



Abbey Schools

Administration of Medicine Policy

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Policy Statement

Regular school attendance is vital for every child and the Federation of Abbey Schools does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

1. When a child has almost fully recovered and simply needs to complete a prescribed¹ course of medication (e.g. antibiotics)
2. Where a child suffers from a long-term health condition, such as asthma and may need to use an inhaler which is prescribed
3. Emergency medication, such as an Epipen which is prescribed
4. Where a child has a condition which requires a treatment plan under medical supervision which has been authorised by a doctor or nurse practitioner

In April 2021 the Department for Education confirmed that non-prescription medication can be administered where parents have given written consent, in order to reduce unnecessary appointments being made with GPs to prescribe non-prescription medicine.

Over the counter medication should not be administered for longer than five (continual) school days without the Parent/ Carer being advised to seek advice from their GP. It is our policy not to administer over the counter medication before 1pm to ensure a clear 4 hours is guaranteed between doses.

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff must be cautious when agreeing to administer medicines where:

- The timing is crucial to the health of the child
- There are potentially serious consequences if medication or treatment is missed
- Any ointments, dressings or treatments are to be administered to an intimate area
- Or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs. The school retains the right to refuse to administer medicine in school and make alternative arrangements with parents or carers.

¹ 'Prescribed' for these purposes may include medicines and devices supplied to the patient under a prescription form (FP10) or otherwise authorised by a recognised healthcare professional as part of a written treatment plan.

Under no circumstances should medication be administered without parental approval.

Where it is recommended by the prescriber that a child with a long-term health condition should self-administer medicine, this should be expressly stated in the treatment plan that is retained in school.

No pupils should have in their possession any form of medication, other than inhalers or such medicine as described in their health care plan. This includes prescribed and non-prescribed medication, including cough sweets, throat lozenges and cold remedies.

Parents/ Carers must provide appropriate medication to ensure their child can attend school safely. Children who attend school without sufficient, correctly named and dated medication will be sent home until this can be provided.

Safety checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the medication consent form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Has 24 hours passed since a *new* antibiotic or medicine was first administered in case of allergic reaction?
- Is the emergency contact information, particularly for the G.P. and parent or carer clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Medication must be stored in a safe, secure area away from children and at a suitable temperature (refrigerated if necessary)
- Staff must be aware of the policy on infectious diseases

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken. Such safeguards are necessary both for the staff involved and to ensure the wellbeing of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Record Keeping

The following information must be completed by the parent:

- Name and date of birth of child
- Medical condition
- Name of parent/ carer, along with their contact address and telephone number
- Name, address and telephone number of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parents/guardian for staff to administer these medicines
- Expiry dates of medicines
- Storage details

The medication consent form, providing all the information above, will be copied and retained in a central file (by year group) as a record for future reference.

Safe storage and disposal of medicines

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record sheet unless they have personally administered, assisted, or witnessed the administration of the medicines.

When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from written instructions from the GP/pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration.

Medicines should only be kept while the child is in attendance. Parents should collect medicines held at school at the agreed time and be responsible for ensuring that any medication in school is not out of date. They also retain responsibility for changing empty or expired medicine containers.

Where needles are used, a sharps container and adequate arrangements for collection and incineration are in place. Such arrangements are necessary for any equipment used which may have been contaminated with body fluids, such as blood etc.

Accidental failure of the agreed procedures/ pupil refuses medication

Should a member of staff fail to administer any medication as required, or a child refuses to take the medication, then parents should be informed immediately and, if necessary, emergency services called.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and / or the School Nurse or local health authorities.

Children who have been sent home from school, or have been absent with sickness and/or diarrhoea, should not return to school for 48 hours.

Notes to accompany administration of medicine in school

- Where the child is in school during normal school hours, medication can only be administered when the dosage instructions clearly state that the medication must be taken during school hours, because medicine that is prescribed 3 times a day can usually be accommodated at home. Instances where school can give medication include when it is prescribed four times a day or before or after meals, or when specific guidance is given by the doctor.

- Where a child attends our before or after school provision then medication that needs to be administered three times per day will be accepted in school. This should be documented on the medication consent form and details shared with the Breakfast/ After School Club manager as appropriate.
- There is an emergency Ventolin inhaler held in the first aid room in each school building for use by any child who has a prescribed inhaler that is not available to them e.g. is out of date, empty or lost. Parents need to give permission for it to be used.
- Medicines are usually administered at playtimes or lunchtimes when named staff are available (usually at playtimes or lunchtimes)
- Named staff administer medicines but any staff can administer Epipens/Jext / inhalers as this is a life threatening situation
- There is a defibrillator in both buildings (stored in first aid room)
- Children with a life-long condition or short term medical condition have a medical care plan outlining their condition and care needed in school
- Parental agreement to administer medications must be sought before any medication is administered. This will be given through a signature on either the Individual Healthcare Plan and/or on the Medication Consent Form
- Storage of medicine in both school buildings
 - Inhalers in classrooms
 - Epipens and Jext on teacher's desks
 - All other medicines in a locked area
- All forms available from the reception team on each site.

Appendix 1

Clarification regarding the acceptance of Over the Counter (OTC) medication in school

What is Over-the-Counter (OTC) medication?

OTC medicines can be obtained without a prescription and can be purchased either under the supervision of a pharmacist (P medicines) or on general sale through retailers such as garages and supermarkets (GSL medications).

Does a GP need to prescribe an OTC medicine in order for school to give it?

The short answer is ... no

- ✓ The British Medical Association considers it to be an inappropriate use of NHS resources to take up a GP appointment to obtain a non-prescription/OTC medicines to satisfy the request of a school or nursery.
- ✓ In April 2021 the Department for Education confirmed that non-prescription medication can be administered where parents have given written consent.
- ✓ OTC medication should not be administered for longer than five (continual) school days without the Parent/ Carer being advised to seek advice from their GP.
- ✓ It is our policy not to administer over the counter medication before 1pm to ensure a clear 4 hours is guaranteed between doses.
- ✓ Non-prescription medicines can come in various forms including tablets, capsules, liquids, eye drops, creams, ointments and nasal sprays

What should schools do before agreeing to administer or accept OTC medicines?

- ✓ Always seek to understand whether it is absolutely necessary to administer within the school day – where this can be avoided it should be i.e. can parents administer before and after school instead
- ✓ Ensure that the medication consent form is fully completed and the parent/carers checks that the instructions on the medicine are in line with what is being requested (e.g. dose and frequency on the consent matches the guidance on the box for the child's age).
- ✓ Expiry dates must be checked before administering or applying medicines.
- ✓ All OTC medication must be in the original container and contain the following:
 - Dose and frequency information (appropriate to the child's age)
 - Expiry date
 - Child's name is written on the OTC medicine container

May 23 - [Source: NHS Bedfordshire Clinical Commissioning Group](#)