Administration of Medication Policy & Procedure

Adopted by Governors on	September 2019
Signature of Chair of Governors	L Preston
Reviewed:	November 2026
To be reviewed annually. Next review date:	November 2027

VERSION 10 2025

Contents of Policy

1. Introduction, definition, rationale…… Page 3
2. What is medication? ……Page 4
3. Roles and Responsibilities……Page 5
4. Rowan Tree Staff's Role in the Administering of Medication…..Page 5
5. Non-Emergency Medication……Page 6
6. Inhaler Medication and Epipen……Page 7
7. Refusal of Medication/ Failure to be given medication……Page 8
8. Adverse Reactions……..Page 8
9. Covert administration policy…… Page 8
10. Intimate or clinical invasive procedures……..Page 9
11. EMERGENCY/RESCUE MEDICATION……Page 9
12. Out of School Visits……Page 9
13. Residential Visits……..Page 9
14. Receipt of Medication in School……Page 10
15. Disposal of Medication……..Page 11
16. Training ……Page 11

Appendices 1

Information for Parents Re Administration of Medication Rowan Tree Primary School Page 12

Appendices 2

FORM 1 Parental Agreement for School to Administer Medicine. Page 13
FORM 2 Record of Medicine Administered to Pupil.
FORM 3 Record of Medication being taken off site.
FORM 4 Record of missed Medication.

1.0 Introduction

Pupils may need to take medication during the day at some point during their time at Rowan Tree Primary School. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow pupils to do this minimises the time that they need to be absent. However, medication should only be taken in school when essential i.e. when it would be detrimental to a pupil's health if it were not administered during the school day.

It is of vital importance that we follow an agreed and rigorous procedure when administering medication, both to protect the well-being of our pupils and to ensure that we are not allowing ourselves to be considered culpable in any way. If, at any stage, you are unsure as to how to proceed, please see a member of the school's leadership team.

Definition/Aim

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs at Rowan Tree Primary School and to provide clear guidance for staff and parents/carers on the administration of medication. This document must be considered in conjunction with all other relevant policies, for example, health and safety.

The policy conforms to the DfE guidance (2015) Supporting Pupils at School with Medical Conditions.)

Rationale

The administration of medication in special schools is crucial to a pupil's health and well-being, to maximise the educational, physical and emotional development of the pupil.

Parents/carers have overall responsibility for their child's medication, which may be transferred to school staff with appropriate parental authorisation.

Rowan Tree Primary School staff have responsibility to ensure that medication which is prescribed or required by pupils while they are at school is stored, administered, recorded and returned/disposed of safely and systematically.

2.0 What is Medication?

Any substance that is administered to a person for 'treatment'.

There are 3 main categories

Prescribed Medication
This is prescribed by an authorised clinician (GP, Consultant, Nurse Prescriber, Dentist etc) to be administered to a particular person e.g. antibiotics.

Controlled Medication
This is prescribed medication which is subject to the Misuse of Drugs Act 1971 and the Misuse of Drug Regulations 1985 as this medication may change the behaviour of the person e.g. stimulant/depressant. Some may be prescribed as medication for use by children, e.g. methylphenidate (Ritalin).

Staff are trained to administer a controlled drug and only staff that are trained to administer the specific medication can do so to the individual pupil for whom it has been prescribed. Staff administering medication should do so in accordance with the prescriber's instructions and the Health Care Plan.

A pupil who has been prescribed a controlled drug will have a Health Care Plan in school. Using the Health Care Plan, SLT, will then decide the safest place to store the medication. The medication will always be stored in a locked cupboard however this may be in the classroom, medical room or school office. It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the pupil for whom it has been prescribed.

Misuse of a controlled drug, such as passing it to another person for use, is an offence.

Non-prescribed medication
This is medication that can be obtained without prescription, or 'over the counter'.

3.0 Roles and Responsibilities

1. All staff in schools have a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice that schools will review cases individually and administer medication to meet the all-round needs of the pupil.

2. A member of the Snior Leadership Team in consultation with parents/carers are responsible for deciding whether the school or setting can assist a pupil with medical needs. The Headteacher and governors will ensure that the appropriate level of insurance cover for staff (liability and indemnity insurance) is in place and appropriately reflects the level of risk.

3. The Head teacher is responsible for:

    a. implementing the policy daily;
    b. ensuring that the procedures are understood and implemented;
    c. ensuring appropriate training is provided;
    d. making sure there is effective communication with parents/carers, children and young people, school/settings staff and all relevant health professionals concerning the pupil's health needs.

