

Medical Procedures Policy: Administration of Medication and Prescribed Supplements

June 2025

SECTION 1 – GENERAL MEDICATION

The following points will be considered in the first section of the policy:

1. Prescribed/non-prescribed Medication.
2. Prescribed enteral products.
3. Administration of Medication in School.
4. School/Emergency AAI Supply
5. School/Emergency Inhaler Supply
6. Emergency medications/procedures.
7. Storage and disposal of Medication in School.
8. Recording Procedures.
9. Transport of Medication to and from School.
10. Management of medication while offsite/residential visits.
11. Roles and responsibilities.

SECTION 2 – First Aid

1. Prescribed/non-prescribed Medication

Medicines should only be taken at school when essential; that is where it would be detrimental to the pupil's health if the medicine were not administered during the school day. If medication needs to be administered 3 times a day it is likely that all doses can be given at home. In order to identify medication needs of pupils within school, a medical information and consent form (Appendix 1) is sent out at the start of each academic year.

Parents can request that school staff administer prescribed medication by completing a medication permission document which includes all necessary information (Appendix 2). Medication will be given exactly as directed on the prescription label and school cannot accept any written or verbal change to the medication, differing from that of the prescription label; this information must come direct from the prescribing doctor. The Pharmacy should not alter the script on medication, they should always print a new one if changes are necessary.

School cannot accept inhalers, eye drops and other medication with a prescription label which only specifies "use as directed" and will ask parents to request that the pharmacy issues a prescription label which specifies the maximum dose and frequency.

If inhalers are to be used within school and kept at school these should be brought in within their original containers labelled by pharmacy with pupils name and dosage required on it and within date.

An agreement form for the administration of Asthma Reliever will then be completed by parent/carer. (Appendix 3)

Permission to administer prescribed medication via a phone call from a parent or carer is not accepted, however consent in a letter or message via the home-school's communication system for the first day of administration is acceptable. A medication permission document will be sent home for subsequent doses.

We are unable to grind or crush any tablets unless stated on the prescription label and a tablet can only be cut in half if it has a 'cut' line. Equally capsules cannot be opened unless pharmacy provides specific instructions to do so on the prescription label. Where a full tablet or medicine measure is not required, as per prescription, excess will be safely stored in an appropriate sealed container and returned to the parent for disposal and documented in the pupil's Medical File. School are unable to accept ½ tablets into school and cannot give medication that has already been cut.

Medication will always be checked by two members of staff. The second member of staff will then witness the administration of that medication to the pupil and countersign administration paperwork immediately after administration which is completed on Medical Tracker.

All medication should have been prescribed for a particular pupil by their General Practitioner or Paediatric Consultant. Medication should be in the unopened/sealed container in which it was originally dispensed, clearly labelled (on both the box and bottle/container) with the name of the child, name and dose of medication and the date dispensed.

Non prescribed medication is not to be given, unless a signed letter is received from the parent. This is done by parent/carer completing an e-form which will be sent to them via school communication (classdojo) (Appendix 4). First Aiders may administer paracetamol or parents can supply non-prescribed paracetamol which can be administered to their child by completing a medical consent form. Non-prescribed paracetamol will not be administered for more than 3 consecutive days, without seeking GP advice. Paracetamol supplied by parents should be labelled with the child's details. If parents request paracetamol is to remain in school for potential future requirement, it will be locked in the medicine cupboard within the school office area. Prior to administering any pupil's paracetamol for minor ailments, without prior instruction from parents, staff will contact parents/carers to ensure that the maximum dose in 24 hours has not been exceeded and to ascertain the time of a previous dose to ensure adequate time has passed. Parents will be notified

via telephone, completion of a form of the time and dose administered will be completed on Medical Tracker and parents sent notification.

Other non-prescription medication that school staff are able to administer, following completion of a medication permission care plan, may include topical creams for skin complaints. Preventative creams, such as those used during intimate care procedures may be used over long periods of time. If however, with any non-prescription creams and medicines, staff feel that they are being used to treat an ongoing condition then they may recommend parents seek medical advice.

