



BUSBRIDGE CE (Aided) JUNIOR SCHOOL

Administration of Medicines Policy



This policy was written by the SLT in March 2023. It will be reviewed in March 2026

Vers 19.09.24

Our School Vision Statement

To be a school that reflects the love of Christ: **cherishing** each other as unique individuals and **challenging** all to achieve and succeed.

Our School Aim

Busbridge CE Junior School endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. Some of our pupils have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible and that all staff who work with the pupil understands the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their medicines nevertheless we would wish to support our pupils where we can. Teachers and support staff may need to take swift action in an emergency, both in school and offsite. The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and the school has an expectation that parents or carers will administer all medication during school hours.

When children are admitted to the school parents are asked for details of the family doctor and any medical conditions/allergies affecting the child. Parents are also asked to nominate at least one other adult who can be contacted if the child is unwell. These records are kept electronically and in paper form in the office. (See Data Protection Policy)

All staff are expected to be responsible for the care of the children's health in the school. As such staff would be expected to exhibit the same level of response as would be expected of a careful and prudent parent in similar circumstances. The school has a number of designated First Aiders for dealing with accidental injury.

Where it is suspected that a child will need urgent medical attention, for an illness or accident, an ambulance should be summoned on 999 and the Headteacher or Deputy Headteacher informed. A member of staff will go with the child in the ambulance and have with them all medical and contact information.

Aims

The aims of this policy are to:

- Assist parents in providing medical care for their children
- Educate staff and pupils in respect of special medical needs
- Arrange training for staff who support pupils with any medical needs as appropriate
- Liaise as necessary with the medical services
- Adopt and implement national guidance in relation to medication in schools and latest coronavirus guidance
- Make clear responsibilities for first aid provision and the administration of medicines safely using PPE

Parental Responsibilities

If a child's health needs are likely to affect their normal participation in school life, then it is the responsibility of the parents to inform the school of this fact. This should be done on the admission form when applying to the school, or for subsequent changes to their health and medical needs, by letter.

Parents are encouraged to provide a hat and sun block for children during the summer months. High factor sunscreens are available which are long lasting and will provide protection for children through lunch and afternoon outside lessons even when applied in the morning at home. Children may bring sunscreen to school for self-administration. Staff will apply sunscreen in exceptional circumstances (i.e. there is extreme sensitivity to the sun and the child is too young or has special needs which prevent self-application).

If a child has an allergy then parents will be asked to complete an Allergy And Anaphylaxis Treatment Plan form (Appendix D). If a child has a food allergy and has school dinners, the parents will be asked to complete a Special Diet Request form that is countersigned by the caterer and school.

School Attendance and Illness

All children should attend school when well. Children who are generally unwell should not be in school and should not return until they are fit to participate in the curriculum as normal. If a parent is in doubt as to whether a child is able to attend school they should contact the school or send the child to school and allow the school to make the decision during the day. Alternatively, they can consult a medical practitioner. A child will be allowed to attend school whilst unwell if suffering from a chronic illness and on advice from the School Health Service would benefit from leading as normal and happy life as possible.

If a child becomes unwell during the course of the school day, the child will be sent to the school office for assessment. If the condition is deemed to be "temporary" the child may be monitored in the allocated space near the school office for a short time and sent back to class when recovered. If considered unfit to remain at school a parent or other nominated adult will be contacted and asked to collect the child. Whilst awaiting collection the child will be supervised by the office staff. Parents are responsible for providing the school with emergency contact numbers and for updating these as necessary. Parents must be ready and willing to remove an ill child or make arrangements for care elsewhere. No child will be sent home alone when ill.

Sickness and Diarrhoea

A child can only attend school 48 hours after the last sickness/diarrhoea episode. This is in order to contain the spread of sickness bugs.

Medic-alert Bracelets or Necklaces

These are deemed to be exceptions to the policy on jewellery. However, they should be removed for PE and held by the class teacher. After the PE activities are completed the teacher will ensure that the bracelet or necklace is put back on the child.

Non-Prescribed Medicines

When absolutely necessary and only with parental consent, the school office will administer non prescribed medicines to the children in our care; these include over the counter medicines such as Calpol or Aspirin etc. Verbal consent from the parent/carer is satisfactory when it is not possible to obtain written consent. The staff member administering the medication will always verify with the parent what specific dose they wish to administer. When medication is administered, a written record will be completed in both the Administration of Medication blue folder (held in the office medicines cupboard) and The Medical Room Log (reason for administering the non-prescribed medicine).

