receive a dose of medication, the school will allow authorised staff, in non-urgent cases, to administer this provided that parents have completed and signed written instructions for its administration. This medication should be provided in their original packaging that is clearly labelled and in date. Medication will not be accepted in school without complete written and signed instructions from the parent or if it has passed its expiry date. **(N.B – Whilst the office will monitor the expiry date of medicines kept in school, it is the parent's responsibility to ensure medications are in date and replaced when necessary.)**

Any medication administered in school must be clearly labelled as follows and include a copy of the medicine's instructions:

- Name of child
- Name of medication
- Instructions for administration
- Dosage
- Frequency of dosage
- Expiry date
- Storage requirements (if any)

Each item of medication must be delivered in its original container and handed directly to a member of staff in the Office. This includes 'over the counter' medicines such as mild painkillers or antihistamines**, as well as those dispensed by a pharmacist. The school will not accept items of medication which are in unlabelled containers.

Medicine will only be administered in accordance with the prescriber's instructions.

**** In the context of this policy, lip balms, sun creams and antibacterial gel are also considered to be medicines. The school will not accept responsibility for administering, accepting or storing these items if they have not been prescribed and ask that they are not brought into school, unless requested for specific events, to avoid children sharing items which may contain allergens. It is the responsibility of parents to ensure that, prior to leaving for school, they apply sufficient sun cream to their child's skin to last for the duration of the school day.**

On occasions where a child might travel to school on transport provided by Surrey Children's Services, parents / carers should ensure the escort is informed of any medication sent with their child, including medication for administration during respite care.

Staff who volunteer to assist in the administration of medication will receive appropriate training / guidance through arrangements made with the School Health Service.

Storage and Record-Keeping

Once medication has been accepted by the school, all medication to be administered during the day will be kept in a locked medical cabinet. The only exceptions to this are asthma inhalers, which will be stored in the school office, and epi-pens, which should be readily accessible in the child's classroom. Furthermore, epi-pens and inhalers, for children who are severely asthmatic, should be carried by the class teacher or another adult during lessons that take place outside the classroom or offsite. **(N.B – All medicines will be stored in accordance with the manufacturer's storage recommendations.)**

Medicines that require refrigeration will be stored in a dedicated locked medicine refrigerator or a locked box in the office refrigerator. *(Refrigerators should be between 2 and 8 degrees C, with temperatures routinely monitored.)*

Prescribed medicines must be kept in the container or box supplied and labelled by the pharmacist stating:

Name of the child/young person	This is normal pharmacy procedure when issuing all medicines.
Name of the medicine	
Strength	
Formulation	
Dose/frequency of administration	
Instructions for administration	
Date of dispensing	
Cautionary advice	
Quantity of the medicine	
Expiry date (if short dated)	

The school will keep appropriate records of when medication is required and what medication has been administered to a child. These records include:

- Individual healthcare plan (as appropriate)
- Parental agreement
- Records of medicines received, administered, returned/disposed of
- Staff training record

Examples of medication records and parental consent forms are attached to this document as appendices 1-3.

Where it is appropriate to do so, children will be encouraged to administer their own medication, under staff supervision. It is the responsibility of parents / carers to:

- Notify the school if there is a change in medication, a change in dosage requirements or the discontinuation of the pupil's need for medication.
- Ensure that medicines do not exceed their expiry date.
- Supply any equipment required to administer the medicine; e.g. spoons, oral syringes, syringes for injections or sharps containers.

A new consent form will need to be completed if a new medicine is to be administered, or if there are changes to the existing medicine(s) e.g. different dose, strength, times. A verbal message is not acceptable. A new supply of correctly labelled medicine must be provided by the parent.

Furthermore, Nursery must also keep written records of all medicines administered to children and make sure that parents sign the record book when collecting the child to acknowledge any entry.

Non-prescribed medicines

Whilst non-prescription medicines are not administered to pupil's as a matter of course, there may be specific circumstances when the school agrees with parents that it is appropriate to do so; however, this would never include medicines containing aspirin or ibuprofen unless prescribed by a doctor.