Staff are unable to administer any medication containing aspirin unless it has been prescribed by a doctor.

Once opened bottles of medication can only be kept for 90 days, unless stated otherwise on the packaging, and disposed of due to infection control purposes.

2. Administration of Medication in School

Medication should be administered by a First Aider/Teacher who knows that pupil and has received the relevant training.

When giving medication staff should:

- Check the pupil's name against the name on the label of the medicine bottle/packet.
- Check the name of medication, date prescribed, strength and expiry date.
- Check the dosage, against prescription label and Care Plan.
- Check the medication is given at the right time and route, as per the pupil's Care Plan and prescription label.
- Medication should be checked by two members of staff before administration.
- Administer medication in accordance with the protocol, following the instructions exactly.
- When medication is given orally, observe until it has been swallowed.
- Staff administering non-oral medication must be trained by an appropriate health professional. This includes via gastrostomies and emergency medication. Some medications, e.g. insulin and paraldehyde will only be administered following specific, competency training.
- Medication should only be given to the person it is prescribed for.
- Any concerns about the medication needing to be administered should be checked with the parent/carer. If, for any reason, the medication is not given, parents should be informed.
- If a pupil is refusing to take their medication, parents should be contacted immediately.
- If staff are unhappy about administering medication for any reason, they should consult with a member of the Leadership Team.
- Any redundant or surplus medication should be returned home. All medication will be sent home over the Summer, Easter and Christmas holidays.

3. School/Emergency Adrenaline Auto-Injector

School supply of autoinjectors will be stored in a locked cupboard with administration documentation and a register of pupils who have a prescribed AAI. If the school held AAI is required, a First Aider will be called to support. Only staff who have received AAI training will administer, unless instructed by a Paramedic/Health professional. The AAI will only be administered to pupils who have a diagnosis of an allergy, have their own AAI and permission from a parent/carers has been received, unless informed by a Paramedic/Health professional. The school's medical procedure will be followed and an ambulance called, as the pupil will require hospitalisation following the administering of an AAI. Parents/carers will be informed immediately.

4. School/Emergency Inhaler Supply

School inhaler and spacer supplies will be stored in a locked cupboard with administration documentation and a register of pupils who have been diagnosed with asthma or have a prescribed a reliever inhaler. Staff who have received Asthma training will administer the inhaler, unless advised by a medical professional. Permission for the use of the emergency will have been gained from parents/carers and a record of administration will be completed. The school's medical procedure will be followed and parents/carers will be informed if the emergency inhaler has been administered.

5. Emergency medications/procedures

All pupils with prescribed emergency medication in school will have an individual corresponding protocol that has been completed by the pupil's Consultant, GP and/or the Specialist Nurse. Alongside the protocol generated by their medical professional, there are additional Care Plans to be completed by parents that provide school staff with additional information surrounding the child's condition and management in an emergency. A copy of the pupil's protocol and Care Plan will be kept in their Medical File and emergency bum-bag, to ensure that medication can be administered promptly.

6. Storage and disposal of Medication in School

All non-emergency medication, including controlled drugs, should be kept in the locked medical cabinet in the office area. If medication needs to be refrigerated, it must be kept in a designated, medication fridge. Tablet medication will be stored in the locked cupboard inside a clear plastic zip wallet with the pupil's name on to ensure all blister packets are kept together, inside the prescriptive packaging. Emergency medication including inhalers, insulin or glucose, injectable adrenalin and rescue medication should be kept accessible for the relevant pupil at all times, along with the accompanying protocols. When the pupil is not in school, emergency medication will be kept in the locked safe/cupboard.

All medication **MUST** be provided in its original packaging with the prescription label present and the medication information leaflet available. The exception to this is insulin, which must still be in date and provided with instruction, but will generally be transported inside an insulin pen or pump rather than in its original prescription box.

