Administration of Medicines Policy

Hampton Lakes Primary School

Policy last reviewed:	September 2026
Next review due:	September 2027
Member of staff responsible:	Mrs Katie Steel
Ratified by:	LGB

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RATIONALE

At Hampton Lakes we recognise that parents have the prime responsibility for ensuring their child's health and for deciding whether their child is fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school in order for the relevant steps to be taken to support children with medical conditions at school. The Department for Education's statutory guidance, *Supporting Pupils at School with Medical Conditions* (2015, updated 2017), issued under Section 100 of the Children and Families Act 2014, sets out the duties of governing bodies and schools in supporting pupils with medical conditions:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Legislation and Guidance

This policy has been developed with reference to:

- **Department for Education (DfE), *Supporting Pupils at School with Medical Conditions* (Statutory Guidance, December 2015, updated August 2017).** This guidance sets out the duty on governing bodies to make arrangements to support pupils with medical conditions under Section 100 of the Children and Families Act 2014.
- **Children and Families Act 2014, Section 100**, which places a duty on schools to support pupils with medical conditions.
- **Department of Health and Social Care, *Using Emergency Adrenaline Auto-Injectors in Schools* (2017)**
- **Guidance on the use of Emergency Salbutamol Inhalers in Schools** (Department of Health/Department for Education). Schools may purchase emergency inhalers for use in accordance with national guidance and parental consent arrangements.
- **SEND Code of Practice: 0 to 25 Years**, where a pupil's medical needs relate to special educational needs and disabilities.
- **Equality Act 2010**, which requires schools to make reasonable adjustments for pupils with disabilities, including many medical conditions.

This policy may be superseded by a child's EHC plan or Risk Management Plan, or may be used in conjunction with them.

In the event that a child requires medication to be administered during school time, including whilst on educational visits, the following guidelines set out our policy at Hampton Lakes.

AIMS

- To inform all members of our school community about the appropriate administration of medication to children and students.
- To outline the procedures and processes of this policy.

GUIDELINES

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Staff Duties

School staff have no legal obligation to administer medication to pupils, nor supervise them while they take medication, unless contracted to do so. Staff may volunteer to assist in the administration of medication but must be given appropriate training and guidance. As a school, we train specific named staff for the purpose of the administration of medicines. Appendix A shows the staff who have volunteered to administer medication at Hampton Lakes.

As a school, we have a duty to plan how administering medication can be accommodated in school and on educational visits to allow children who have medical needs to attend.

All staff who administer medication will receive appropriate training and regular updates where required. Training records will be maintained by the school. Staff will only administer medication for which they have received appropriate instruction and feel competent to undertake.

The school will ensure that children with medical conditions are not denied access to education, educational visits, sporting activities or other school experiences because of their medical needs. Reasonable adjustments will be made wherever possible to support full participation.

In accordance with DfE statutory guidance, the school will ensure that sufficient members of staff receive suitable training to support pupils with medical conditions and to administer medication where appropriate.

Process for the Administration of Medication in School – short term medical needs - Hampton Lakes

Medication should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health or would greatly impact on a child's school attendance if the medication were not taken during the school day). Where clinically possible medication should be prescribed in dose frequencies which enable them to be taken outside school hours.

Hampton Lakes will only accept:

- Medication that is in date, with the expiry date clearly shown.
- Medication with labelling identifying the child by name and with original and prescribed instructions for administration, dosage and storage.
- Emergency medication i.e. asthma inhalers, antihistamines, epipens, Jextpens
- Pain killers such as Calpol, ibuprofen, paracetamol
- Prescription medication will only be administered if it has been prescribed by a healthcare professional and is provided in the original pharmacy-dispensed container.
- Non-prescription medicines will only be administered with written parental consent and where the school considers this appropriate and safe to do so.
- The first dose of any new medication should, wherever possible, be administered at home to minimise the risk of an adverse reaction occurring in school.
- The school reserves the right to refuse to administer medication where adequate information has not been provided, where medication is not supplied in accordance with this policy, or where it would not be safe for staff to administer.

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On accepting medication, the parent must complete the relevant form (Appendix B) disclosing all details and giving permission for the medication to be administered by a qualified First Aider in school. The medication must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of a member of the Senior Leadership Team (SLT).

Medication requiring refrigeration will be stored securely in a designated medical refrigerator which is inaccessible to pupils.

When administering the medication, the named adult must complete the record showing the date and time and details/dosage of the medication. This must be counter-signed by another adult. (Appendix C)

A written record will also be maintained of any medication refused, omitted, spoiled, returned to parents or disposed of by the school. Parents will be informed of any missed doses or concerns regarding administration.

