



HEADLANDS PRIMARY SCHOOL
ADMINISTRATION OF MEDICINES

INTRODUCTION

This policy allows school staff to administer prescribed medicines to pupils.

Headlands Primary is committed to reducing the barriers to participation in activities and learning experiences for all children. This policy sets out the steps which the school will take to ensure full access to learning for all children who have medical needs and are able to attend Headlands. The policy reflects the City of York Local Authority guidance August 2015 Managing Medicines in York Schools, Early Years and Out of School settings.

Medicines should only be taken to 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.

The Headteacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so. **There is no legal duty which requires school staff to administer medication; this is purely a voluntary role.** If staff follow documented procedures, they are fully covered by their employer's public liability insurance.

Headlands will ensure that staff receive proper support and training where necessary. The headteacher or teacher in charge will decide when and how such training takes place, in their capacity as a line manager. The school will access support and training via the agreed City of York pathways outlined in City of York Local Authority guidance August 2015 Managing Medicines in York Schools, Early Years and Out of School settings.

All practices and procedures referred to in this document reflect the collaborative agreement reached between City of York Council Children's Services, Education and Skills, NHS trusts, Teaching Unions and UNISON. The policy is based on the DfE document Supporting Pupils with Medical Conditions in School September 2015.

1. Prescribed Medicines

Medicines should only be brought into school when essential. Where possible parents/carers are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours.

It is the responsibility of parents/carers to supply written information about the medication their child needs to take in school. Staff should check that any details provided by parents/carers are consistent with instructions on the container or on the consent form.

Medicines will not be accepted anywhere in school without prior agreement of the Headteacher/Head of Setting. Complete written and signed instructions from parent/carer are required.

Medicines must always be provided in the original container as dispensed by a pharmacist and handed directly to the School Office. Each item of medication must include the prescriber's instructions for administration. Medicines that have been taken out of the container as originally dispensed will not be accepted. Parental requests for changes to dosages will not be actioned without receiving a new supply

which is correctly labelled or a written request from the doctor. This will require an amendment to records.

Parents/carers or the child's doctor should provide the following details as a minimum:

- Name of child
- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Date of issue
- Expiry date
- Possible side-effects
- Storage details
- Other treatment

Surplus or out-of-date medication will be returned to parent/carers for safe disposal.

Parents/carers are responsible for collecting their child's medication at the end of the day if required at home, or making the necessary arrangements with out of school providers. Parents are responsible for ensuring that medicines are not out of date.

2. Controlled Drugs

The school agrees in principle to the administration of controlled drugs (eg methylphenidate), provided that the correct procedures are followed, as outlined in this policy and in accordance with the Misuse of Drugs Act.

The controlled drug will be kept in a locked non-portable container and only named staff will have access to it. A record will be kept for audit and safety purposes, as for other medication.

Misuse of a controlled drug, such as passing it to another child for use, is an offence. If this occurs the school will inform parents and, where necessary, the police.

3. Non-prescribed Medicines

Headlands discourages the use of non-prescribed medication and will **not** give non-prescription over the counter medicines.

4. Self-Management/Administration of Prescribed Medicines.

Headlands encourages children, where appropriate, to manage their own medication, under the supervision or with the knowledge of staff and following procedures laid out in their individual health care plan. This may include carrying their medication securely on their person, or collecting it from a central store. The safety of other pupils will always be considered. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Asthma inhalers

Early years and Foundation Stage, Key Stage 1

Asthma inhalers will be kept in the classroom. Regular users are responsible for collecting their inhaler from the class teacher for outdoor activities and hand back in at the end of the session.

Key Stage 2 and above

Children are encouraged to carry their own asthma inhalers, if appropriate.

School will not record when inhalers are used.

5. Short Term Medical Needs

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. In certain circumstances, eg completing a course of antibiotics, parents may apply to the Headteacher.

6. Long Term Medical Needs / Individual Health Care Plan

Where there are long-term medical needs requiring medication, an Individual Health Care Plan will be completed. Headlands will involve parents and other relevant parties such as:

- Headteacher or head of setting
- Child (if appropriate)
- Class Teacher/Form Tutor/Head of Year
- Staff who are nominated to administer medicines
- Staff who are trained in emergency procedures
- Specialist teacher for Physical Disability/Medical needs
- Health professionals (when appropriate and in line with local agreement).

In the case of long term medication, Headlands will agree with parents/carers how often they should jointly review the individual health care plan. This will be at least once a year, or when circumstances change.

In exceptional and/or complex cases, Emergency Treatment Plans will be initiated and written by health care professionals, then shared with schools and settings. The 'named' health professional will be contacted if an Emergency Treatment Plan has been actioned so that appropriate de-briefing can occur.

If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, this will be included in the individual health care plan.