Before administering any non-prescription medicine to a child, consent must be obtained from the parent, with appropriate doses, (as identified by guideline instructions and agreed with parents) confirmed. Furthermore, before administering any medication, written instructions about when the child should take it should be obtained. This should also include information about when the child received their last dose and confirmation that they have not already had the maximum number of doses allowed in a 24-hour period; *e.g. Paracetamol should not be administered if taken within the last 4 hours and no more than 4 doses in a 24 hour period.*

As with the administration of prescription medication, when administering non-prescribed medicines staff must ensure the manufacturer's instructions and warnings are followed and adhered to. A member of staff will supervise the child taking the medication, notify their parents on the day it was taken/administered and record this on the appropriate form.

N.B – Non prescribed medicines must be kept in the manufacturer's original container / packaging, which contains the manufacturer's instructions for use and any warnings to adhere to / monitor for.

Protocol for keeping, storing and managing non-prescription medicines

The administration of non-prescription medication will be given following the school's guidance protocol set out in attached appendices.

Children with long-term health conditions

Where a child has a known medical need, it is important that the parent completes a Healthcare Plan before a medical emergency arises. This Healthcare Plan should be completed and agreed between the relevant medical experts, the school and the parents. It will include information about all medications prescribed and details of what to do in an emergency.

Administering medicine on school journeys – day visits and school residentials

It is part of the school's equal opportunities policy that no child should miss out on day or residential visits because of conditions such as diabetes, epilepsy or an allergy etc. As a result, the school will make every effort to continue the administration of medication to a child whilst away from the school premises, even if additional arrangements might be required. *However, teachers are not obliged to administer any medicine to a child and should only do so after seeking advice from a senior member of staff who will ensure appropriate consent is in place and appropriate dosage / drug information is available.*

When planning for the continued administering of medicines, when away from school, the following should be considered:

- During a day visit or residential, medication should be admitted in line with the written instructions provided by parents or in line with the child's existing School Health Care Plan.
N.B – For more complex medicine regimes, in advance of a residential visit, a meeting should be convened with the child's parent / carer in order to review and draw up a specific care plan and discuss any medical advice provided by supporting medical professionals, e.g. in the event of a child with diabetes, their diabetic nurse.
- If the parent feels a child will need travel sickness pills, hay fever medication or painkillers of any sort these should be provided in the original packaging, clearly marked with their child's name,

dosage and administering instructions as well as written permission to administer. (**N.B** – It is the parent's responsibility to ensure these medications have not passed their expiry date.)

- During the visit, any medicines should be kept on the teacher's person or in a locked box when on a residential visit.

Disposal of medicines

School staff should not normally dispose of medicines, including controlled drugs when no longer needed or become out of date. These should be returned to a child's parents, who are then responsible for their safe and appropriate disposal. However, where this may not be possible or where parents fail to do so, the school will dispose of them in a safe and appropriate manner. (When this occurs a record of when, where and what taken will be made.)

Use of medic alert – bracelets/necklaces

As medic alert bracelets/necklaces are worn to alert others of a specific medical condition in case of an emergency, these are allowed to be worn in school; however, as these items can be a source of potential injury in games or practical activities, consideration will be given, in appropriate circumstances, to their temporary removal and safe keeping by the person in charge of the activity. (This will be done in consultation with the child's parents and other professionals supporting the child.) In such cases staff will be alerted to the significance of these bracelets/necklaces and made clear whom they belong to when taking charge of them.

Complaints

If a parent or carer has a complaint regarding the support provided to their child, they should follow the process outlined in the school's Complaints Policy.

Related Policies

This policy should be read in relation to the following documentation and policies:

- Children with Medical Needs Policy
- SEN Policy
- Equality policy
- Equality and Single Equality Scheme
- Accessibility Plan
- Complaints Policy
- Educational Visits Policy
- Child Protection policy

Review of this policy

If no prior amendments are required to be made, this policy will be formally reviewed again in the spring term 2023.