Calpol/paracetamol products will also be stored in a locked cupboard in the Dining Hall, for use during **After School Club (ASC)** and at **Breakfast Club** (with consent). If non-prescribed medicines are administered to a child during ASC or Breakfast Club, a record will be made in the club Accident and Medical file.

Prescribed Medicines

No medicine can be given without the parents/carers consent via a pupil medication form. Medicines brought to school must be given to the school office by the parent on arrival. On no account should children keep medicine with them in bags or classrooms. We will only accept medicines that have been supplied by a registered doctor, dentist or nurse and deemed absolutely essential i.e. where it would be severely detrimental to a child's health if the medicine were not to be taken during the school day.

The medicines must be provided in the original container (as dispensed by the pharmacist) and include pharmacist instructions for administration.

Medicines, including inhalers will be kept in a locked cupboard in the school office, but if refrigeration is required then they will be placed in the designated staffroom fridge. The only exception to this, are Epipens, which are always held in the child's classroom in a clearly marked cupboard (marked with a green first aid cross and the word EPIPEN). Spare epipens are also kept in the school office and in the Dining Hall (for a child attending our wrap around care clubs). There is also an emergency epipen for wider use stored in the marked cupboard in the medical room.

If a G.P. advises that a pupil should attend or re-commence school while still needing to take medicines e.g. antibiotics:

- Parents should ask the G.P. if the dosage can be arranged so that administration is not required during school hours.
- Parents should authorise a member of the school office staff or appointed volunteer to administer the medicine provided a Pupil Medication Request (Appendix A) has been completed in full.
- A child refusing medicine will not be forced to take a treatment. The parent or carer will be contacted as soon as possible.
- Intimate or Invasive Treatment. This will only be carried out by a volunteer who is entirely willing. During any such treatment two staff will be present one if possible who is of the same gender as the child being treated. Staff will preserve the dignity of the child as far as possible.

The following standard practice should be followed by school staff when administering medicines. They must:-

- Ensure that all prescription medicines are administered by the school office staff. This applies during school time and during ASC – up until 4.30pm when the office closes.
- Ensure any child who requires prescribed medication during ASC is taken to the school office before 4.30pm.
- Check written instructions received by the school and confirm with details on the medicine container.
- Check the prescribed dosage.
- Check the expiry date of the medicine (Note: it may be helpful to remind parents if the expiry date is approaching).
- Check the timing/frequency details.
- Check record of last dosage given (to avoid double dosage).
- Measure out the prescribed dose.

- Check the child's name on the medicine again.
- Complete written record of dosage given, including date, time and signature.

Unless it is an emergency, any medication should be given in a situation where privacy and confidentiality may be maintained. If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

Staff involved with the administration of medicines should be alert to any excessive requests for medication by children or by parents on their behalf. In any cases of doubt advice may be obtained from the School Health Service.

Medicines must be brought to and collected from the office at the beginning and end of each day. If a child needs to take medication home at the end of an ASC session, it will be kept in the staff room fridge, or on the ASC register table, as appropriate.

The school takes no responsibility in sending medication home and will take action to ensure correct disposal of any medication in school after any expiry or dosage date has passed. The office staff will not accept medicines without a completed Pupil Medication Request form and will not hand medicines to children to take home. Parents are responsible for the disposal of medications.

The Medications Folder containing the Pupil Medication Requests will:

- Show the name of the child for who the medicines were supplied
- Give the name of medicine supplied
- Detail the time and amount to be administered each time
- Detail any other relevant information

Entries must:

- Be made in ink
- Be in chronological order and at the time the medicine was administered
- Show the name of the medication administered
- Show the date the medicine was administered
- Show the name of the person for whom the medication was prescribed
- Show the amount of medication administered
- All records for medicines administered to children are retained for as long as those children are pupils at the school

Epi-Pens and Inhalers

To enable children with a chronic illness to lead as normal and happy life as possible it may be necessary for them to take prescribed medicines during school hours - such as inhalers for asthma. Parents are asked to complete a Pupil Medical Administration Form (Appendix C) for their child at the beginning of each term when inhalers, etc. are returned to school. Parents are responsible for ensuring adequate supplies of medication are available in school and that the medicine is in date. These are considered to be part of our first aid provision; however, they must all be entered into the Medications Folder as above if used.