7. Adrenaline auto-injector (AAI)

In line with DFE 2017 'Guidance on the use of adrenaline auto-injectors in schools', school may administer a 'spare' adrenaline auto-injector (AAI) obtained without prescription, for use in emergencies, if available, to a pupil at risk of anaphylaxis, where both authorisation and written parental consent for the use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

8. Dealing with medicines safely

8.1 Storage

Headlands will ensure that all emergency medicines such as asthma inhalers and adrenaline injector pens are readily available to children and easily accessible. Whenever possible children are encouraged to carry their own inhalers.

Medicines are stored in the original container in which it was dispensed. It is the responsibility of the parent to inform the office if the medicine requires refrigeration.

Medicines which need to be refrigerated are kept in a refrigerator in the main office. Non-refrigerated items will be placed in a cupboard in the main office.

Staff should be aware of the implications for safe storage of their own medicines.

8.2 Administration of Medicines

No child under 16 can be given medication by staff employed by the school or setting, without their parent/carer's written consent.

Staff giving medicines will routinely check

1. the child's name
2. prescribed dose
3. expiry date
4. written instructions provided by the prescriber.

8.3 Record Keeping

School will keep a record of prescribed medicines given to children and the staff involved. This is a legal requirement for early years settings. This will also apply to off-site activities eg residential trips etc.

A record will be kept of all medicines received, including quantity, even if they are not subsequently administered.

8.4 Refusing Medication

If a child refuses their medication, school staff will not force them to take it but will note it in the records. The school will provide parents/carers with details of when medication has been refused or has not been administered for any other reason, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

9. Sporting Activities

Headlands will ensure staff are aware if a child requires medication as a precautionary measure before taking part in PE or other physical activity, along with any emergency procedures. Inhalers will routinely be taken to PE (Outdoors only) or other physical activity. Risk assessments will be carried out if considered necessary.

If a child wears a MedicAlert ® (eg a bracelet or necklace to alert others to a specific medical condition in case of an emergency) it may be necessary to consider removing it temporarily in certain circumstances, if there is a risk that it could cause injury in games or practical activities. If temporary removal is agreed in the health care plan, staff will be aware of the significance of the MedicAlert ® and will keep it safe.

10. Educational Visits

Headlands is aware of its responsibilities under the Equalities Act and will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements are required.

Appropriate risk-assessments will be undertaken and agreed with the parent/carer. Arrangements for taking any necessary medicines will be considered. Staff will be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedures.

Concerns about a child's safety or the safety of others will be discussed with parents/carers and advice sought from the health visitor, school nurse or the child's GP.

10.1 Journeys abroad and exchange visits

If children are involved in journeys abroad, arrangements will be made to ensure that all receiving parties have a clear understanding of the child's medical needs. In some circumstances it may be necessary to provide translated documentation.

11. Home/school transport

If supervision is necessary whilst travelling on Local Authority transport, this will usually be identified in the child's Statement of Special Educational Needs/ Education Health Care Plan. Where appropriate and with parental agreement, individual health care plans will be shared with home-school transport escorts and respite care providers.

12. Disposal of Medicines

Parents/carers are responsible for disposing of medicines safely, including ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Parents/carers are requested to collect medicines held at the end of each term. A record will be made of all medicines returned to parents/carers.

If parents/carers do not collect all medicines, they will be taken to the local pharmacy for safe disposal. A record of disposal will be made.

13. Hygiene/Infection Control

All staff are aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medicines.

Staff will have access to protective, disposable gloves. Extra care will be taken when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment. A sharps container will be used for needles. Parents are responsible for its provision, collection and disposal.

14. Training

Headlands will ensure that staff receive proper support and training where necessary. The headteacher or teacher in charge will agree when and how such training takes place, in their capacity as a line manager.

Headlands will work within the CYC policy '*Managing Medicines in York Schools Early Years and Out of School Settings August 2015*' when responding to the needs of children with the following common conditions: Asthma, Epilepsy, Diabetes, Anaphylaxis

General awareness raising will cover:

- The employer's policy on administration of medicines
- Tasks staff should not undertake
- Understanding labels and other instructions
- Administration methods eg tablets, liquids, ointments, eye drops, inhalers etc
- Infection control measures
- Side effects or adverse reactions to medicines and medical procedures and how to report this
- Recording the administration or failure to administer eg if a child refuses medicines
- How and when to contact the child's parent, GP, nurse etc
- Safe storage of medicines
- Disposal of waste materials
- Awareness of policies on infectious diseases
- Awareness of policies on admitting children with or recovering from illnesses

Child specific training will be accessed by the setting.

Headteacher: Mrs Ruth Ellis

Chair of Governors: Rev Ron Smith

Date: 26.01.2026