4. Staff, including supply staff must always be informed of a pupil's medical needs where this is relevant and of any changes to their needs as and when they might arise. Kathryn Oliver (Deputy Headteacher) is responsible for the co-ordination of Medication within school and the maintenance of Pupil Health Care Plans (HCP)

4.0 Rowan Tree Staff's Role in the Administering of Medication

- All staff within each class should be aware of who has an HCP and where these are stored. All HCPs are stored in a central file labelled 'Health Care Plans and Classes Information' HCPs will inform them of who is currently on medication at the present time and which children have emergency rescue medication.

- The Class Teacher is responsible for ensuring that all the staff are aware of where the Pupils' HCP file is stored in class.

- If there are any concerns about the details of the HCPs then this should be immediately raised with Kathryn Oliver and SLT.

- All medication within school except for "Inhalers & Epipens" will be stored in the Medication Room (MSR) which is located on the top of KS2 corridor. Door is Labelled "Medical Room"

- Access to the Medical Room will be via a magnetic key fob one of which will be issued to every member of staff. The fobs are uniquely coded and will provide an automatic log of who has entered the Medical Room and when.

- Loss of a fob must be immediately reported to SLT so that it may cancelled to prevent unauthorised access to the Medical Room. Failure to report the loss of a fob may lead to disciplinary measures.

- Within the Medical Room there will be a locked Medication Cabinet and the key for this will be situated within the Medical Room.

- There will also be a fridge present for medication requiring refrigeration.

- There will also be shelf space to allow the storage of respite bags which contain medication.

- Within the Medication Cabinet there will be individual trays for each pupil for whom medication is held. Each tray will be clearly labelled with the name and a picture of the pupil for whom the medication is for.

- Oxygen will also be stored in the Medical Room. Each Oxygen tank will be clearly labelled with the pupil's name. There is also an Oxygen sign located on the Medical Room door.

There are 6 reasons for needing to access the Medical Room and these are:

1. To access non-emergency medication
2. To access emergency/rescue medication
3. To store or collect Oxygen
4. To access first aid equipment
5. To administer first aid to a pupil or staff member
6. To administer medication

5.0 Non-Emergency Medication

The following procedures must be followed by members of staff involved in the administering of Non-Emergency Medication:

- Once medication has been signed in by a member of staff, prior to placing the medication in the Medical Room cupboard, Class Teacher to ensure the medication has been authorised by being added to the HCP. If you are aware that there is medication present that has not been added to the HCP, then you must IMMEDIATELY bring this to the attention of K OLIVER and a member of the SLT.

- Access the Medical Room using your fob and locate the medication to be administered. To give the medication you will be greeted by either M DOUGHERTY or a member of SLT to support in administering.

- Approved medication that is detailed on the HCP will have with it a copy of FORM 1and FORM 2 in a file with the pupil's name. If this form is not present IMMEDIATELY bring this to the attention of M DOUGHERTY and a member of the SLT. DO NOT ADMINISTER THE MEDICATION.

- Upon leaving the Medical Room ensure that you have closed the fridge and locked the Medical Cabinet and then ensured that the Medical Room door has locked shut.

THE ADMINISTERING OF MEDICATION MUST ONLY BE DONE FOR ONE PUPIL AT A TIME.

MEDICATION MUST ONLY BE ADMINISTERED AS DIRECTED BY THE INSTRUCTIONS ON THE LABEL WHICH MUST NOT HAVE BEEN ALTERED.

A PUPIL'S MEDICATION MUST NEVER, UNDER ANY CIRCUMSTANCES BE GIVEN TO ANOTHER PUPIL.
(The exception to this rule applies only to the administration of another child's inhaler or epipen ONLY in an Emergency Situation where the child's own inhaler or epipen is empty.)

Prior to administering the medication to a pupil, you must:

- Ensure you are in an appropriate area to maintain the privacy and dignity of the pupil whilst you are administering the medication and that you will not be distracted during the process. If pupils can transition to the Medical Room, medication must be administered in here.
- Check you have the correct pupil.
- Check that the medication has the correct pupils name on it.
- Check that the details on the medication match those contained on the accompanying FORM 1.
- Check that the medication hasn't already been administered.
- Check that the witness member of staff has confirmed the checking process.
- Check that the pupil is well enough to take the medication. If this is not the case, then school should contact the parent and discuss the situation/problem and document the outcome before proceeding with administration
- Ensure you have washed your hands before and after administering any medication.
- Open bottle/locate bubble on blister pack relating to that dose and day
- Put medication/ push contents out of bubble directly into a medicine pot. N.B. Check all the tablets are present and that none have been dropped/caught in the foil of the blister pack
- Medication must only be administered with the correct spoon/syringe, and these must be washed/cleaned before putting away.
- Check the identity of the pupil again and administer medication.
- Check as far as is possible that the medication has been taken. When you are sure it has, complete and sign the administration of medication record form. If, for any reason, medication has not been taken, mark this clearly on the record form.
- Ensure that the Medicine Cabinet and Medical Room are secure.

