



**Poplar Farm School**  
**Administration of Medication Policy**

**Aim**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

*Article 24 - Every child has the right to the best possible health*

**Overview**

- Parents are strongly encouraged to administer medicines to their children outside of the school day.
- **Medicines will only be administered on the school site when there is no other alternative**, and when failure to do so would be of detriment to the child's health.
- Parents must complete the school request form (administration of medication) before any medicines are administered on site.
- Staff must keep a record of any medicines administered on site using the record book in the main school office.
- Medicines must be kept in the labelled containers in the school office or school office refrigerator (where refrigeration is necessary).

**Non-Prescription Medication**

- Where possible, the school will avoid administering non-prescription medication. However, we may do so, if requested by the parent if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to administer paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.
- A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.
- If non-prescription medication is to be administered, then the parent/carer must complete an Administration of Medicine Consent form, and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

**Procedures for managing prescription medicines which need to be taken during the school day**

- Medicines should only be taken into school when essential. This is where it would be detrimental to a child's health if the medicine was not administered during the day.

- The school will only accept medicine that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist.
- Medicines will always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- **The school will never accept medicines that have been taken out of the container as originally dispensed or make changes to dosages on parental instructions.**
- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the prescriber about this. **It is noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.**

#### Procedures for managing prescription medicines on trips and outings

- The school encourages children with medical needs to participate in safely managed visits. The school will consider reasonable adjustments to enable children with medical needs to participate fully and safely on visits. This might also include risk assessments for specific children.
- Staff supervising excursions will always be aware of any medical needs, and relevant to emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.

#### Procedures for managing prescription medicines during sporting activities

- Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. All adults will be aware of issues of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise. Children may also need immediate access to necessary specific medicines, such as inhalers during specific lessons.

#### Roles and responsibility of staff managing administration of medicines

- Medicine will only be administered by the school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- No child will be given medicines without their parent's written consent (it is only necessary to seek consent from one parent).
- Any member of staff giving medicines to a child will check:
  - The child's name
  - Prescribed dose
  - Expiry date
  - Written instructions provided by the prescriber on the label or container

- If in doubt about any procedure, staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the school.
- Staff administering medicine will complete and sign a record each time they give medicine to a child.

### **The use of inhalers in school**

At Poplar Farm School we have a number of pupils who need access to their inhalers during the school day. The following procedures are to be followed:

- Inhalers will be stored in class first aid boxes within the classroom.
- The class boxes will be taken to all PE sessions to ensure that inhalers are readily available should they be needed.
- Inhalers will be clearly labelled so that there is no confusion about to whom they belong.
- Children will be allowed to go to the inhaler box to use their inhaler at any time of the day, they will be accompanied by an adult who will record the inhaler use in the record book.
- It is the parents' responsibility to ensure that the inhaler is not empty and is in date; however, inhalers will be checked on a monthly basis to see if they are low or coming to their end date. The designated person for first aid (Lucinda Thorpe) will inform the class teacher in either case. The class teacher will inform the parent/carer.

Pupils will be allowed to carry their inhalers on their person when:

- The medical condition requires a child to have instant access at all times. This will be agreed between the doctor, parents and the school.
- Parents have completed, understood and signed relevant documentation for self medication.

At present pupils do not carry their inhalers on their person. This is because inhalers are often misplaced and lost so are not easily accessible when needed. Children have been known to allow their friends to have a go with their inhaler. The school needs to be sure that the inhaler is in school at all times.

### **Parental responsibilities in respect of their child's medical needs**

- Parents should not send a child to school if they are unwell.
- Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need.

- It must be a parent (includes any person who is not a parent of a child but has parental responsibility for or care of a child) who gives consent for medicines to be administered.
- Parents should make every effort to arrange for medicines to be administered outside of the school day, or to come into school and administer medicines themselves.
- Parents must inform the school about any medicine that is to be administered during the school day.
- Parents must complete the medicine form before any medicine can be administered by a member of staff.

#### **Assisting children with long-term or complex medical needs.**

- Where a child has a long-term medical need, a written health care plan will be drawn up with the parents and health professionals.
- Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need.

#### **Staff training in dealing with medical needs**

- Where necessary staff have access to regular training on the use of epi-pens (adrenaline) in the event of severe allergic reactions.
- New members of staff are made aware of the medicines policy and procedures during their induction meeting, held within the first month of employment.
- The school always has at least 10 members of staff that have received first aid training.
- All staff are aware of who the first aiders are.

#### **Record keeping**

- Parents must tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.
- In all cases where medicine is to be administered by a member of staff, parents must complete and return the medical form to ensure that details of medicines are recorded in a standard format. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the medicine container.
- The school will keep a record of any medicines administered by staff. This record will be completed by the member of staff administering the medicine.
- All records relating to medicines will be kept in the main office.

### Safe storage of medicines

- Large volumes of medicines should not be stored.
- Staff will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.
- Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.
- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.
- Other non-emergency medicines are kept in a labelled box with the medicine records folder in the main office. Those medicines which need to be refrigerated are kept in an airtight container, which is clearly labelled, in the main office refrigerator.
- Any medicine to be administered by staff must be given to the office staff at the start of the day by a parent / carer and collected at the end of the day by a parent / carer.
- Children are not permitted to carry medicine themselves.

### Adrenaline pens (epi-pens)

- Adrenaline pens are kept in the individual class first aid boxes.

### Emergency procedures

- The nominated first-aiders should be called upon in the event of a medical emergency.
- If a child needs hospital treatment, a member of staff should always accompany the child, and should stay until the parent arrives.
- Staff should never take children to hospital in their own car; it is safer to call an ambulance.

### Risk assessment and management procedures

- Risk assessments for first aid provision and the management of medical conditions will be carried out on a regular basis by the Risk Assessments Co-ordinator (Paul Hill).
- Copies of these risk assessments can be found in the office.

This policy was adopted:	<b>February 2025</b>
Review Cycle:	<b>Two Yearly</b>
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