Policy Review:

Date reviewed: Spring term 2023
Review date: Spring term 2026



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APPENDIX 1

PUPIL MEDICATION REQUEST – For Short Term medication

Clarendon Primary School, Knapp Road, Ashford, Middlesex. TW15 2HZ

Child Name: _____ Class: _____

Parents Surname if Different: _____

Home Address: _____

Condition or Illness: _____

Parents Contact Number: _____

GP Name & Surgery: _____ Phone: _____

Please Tick the appropriate box

- ☐ My child will be responsible for the self-administration of medicines as directed below
- ☐ I agree to members of staff administering medicines/providing treatment to my child as directed below.

I agree to update information about the child's medical needs held by the school and that this information will be verified by GP and/or medical consultant.

Medicines must be in the original container as dispensed by the pharmacy

I will ensure that the medicine held by the school has not exceeded its expiry date. I consent to this medication being disposed of in line with school policy if it does exceed its expiry date.

I will be responsible for giving medication into the school office with this form, and collecting the medicine where applicable at the end of the day/course. Children must not have medication of any kind in their school bag.

Signed: _____ Date: _____

Name of Medicine	Dose	Frequency/times	Completion date of course if known	Expiry date of medicine Batch No.

Special Instructions:	
Allergies:	
Other prescribed medicines child takes at home:	

NOTE: Where possible, the need for medicines to be administered at school should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly.

Pupil Medication Record – For short term medication

Child's Name: _____ Date of Birth: _____

Date	Time	Medication	Dose	Signature



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APPENDIX 2

PUPIL MEDICATION REQUEST – For Long Term medication

Clarendon Primary School, Knapp Road, Ashford, Middlesex. TW15 2HZ

Child Name: _____ Class: _____

Parents Surname if Different: _____

Home Address: _____

Condition or Illness: _____

Parents Contact Number: _____

GP Name & Surgery: _____ Phone: _____

Please Tick the appropriate box

- ☐ My child will be responsible for the self-administration of medicines as directed below
- ☐ I agree to members of staff administering medicines/providing treatment to my child as directed below.

I agree to update information about the child's medical needs held by the school and that this information will be verified by GP and/or medical consultant.

Medicines must be in the original container as dispensed by the pharmacy

I will ensure that the medicine held by the school has not exceeded its expiry date. I consent to this medication being disposed of in line with school policy if it does exceed its expiry date.

I will be responsible for giving medication into the school office with this form, and collecting the medicine where applicable at the end of the day/course. Children must not have medication of any kind in their school bag.

Signed: _____ Date: _____

Name of Medicine	Dose	Frequency/times	Completion date of course if known	Expiry date of medicine Batch No.



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APPENDIX 3

Individual healthcare plan

Individual healthcare plans can help to ensure settings effectively support children with medical conditions. They provide clarity about what needs to be done, when and by whom.

Name of school/setting				
Child's name				
Group/class/form				
Date of birth				
Child's address				
Medical diagnosis or condition				
Date				
Review date				
Family Contact Information				
Name (First contact)				
Phone no. (mobile)				
(home)				
Relationship to child				
Name (Second contact)				
Phone no. (mobile)				
(home)				
Clinic/Hospital Contact				
Name				
Phone no.				
G.P.				
Name				
Phone no.				

Who is responsible for providing support in school	
--	--

Details of pupils medical Conditions

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc:

--

Routine/Daily Healthcare requirements

--

Specific support for the pupil's educational, social and emotional needs:

--

Describe what constitutes an emergency, and the action to take if this occurs:

--

Who is responsible in an emergency: (state if different for off-site activities?)

--

Arrangements for school visits/trips etc:

--

Regular medication taken during school hours:

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

Name/Type of medication:	
Dose and method of administration:	
When it is taken? (Time?)	
Are there any side effects that could affect this pupil?	
Are there any contraindications?	