6.0 Inhaler Medication & Epipen for Asthma/Allergy Occurrences

Due to the nature of this medication and it's uses it can be stored in the classroom of the pupil affected within the designated medication cabinet. Every member of staff will be issued with a key which will fit all the medication cabinets within school. The key will have an identifying-coloured cap to make it easy to identify and as with fobs, staff are expected to always have it about their person whilst in school.

The medication cabinet must only be unlocked to remove medication for administering and then relocked and remain locked at all other times.

Inhalers and Epipens should be stored in clear zip-lock bags clearly marked with the name and a photograph of the child.

(The administration of another child's inhaler or epipen is allowable ONLY in an Emergency Situation where the child's own inhaler or epipen is empty.)

Follow the measures for administration contained within the previous section **Non- Emergency Medication.**

7.0 Refusal of Medication/ Failure to be given medication

a) If a pupil refuses to take their medication, staff will not force them to do so. Where a pupil has refused; the dose may be offered once again after a suitable time i.e. within 30 minutes.

b) Parents/carers should be informed of the refusal on the same day by telephone and via the child's Dojo account. Refusal to take medication will be recorded and dated on the pupil's FORM 2 administration of medication record sheet as well as in the file labelled 'missed medication' Reasons for refusal to take medication must also be recorded as well as the action then taken by the staff member.

c) Vomiting of doses must also be recorded. Parents/carers should be informed of the vomiting on the same day by telephone and via the child's Dojo account. The medication should not be offered again until the next dose is due, unless the medication is an anti-epilepsy preparation, in which case you must IMMEDIATELY bring this to the attention of K Oliver and a member of the SLT who will seek medical advice.

d) If a refusal to take medication results in an emergency, emergency procedures should be followed which are contained within the child's HCP.

e) Continued refusal must be reported to the pupil's parent/carer, GP or Paediatrician for further investigation.

f) Parents/carers must be informed when any prescribed medication has not been given during school hours and the reason why, in case this should impact on the pupil's well-being at home/ in respite care. This information should be communicated over the telephone and via the child's Dojo account.

g) Any missed medication for any reason must be recorded on Form 4 'missed medication sheet'

8.0 Adverse reactions

All adverse reactions should be recorded in the pupil's notes and reported to Parents/Cares immediately.

A record should be made on FORM 2 the following:

- the nature of the reaction
- the time of onset of the symptoms
- the name of the medication
- the batch number and expiry date if available
- the dose and routine of administration.

9.0 Covert administration policy

The covert administration of medication or the disguising of medication in food or drink is a complex issue. Staff are not allowed, even with the permission of the Parent or Guardian to crush/alter or hide/ disguise medication in food due to the fact this may alter the intended effect of the prescribed medication. Where pupils are refusing medication as per point 7.0 and this is being reported to Parents or Guardians, we can inform them that if they wish school to

covertly administer medication, school must receive written permission from the prescribing GP due to the potential dangers.

10. Intimate or clinical invasive procedures

Some pupils may require some intimate or clinical invasive procedures, e.g. the administration of rectal diazepam or of buccal midazolam. This will only take place at the discretion of the Head teacher and Governors, with written permission from the parents/carers.

A health care plan, detailing under what circumstances these procedures should be carried out should be written for any pupil requiring intimate of clinical invasive procedures, e.g. in the case of anaphylaxis or seizure. All such treatment will be recorded. Staff will need to have appropriate training in these procedures.

Two staff members must be present for the administration of any prescribed medication.

For further guidance, consult the Local Authority policies and procedures.

Regarding the use of barrier and medicated barrier creams during the changing of pupil's nappies. Parental/guardian permission for this must be requested via the Intimate Care Policy permissions slip and the use of the creams will have been added to the pupil's intimate care plan.

11. Emergency/Rescue Medication

Some children at school suffer from seizures which, may require the administration of Rescue Medication which will be contained in their labelled box within the Medical Room.

Staff should ensure that they are familiar with those children in their class who may require such medication by referring to the HCPs held in their classroom file. If this medication is required, the emergency/rescue medication contained within the HCP should be followed.

SLT and M Dougherty should also be alerted.

