

Richard Bonington Primary and Nursery School



Storage and administration of medicines.

Adopted:	March 2022
To be reviewed:	March 2025
Head Teacher	Linda Barbuti
Chair of Governors	Vikki Burr

If you require this in another format, please contact the school office:

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All staff, governors, parents/carers and members of Richard Bonington Primary School will be made aware of and have access to this policy.

The school acknowledges that, parents and carers have prime responsibility for their child's health and shall provide the school with information about their child's medical condition when appropriate.

Prescription Medicines

- Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Occasionally a GP may prescribe that a medicine has to be taken during the school day.
- Parents/carers may call into the school and administer medicine to their child, or they may request that a family member or friend comes to school to administer the medicine if it is to be administered four times a day. Only medicines to be taken four times a day and which are for a long-term or re-occurring illness will be administered by school staff.
- The Head Teacher or a member of the leadership team must first agree the administration of the medicine if it is for a re-occurring or long-term illness.
- The parent/carer or guardian must supply the medicine in the original pharmacist's packaging clearly labelled, including details for administration and possible side effects to the school office.
- Parents/carers must complete a 'Parental Agreement for Setting to Administer Medicine' form (Appendix B).

Inhalers

- Inhalers are kept in the child's classroom, labelled with the child's name and dosage information. If the child leaves the school premises, on a trip or visit, the inhaler is taken by the adult in charge or the First Aider.
- It is the parent's/carers responsibility to ensure the medication is within the 'use by' date and replaced when necessary.

Mild Allergic Reaction

- Every effort will be made by the school to identify and reduce the potential hazards/triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. Antihistamine will be administered for mild reactions as detailed above.
- Antihistamine can only be administered where a GP/Consultant has recommended or prescribed antihistamine for the treatment of a mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes,) The school can administer 1 standard dose of antihistamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time pupils must never be left alone and should be observed at all times.

Severe Allergic Reaction / Epi-pens

- An adrenaline auto injector should be used immediately in a severe reaction (see Pupils Individual Health Care Plan for details). If in doubt about the severity of an allergy reaction, administer the adrenaline auto injector and call an ambulance immediately.

- If a child needs an Epi-pen in school these are clearly labelled and kept in a separate cupboard, within the child's classroom. Epi-pens are stored in boxes with a photo of the child on the outside. Training in how to administer the Epi-pen in emergencies, is covered as part of the paediatric first aid training and this is renewed every three years, as per Health and Safety legislation.
- ***If the pupil has an adrenaline auto-injector in school and their symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then their adrenaline auto injector will be administered without delay and an ambulance called. If the child does not have an adrenaline auto-injector and their symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms an ambulance will be called.***
- Piriton can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any contact with equipment that might cause harm i.e. P.E. Science, Design and Technology.

Non-prescription Medicines

- In general non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. Only non-prescription travel sickness medication, anti-histamine and paracetamol/ibuprofen based medicines will be administered in exceptional circumstances by staff providing they are supplied in the original packaging and accompanied by a '**Parental Agreement for Setting to Administer Medicine**' form (Appendix B) and the appropriate protocol for the administration of that medicine.
- Medication must be suitable for the pupil's age, supplied by the parent/carer (not the school) and in its original packaging, with manufacturer's instructions. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents/carers must certify this is the case – a note to this effect should be recorded on the consent form.
- The medication will be stored and administration recorded as for prescription medicines.

Sunscreen

- Sunscreen is not a medicine and children are welcome to use this on sunny days to protect against sunburn. However, the sunscreen should be clearly labelled with the child's name and children must self-administer. Emollient creams for eczema can be self-administered. Staff are not permitted to apply any cream.
- A parent/carer or guardian may attend school to administer additional doses if necessary.