(signs when this medication should not be given)	
Self-administration: can the pupil administer the medication themselves?	
Medication supervised by;	
Medication expiry date:	
Batch Number:	
Date medication opened:	

Emergency Medication:

Please complete even if it is the same as regular medication

Name/Type of medication:	
Dose and method of administration:	
Describe what signs or symptoms indicate an emergency for this pupil:	
Are there any side effects that could affect this pupil?	
Are there any contraindications? (signs when this medication should not be given)	
Self-administration: can the pupil administer the medication themselves?	
Medication supervised by;	
Is there any follow up care necessary?	
Who should be notified?	

Regular medication taken outside of school hours:

For background information and to inform planning for residential trips

Name/Type of medication:	
Are there any side effects that the school needs to know about that could affect school activities?	

Members of staff trained to administer medications for this pupil:

--

Specialist education arrangements required:

--

Any specialist arrangements required for off-site activities:

--

Any other information relating to the pupil's healthcare in school:

--

Parental and pupil agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing

Signed: _____ Date: _____
(Parent)
Print Name: _____

Permission for emergency medication

I agree that my child can be administered their medication by a member of staff in an emergency

I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements.

I agree that my child can keep their medication with them for use when necessary.

Name of medication Carried by pupil _____

Signed: _____ Date: _____
(Parent)
Print Name: _____

Plan developed with:

--

Staff training needed/undertaken – who, what, when:

--

Form copied to:

--



Clarendon Primary School & Family Centre
APPENDIX 4

ADMINISTERING MEDICINES ON SCHOOL JOURNEY

Whilst your child is away on School Journey, school staff accompanying the trip are prepared to help parents by administering medicines, but only under **strict guidelines laid down by the local Authority**.

Please complete this form and bring it into school on the day of departure with the medicine.

1. **Child's name**..... **Class**.....
2. **Child's medical condition/ illness**.....
3. **GP Name:** **Contact number:**

Name of medicine*	Dose	Frequency/ times
Special Instructions:		
Please specify if your child is allergic to any medication:		

Please also ensure that the medication/equipment is clearly labelled with the child's name and class, the relevant dosage and the condition for which the medication is required.

*Medicines include Lip Balms, Throat Lozenges/Cough sweets and other non-prescription items.

Please note that medication already held in school does not go on the trip, you are responsible for providing an extra supply. Please ensure that your child takes their medication home with them on arrival back at school.

I give permission to the school to administer the above medication for the period of School Journey [name date] as stipulated above.

Signed:.....**Parent/Carer**
Date:



Clarendon Primary School & Family Centre

**APPENDIX 5
MEDICAL QUESTIONNAIRE - RESIDENTIAL VISITS**

PUPIL'S NAME _____ DATE OF BIRTH _____

PARENT'S NAME _____

HOME ADDRESS _____ TELEPHONE NO _____

NAME & ADDRESS FAMILY DOCTOR _____

TELEPHONE NO _____

Has your child had any of the following

Asthma or Bronchitis	YES	NO
Heart condition	YES	NO
Fits, fainting or blackouts	YES	NO
Severe headaches	YES	NO
Diabetes	YES	NO
Allergies to any known drugs or medication	YES	NO
Any other allergies e.g. material, food, insect bites etc.	YES	NO
Other illness or disability	YES	NO
Any recent contact with contagious diseases and infections	YES	NO

If the answer to any of these questions is YES please give details below

Immunisation Status

Has your child received vaccination against Tetanus in the last 5 yrs? YES NO
Date if yes _____

Is your child receiving medical treatment of any kind from either YES NO
your Family Doctor or Hospital?

Has your child been given specific medical advice to follow in YES NO
Emergencies?