12. Out of School Visits

a. Medication should not be taken away from school premises unless absolutely necessary. Extreme care must be taken if any medication is removed from the school with the intention of dispensing it elsewhere. Medication should be signed out using Form 3 which indicates what medication has been taken off site.

b. It is the responsibility of the party leader for the out of school visit to ensure that the medication is collected prior to the visit and returned promptly to the medicine room on return. This should be signed out by a member of staff in the 'medication sign out' file located in the medical room.

c. Responsibility for the safe keeping of the medication should be delegated to the member of staff allocated to supervise the pupil requiring medication. The party leader is responsible for ensuring that that delegated member of staff is aware of this and has the relevant information, training, and competency required.

13. Residential trips

Sufficient essential medication and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip, who should also be responsible for the safe storage of medication in a locked container. Administration and recording procedures should be followed as per in school.

14. Receipt of medication in school

On receipt in school, all medication must be checked for "fitness for use". All medication must be:

- In the original dispensed containers
- Include the patient information leaflet
- Include the correct medication dispensing syringe/spoon etc.
- Be clearly and appropriately labelled by the dispensing pharmacy with the name of the pupil, the name of the medication, the dose, the frequency and duration (if appropriate) of the treatment and the date of dispensing.
- In date.
- The label not defaced or altered in any way.
- Liquid medicine must be in an unopened bottle.

All medication brought into school must be taken to M Dougherty or K OLIVER, so it can be confirmed that the medication is currently contained within the HCP and that it meets the above criteria, and the requisite form has been completed.

Forms used for the recording of medication are:

FORM 1 Parental Agreement for School to Administer Medicine.
FORM 2 Record of Medicine Administered to Pupil.

All these forms can be found in the appendices of this policy.

FORM 1 Parental Agreement for School to Administer Medicine

This form should be completed by the parent/guardian when they wish school to administer medication and prior to the medication being sent to school. M DOUGHERTY will deal with this form and copy will be kept on the pupil's individual file.

FORM 2 Record of Medicine Administered to Pupil.

This form will be completed on receipt of medication to school providing an acceptable FORM 2 has been completed and it has been confirmed that the HCP has been updated.

A copy of this form MUST always be present with the medication it refers to so that a record may be kept of the actual administering of the medication to the pupil. If this form is not present with the medication you must not administer the medication and immediately refer the matter to SLT.

15. Disposal and Return of Medication

a. Single doses of medication which have been dropped, may be placed into a clinical waste or sharps bin.

b. Rowan Tree Primary School staff should not dispose of medication. When medication is no longer required by a pupil, any remaining unused medication should be returned to parents. Medication that is out of date should also be returned to parents. Any other unused medication should be returned to parents at the end of each academic year.

c. Parents are responsible for ensuring that any medication no longer required is returned to a pharmacy for safe disposal.
d. If after 3 months medication that is out of date or has been signed in for residentials is still in school after we have contacted parents to collect, we reserve the right to dispose of the medication in an appropriate way.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the pupil's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

16. Training

Training and advice will be provided for staff involved in the administration of medication. Training for all staff will be provided on a range of medical needs, including any resultant learning needs, as and when appropriate. School staff must receive suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions, e.g. feeding children with gastrostomies.

17. Who Can Administer Medication

- Headteacher
- Deputy Headteacher
- Assistant Headteacher
- Class Teacher
- Class Teaching Assistant
- M Dougherty

18. Who Must NOT be Asked to Administer or Handle Medication

- Agency Staff – regardless of the length of time they have been in school
- Lunchtime Assistant – including when they are providing classroom cover. (Unless they have been trained)
- Students
- Volunteers
- Any other visitor/guest/health professional

Appendices 1

Information for Parents Re Administration of Medication Rowan Tree Primary School

It is the responsibility of **parents/carers** to:

a. inform the school of their child's medical needs and complete a Health Care Plan in conjunction with the health and education professionals
b. discuss with the pupil's GP/prescriber if it is necessary for the pupil to take medication during school hours (e.g. if medication is to be taken 3 times a day, this could be taken in the morning, after school hours and at bedtime). Prescribers may also consider providing two prescriptions, where appropriate and practicable, for a pupil's medication: one for home and one for use in the school or setting, avoiding the need for repackaging or re-labelling of medication by parents.
c. provide any medication in its original container, with the patient information leaflet enclosed, clearly labelled with the following;
   THE PUPIL'S NAME
   NAME OF MEDICATION
   DOSE AND FREQUENCY OF MEDICATION
   SPECIAL STORAGE ARRANGEMENTS
d. ensure that medication sent into school has not passed the expiry date.
e. inform school of any changes to medication in writing – verbal messages and brief notes in planners cannot be accepted as change of medication.
f. liquid medicine must be supplied to school in an unopened bottle. Ask the chemist to provide such medication in two separate bottles as one if for school use. **Already opened bottles will not be accepted.**

Supplies of Medication

Medication for administration to pupils in school should be handed directly from the pupil's parent/carer to a staff member. If your child travels on school transport, then the medication must be handed to the passenger assistant and NOT be placed in your child's bag. The passenger assistant should make a note of the medication that has been received and then pass it directly to school staff.