All staff are expected to familiarise themselves with the children in school who carry epi-pens. Training is given at least once every three years on how to administer such medications.

Details, including pictures of the children, of all serious medical conditions and allergies are available in the staffroom and displayed in the Office.

- All staff are expected to familiarise themselves with the location of epi-pens in school.
- All staff are expected to familiarise themselves with those children who use inhalers.
- Children with inhalers are expected to have been educated in their use by parents or carers.
- A Minimum of two Epi-Pens will be held by the school for each child who has been prescribed one. One will be kept in the classroom and taken with the child as they move around school or to activities within the

school grounds or outside. The second will be stored in the marked medicines cupboard in the school office (marked with a green first aid cross).

The school holds a general epi-pen and general inhaler in the medical room, which is available to us in the event of an emergency. Staff will only administer these in life threatening situations and where possible with parental consent. A form to record the usage will be available in the medical room cupboard. The form will include:

- Name and class of child
- Date and time of usage
- Dose administered and by whom
- Reason for administration
- A record that the parent/carer was informed
- Further actions taken
- A record that the inhaler/epipen was cleaned or disposed of (as appropriate)

If a child needs an inhaler to be taken to ASC, it will be stored safely in a locked cupboard in the Dining Hall. If a child has an epipen in school, it will be taken over to ASC, where it will also be stored safely.

For those children with serious allergies, we will ask parents/carers to complete an Individual Healthcare Plan (IHP) (Appendix D).

First Aid

First aid is covered by the separate First Aid policy.

Appendix A – Temporary Administration of Medicines Form

Appendix B – Record of Pupil Medication Administered in School

Appendix C – Pupil Medication Administration Record

Appendix D - Individual Healthcare Plan (IHP)

Appendix E - Record of Emergency Inhaler or Epipen Use

Other Linked Policies to Read:

Health and Safety Policy

First Aid Policy

Supporting Children with Medical Conditions

Children with Health Needs Who Can't come to School Policy



TEMPORARY ADMINISTRATION OF MEDICINE FORM

**Please complete this form and
email to the class teacher and
school office admin@busbridge-junior.surrey.sch.uk**

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

I give permission for the staff at Busbridge CofE Junior School to administer the following medicine to my child:

Description/Name of medicine.....

Dosage.....

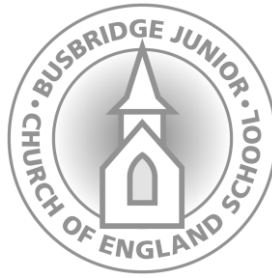
Date to start medication.....

Date to finish medication.....

Signed.....

Parent/Guardian

Date.....



PUPIL MEDICATION ADMINISTRATION : Parental permission slip

Parents/carers to please complete both pages of this form and email to the school office
(admin@busbridge-junior.surrey.sch.uk)

CHILD'S NAME.....

PARENT'S SURNAME, if different.....

HOME ADDRESS.....

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.....

CONDITION OR ILLNESS.....

Telephone:

Parent's Home:.....**Work:**.....

Mobile:.....

Doctor: NAME.....**LOCATION**.....

Tel:.....

Please tick the appropriate box:

My child will be responsible for the self-administration of medicines, as directed overleaf.

I agree to members of staff administering medicines/providing treatment to my child as directed overleaf.

I agree to update information about my child's medical needs held by the school.

I will ensure that the medicine held by the school has not exceeded its expiry date.

Name of parent/carer.....

Signed..... Date.....

Parent/Carer



Name of Medicine	Dose	Frequency/Times	Completion date of course, if known	Expiry date of medicine
Special Instructions:				
Allergies:				
Other prescribed medicines Child takes at home:				

NOTE:

Where possible the need for medicines to be administered at school should be avoided.

Parents are therefore requested to try to arrange the timing of doses accordingly.

Appendix D

Individual healthcare plan

Name of school/setting	Busbridge Junior School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities?*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

~/~/~

Appendix E - Record of Emergency Inhaler or EpiPen Use

USE OF EMERGENCY EPIPEN & INHALER - RECORD OF PUPIL MEDICATION ADMINISTERED IN SCHOOL

DATE & TIME	CHILD'S NAME & CLASS	MEDICATION ADMINISTERED	DOSAGE	NAME OF PERSON ADMINISTERING	REASON FOR ADMINISTRATION	PARENT/CARER INFORMED (TIME)	ANY OTHER ACTIONS	INHALER/EPIPEN CLEANED OR DISPOSED OF