If the answer to either of these questions is YES please give the details below. (include dosage etc)

Signed _____ Parent/Guardian Date: _____

HOME ADDRESS	TELEPHONE NUMBER	MOBILE
WORK ADDRESS	TELEPHONE NUMBER	
EMERGENCY CONTACT NAME/ADDRESS	TELEPHONE NUMBER	MOBILE



'Doing our best to achieve our best'

Clarendon Primary School, Nursery & Family Centre Arrangements for administering medicines in school Guidance Notes

- Staff may administer a controlled drug to the child/young person for whom it has been prescribed.
- Staff administering prescribed medicines should do so in accordance with the prescriber's instructions.
- The school must keep a record of all medicines administered to individual children, stating what, how and how much, when and by whom. Any side effects of the medication should be noted. In addition for controlled drugs a record of the amount held should be kept.
- Staff must not give prescription medicines or undertake health care procedures without appropriate training, (updated to reflect any individual healthcare plan). *Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or administering medicines.*
- Staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so unless it is within their contract of employment.
- Unless it is an emergency situation, medicines must be administered in a location where privacy and confidentiality of the child/young person may be maintained. Facilities should be available if the child/young person needs to rest and recover.
- Medicines must be administered and documented for one child/young person at a time and completed before the next child/young person is seen. Staff must wash their hands before and after administering medicines.
- Before administering a medicine staff must check:
 - The identity of the child/young person.
 - The written parental consent form for administration of the medicine(s).
 - That the written instructions received from the parent and the medicines administration record match the instructions on the pharmacy dispensed label of the medicine container i.e. name of the medicine, formulation, strength and dose instructions. For non-prescribed medicines or if the school has a protocol for non-prescribed medicines, the manufacturer's information must be followed as there will be no pharmacy label.
 - The name on the pharmacy dispensed label matches the name of the child/young person.
 - Any additional or cautionary information on the label or manufacturer's information which may affect the times of administration, e.g. an hour before food, swallow whole do not chew, or may cause drowsiness.
 - The medicine administration record to ensure the medicine is due at that time and it has not already been administered.
 - The medicine is in date and is not past its expiry date. The expiry date of the medicine, (if one is documented on the medicine container or the pharmacy dispensed label). Some medicines once their container is opened will have a shortened expiry date from the date it was opened. If this is the case the manufacturer's information or pharmacy label will state this. For these medicines the date opened and the shortened expiry date, calculated from the pharmacy or manufacturer's information, must be written on the label. It must be written as 'date opened' and 'expiry date' to distinguish the two dates.
 - All the necessary equipment required to administer the medicine is available e.g. medicine spoon, oral syringe, injecting syringe. This equipment should be stored securely.
- If there are concerns or doubts about any of the details listed above the member of staff must not administer the medicine. They must check with the child/young person's parent or a health professional before taking further action. All advice and actions must be documented, signed and dated and stored securely in line with the settings record administration policy.
- Staff involved with the administration of medicines should be alert to any excessive requests for medication by children/young people or by parents on their behalf. In any cases of doubt advice may be obtained from health professionals.
- The medicine formulation must not be interfered with prior to administration, (e.g. crushing a tablet) unless there are written instructions on the pharmacy label and information provided from the parent/health professional. This advice and information must be documented.

- Immediately after the medicine has been administered, the appropriate written records must be completed, signed and dated.
- If for any reason the medicine is not administered at the times stated on the medicine administration record the reason for non-administration must be recorded, signed and dated. Parents must be informed as soon as possible on the same day.

N.B – If a child/young person refuses to take medicines, they must not be forced to do so, but this must be documented and agreed procedures followed. Parents must be informed of the refusal as soon as possible on the same day, so alternative options can be considered. If the refusal to take the medicine could result or does result in an emergency then the emergency procedure for the setting must be followed.



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Arrangements for administering Paracetamol (Calpol) in school

Guidance Notes

Paracetamol (including Calpol and Calpol Plus) will be held on site and available for children if required. The expiry date, batch number and date medicine has been opened will be recorded on school records.

If a child presents with symptoms requiring paracetamol, parents/carers will be contacted to ascertain if they have already had any medication prior to arriving at school and to obtain permission to administer.

This permission will be recorded alongside the child's name, class, date and time, dosage given and any other relevant information.

If a parent has provided paracetamol for their child, they will be required to complete a Pupil Medication Request Form. The medicine will then be stored according to policy and only used for that child. Permission will still be sought prior to administering to ensure the child hasn't received any medicine inside the required time periods.

Expired medicine will be disposed of following school policy and procedure.