Prescription and controlled medication

a. School staff will only accept prescription medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
b. Supplies of prescribed medication must be provided in their original dispensed containers, include the patient information leaflet, and be clearly and appropriately labelled by the dispensing pharmacy with the name of the pupil, the name of the medication, the dose, the frequency and duration (if appropriate) of the treatment and the date of dispensing.
c. School staff cannot accept medication that has been taken out of the container as originally dispensed or make changes to dosages on parental instructions.
d. Medication labelled with the directions "as directed" cannot be given until it has been established how the prescriber intends the medication to be taken/used, and the direction is recorded on the pupil's administration of medication record form.
e. Where a pupil needs two or more prescribed medicines, each should be in a separate box/container and correctly labelled.
f. Where a pupil has been prescribed antibiotics which require 3 doses to be given per day, then these **should not be sent to school**, but administered at home at breakfast, after

school and prior to bed. We will administer antibiotics if a pupil requires 4 or more doses a day only after they have had 3 doses of the antibiotics and there are no side effects.

Non-Prescription Medication cannot be administered

We will accept liquid Calpol and liquid Ibroprofen if the bottle is unopened, and this has been approved by Louise Curran or Kathryn Oliver. Non-prescription medication needs to be signed in and follow the correct procedure as stated above.

Transport of medication between home and school

Parents/carers are responsible for bringing their child's medication into school where it will be received by M Dougherty, K Oliver or a member of the class team. Prior to bringing medication into school parents/carers must have updated their child's Health Care Plan with K Oliver if the medication is of a new type not contained on the current Health Care Plan.

Complaints

Should parents be dissatisfied with the support provided, they should discuss their concerns directly with the school. If for whatever reason, this does not resolve the issue, they may make a formal complaint, via the school's complaints procedure.

Appendices 2

FORM 1

Parental agreement for school staff to administer medicine at school.

The school/setting will not be authorised to administer medication unless the following form is signed and completed by the parent or carer of the child. This is outlined in our school medication policy.

Date for review to be initiated by	Rowan Tree School on receipt of new medication
Name of child	
Date of birth	
Class group	
Medical condition or illness	

Medication

Name of medication (as described on container)	

Amount of medication	If a liquid bottle, please record in ml.		If in tablet form, please record the number of tablets contained.	
Expiry date on packaging				
Expiry date if different from above once opened.				
For short term medication	Start date		End date	
Dosage and Method				
Time to be given				
Special precautions/other instructions/Allergies				
As a parent, have you noticed any side effects of the medication?				
Self-administer?	YES		NO	
Procedures to take in emergency				

*NB: Medicines must be in the **original** container as dispensed by the pharmacy. A pharmacy label detailing the child's name and dosage must be detailed on the medication and reinforced in the detail above.*

Opened bottles will not be accepted.

Contact details

Name	
Daytime telephone number	
Relation to child	
Address	
I understand that I must deliver the medicine personally to	*School reception. To be signed in by either SLT or a Class Teacher and countersigned by a member of SLT.*

The above information is to the best of my knowledge at the time of writing. I understand I must inform the school and re-submit a new form if the medication, frequency or dosage is altered by professionals. I must also ensure the school are informed immediately if the medication is stopped. I give consent to school staff administering in accordance with the school policy.

Parent/ carer signature _____ **Date _____**
Class teacher signature _____ **Date _____**
Counter signature SLT _____ **Date _____**

FORM 2 Rowan Tree Primary NEW RECORD OF MEDICINE ADMINISTERED TO A PUPIL

NAME OF PUPIL ……..

DATE	TIME ADMINISTERED	NAME OF MEDICATION	DOSE ADMINISTERED	SIGNATURE OF ADMINISTER	SIGNATURE OF WITNESS

NAME OF PUPIL ……..

DATE	TIME ADMINISTERED	NAME OF MEDICATION	DOSE ADMINISTERED	SIGNATURE OF ADMINISTER	SIGNATURE OF WITNESS

Record of medication Taken off site

FORM 3

Date	Pupil name	Medication	Signature when taking offsite	Signature when signing back in

Record of missed medication

FORM 4

Date	Pupil name	Medication	Reason why medication not given	Signature and name of staff member	Signature of SLT