Hay fever

- Parents/carers should administer antihistamine before the pupil starts school, it is not necessary for schools to administer antihistamine for the treatment of hay fever.
- These non-prescription medications will be administered by staff providing they are supplied in the original packaging and accompanied by a '**Parental Agreement for Setting to Administer Medicine**' form (Appendix B).
- Medication must be suitable for the pupil's age, supplied by the parent/carer (not the school) and in its original packaging, with manufacturer's instructions.
- Staff will check that the medicine has been administered without adverse effect to the child in the past and parents/carers must certify this is the case – a note to this effect should be recorded on the consent form.

Controlled Drugs

- The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves.
- Controlled drugs will be stored securely in a non-portable container and only named staff will have access.
- Controlled drugs for emergency use must also be easily accessible.
- The administration of a controlled drug will be witnessed by a second member of staff and records kept.
- In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug held in school.

Pupils with Long-term or Complex Medical Needs

- Parents or carers should provide the Head Teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents/carers, Head Teacher, school nurse, First Aiders and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in an Individual Healthcare Plan (IHP) or Educational Health and Care plan (EHC). These plans will be reviewed by the school annually or following a significant change in a pupil's medical condition.

Staff Training

- The school will ensure that the staff who administer medicine to control specific chronic conditions are trained to administer those specific medicines, for example, Anaphylaxis (epi-pens), Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the school nurse.
- A record of training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required. See 'Staff training record – Supporting pupils with medical conditions'
- The school will ensure that a record is made of every dose of medicine administered in school. This record is completed by the person that administers the medicine. See 'Record of the Administration of Medicine.'

Storage and Access to Medicines

- All controlled drugs are kept in a locked cupboard.
- Medicines that require refrigeration are kept in the Staffroom, clearly labelled in an airtight container.
- Medicines are always stored in the original pharmacist's container.
- In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.
- Emergency medicines such as inhalers and epi-pens are kept near the child in a clearly identified container. Staff must ensure that emergency medication is readily available at all times i.e. during outside PE lessons and educational visits.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits. A parent/carer or guardian will be informed if their child has been unwell during the school day. For record sheets see 'Record of the Administration of Medicine'

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHP, the emergency procedures detailed on the plan are followed, and a copy of the IHP is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephone in the school office.

Medicines on Educational Visits

Staff will administer prescription medicines to pupils with long-term conditions when required during educational visits. Parents/carers should ensure they complete a consent form and supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and anti-histamine for a mild allergic reaction) cannot be administered by staff and pupils must not carry them for self-administration.

Pupils with long-term medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents/carers and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Administration of Prescribed and Non-Prescribed Medicines



Dear Parents/Carers

Whilst we are not legally obliged to administer medicines in school, we do understand the difficulties for parents/carers when children need them but are not ill enough to be kept at home.

School is able to administer certain prescribed and non-prescribed medication as long as the following conditions are met;

Prescribed Medication

- All prescribed medication is in its original container/bottle
- The dosage is as per prescription instruction
- Parents/carers accept that no member of staff can be held responsible should the medicine not be given

Non-Prescribed

- Has your child ever suffered any side effects before from the medication being administered today YES/NO
If yes please give details.....
- The medication is suitable for children (i.e. children's paracetamol)
- School will only be responsible for the administration of 1x daily dosage of medication

School has the right to refuse to administer the medication.

I give for permission for school to administer medication to my child

Child's Name:..... Class:.....

Medical Condition/Illness:.....

Name of medication:.....

Date dispensed:.....

Dosage and Method:.....

Times required :.....

Special Precautions:.....

Self- administration YES/NO (delete as appropriate)

Procedures to take in an emergency:.....

Contact Telephone Number/s:.....

I have read and agree to the conditions set out above;

Signed:..... Parent/Carer

Date:.....

Relationship to child:.....

Staff training record- Administration of Medicines

Staff name	
Type of training received	
Date of training completed	
Training provided by (person and company)	
Profession and title	

I confirm that **(insert name of member of staff)** has received the training above and is competent to carry out any necessary treatment.

I recommend that training is updated **(insert frequency of update)**.

Signed: _____ (trainer)

Date: _____

I confirm that I have received the training detailed above.

Signed: _____

Date: _____

Suggested review

date: _____

Please return the completed form to the school office.