In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult.

Children may carry and self-administer medication, such as asthma inhalers, where this has been agreed by parents, the school and any relevant healthcare professional. The school will assess each request on an individual basis and maintain appropriate records.

Parents are welcome to come into school to administer medicines themselves that the school refuses to administer, for reasons given above.

Under no circumstances should a parent send a child to school with any medication, e.g. throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

Unused, expired or discontinued medication should be collected by parents promptly. The school will not routinely dispose of medication unless appropriate arrangements have been made.

Emergency Medication

Emergency medication, including salbutamol inhalers, adrenaline auto-injectors (EpiPens/JextPens), prescribed antihistamines and other life-saving medication, must be readily accessible at all times and never locked away if this would delay access in an emergency.

Where a child has a diagnosed medical condition requiring emergency medication, an Individual Risk Management Plan should normally be in place detailing symptoms, required actions, medication dosage and emergency contact information.

In the event of a medical emergency, staff will follow the child's Individual Healthcare Plan, seek emergency medical assistance where required and inform parents/carers as soon as reasonably practicable.

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The school may hold emergency asthma inhalers and adrenaline auto-injectors for use in accordance with current legislation and guidance, where parental consent has been received.

Controlled Drugs

Controlled drugs will be stored securely in a locked, non-portable container and access will be restricted to authorised members of staff.

A record will be maintained of any controlled drug received and administered, including quantities held and doses administered.

Where appropriate, controlled drugs may be administered and managed in accordance with a pupil's Individual Healthcare Plan and relevant medical advice.

Process for the Administration of Medicines in School – long term medical needs

Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/guardian of the named child. This may also result in an individual risk assessment being required. The care plan must be followed and reviewed at least annually.

The Care Plan will take the form of a Risk Management Plan where appropriate and will clearly outline the child's medical condition, medication requirements, signs and symptoms, emergency procedures, level of support required and staff training needs.

It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The Head of School must ensure that named staff are trained to administer medication, or give the level of care required, by the details of the care plan.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned.

There will also be annual training for all staff on more generalised needs e.g. asthma awareness and epi-pen training, diabetes and epilepsy. The school is well supported by the school nurse who provides staff with advice and any relevant training on request.

Risk Management Plans will be reviewed annually, or sooner if a child's medical needs change. Parents must notify the school promptly of any changes to medication, dosage, treatment or medical advice.

Process for the Administration of Medicines in School – residential educational visits

Where a child requires medication during a residential educational visit we would expect the parent/guardian to notify the school in advance of the visit and the relevant medical consent forms would be completed. Information would then be collated and the staff attending the visit would be made aware of any children requiring medication during the visit. During the visit

medication would be administered as per the guidance above and relevant documentation would be completed when the medication was administered.

In the event of a parent handing in medication on the morning of the visit, the trip leader would notify staff at Hampton Lakes as soon as possible. Where possible, the parent would be expected to give written consent to the trip leader for the medication to be administered.

It is our expectation that parents/guardians should have notified the school of any medical needs and any medication required **before** the visit commences and the documentation will have been completed in advance of the trip.

Educational visit risk assessments will take account of pupils' medical needs and ensure that appropriate medication, trained staff and emergency procedures are available throughout the visit.

Emergency medication must accompany the child at all times during educational visits and should never be stored separately from the pupil if immediate access may be required.

A written record of medication administered during educational visits will be maintained and returned to the school following the visit.

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Appendix A – Staff who have volunteered to administer medication at Hampton Lakes

Zoe Trigg – Head of School
Katie Steel – Deputy Head of School
Ashleigh Watson – Administration Manager and PA to Head of School
Laura Pummell - Receptionist
Vicky Smith – Teaching Assistant
Paige Smith – Early Years Practitioner
Ayanika Kundu Mullick – Teaching Assistant
Sandy Van Eeden – Teaching Assistant
Chrissy Addinall – Data and Administration Officer
Zoe King – Teaching Assistant
Princess Lawal – Teaching Assistant
Sandra Homer – Teaching Assistant

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Appendix B

Dear _____.

My child (child's name)_____ in (class) _____.

Has (name of illness)_____

As a result of this we would like to request that you would administer (name of medicine):

_____.

At (time of day)_____Required Dose:_____

Date from:_____.Date to:_____

Signed (parent)_____

Signed (school)_____

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Appendix C

Class:	Name of Child

Date of administration:	Name of medicine:	Quantity:	Time:	Signed:	Countersigned:

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