Pre-loaded dose emergency medications such as buccal midazolam must also be individually labelled by the pharmacy. If the syringes are not individually labelled the medication must remain complete in its original packaging with the prescription label present. However, it is important to note that best practice is for individual labelling where possible. Emergency medication/bum bags should be carried by appropriately trained adults who are aware of what they are carrying, and not by pupils.

Pupils who have AAls should always have 2 with them at all times. AAI's may not have individual labels, however the outer box containing them will be labelled. The box with the label/prescription must be kept with the AAls at all times.

School staff should not dispose of medicines. Parents and carers are responsible for ensuring that date expired or unrequired medications are returned to the pharmacy for safe disposal. Sharps containers should always be used for the safe disposal of needles and other sharps. Where possible these should be provided by parents/carers as part of the equipment required to meet the needs of the child.

7. Recording Procedure

Pupils requiring medication, parents would have completed relevant paperwork, this is then scanned and recorded on Medical Tracker. All administration of medicines is record on medical Tracker.

8. Transport of Medication to and from School

Medication is transported with the pupils in their school bag. School staff and parents will inform transport staff if the child's bag contains medication and it will be supervised by a supporting adult. When medication arrives in school, it will be handed to an adult and be placed immediately into the locked medicine cabinet in Office area or, if it requires refrigeration in the designated fridge.

9. Management of medication while offsite/residential visits

If medication is required during an off-site day trip, then it must remain complete in its original packaging along with a copy of the administrative paperwork. Pupils requiring medication will be identified on their 'Supporting Document', which accompanies the class risk assessment and is taken on all off-site visits. Medication required during off-site visits will remain with an appropriate member of staff at all times.

If medication is required during a residential visit parents/carers are asked to send all medication information to school at least 48 hours before the visit, along with relevant completed paperwork, so that we can ensure systems are in place for administration. The medication will be stored in a locked safe/cupboard until the day of the residential. Two named members of staff will be responsible for the overseeing of medication and its administration for all pupils. These staff will check and sign that all medication has been administered from a master timetable and using the correct administration records. Medication will be returned after the visit via the usual transport of medication procedure. Any issues with regard to medical needs will form part of the Risk Assessment completed for overnight stays.

10. Roles and responsibilities

On the school site this will generally be the designated members of class staff for administering regular medication but this may be any trained First Aider for emergency medication. Staff member that has signed the medicine into school will be responsible for ensuring that medication has been administered, usually one of the office team. For non-prescribed medication a First Aider or Class Teacher will make the decision to administer in consultation with parents and carers.

Commented [PH1]: This needs adjusting

The First Aid Lead will monitor the expiry dates of medication and will contact parents/carers if further supplies are needed and notify staff in each classroom.

SECTION 2 - FIRST AID:

Refer to School's First Aid Policy.

Monitoring, Evaluation and Review:

This policy undergoes a review annually by Full Governing Body from the date of this document.

Reviewed: June 2025

Next Review: June 2026

Appendix1

Willow Primary Academy

Medical information and Consent form



Willow Primary Academy
Evenlode Road, Tuffley, Gloucester, GL4 0JY
Tel: 01452 526442
Email: admin@willow.sandmat.uk
Website: willow.sandmat.uk

SURNAME:

FORENAMES:

D.O.B:

NAME OF FAMILY DOCTOR:

ADDRESS OF FAMILY DOCTOR:

TEL. FAMILY DOCTOR:

NAME OF PAEDIATRICIAN (if applicable):

Please delete YES/NO for consent to following treatments being administered by qualified school staff:

Medical Treatment and First Aid: YES / NO
To administer paracetamol/antihistamine if needed, with verbal consent on the day to do so:
YES/NO

(in extreme emergencies an ambulance will be called)
I hereby consent that my child be treated as indicated above:

Signed:Parent/Guardian Date:

Medical diagnosis:

Please indicate if your child suffers from

Epilepsy: YES / NO

Allergies YES / NO

Asthma YES / NO



Willow Primary Academy
Evenlode Road, Tuffley, Gloucester, GL4 0JY
Tel: 01452 526442
Email: admin@willow.sandmat.uk
Website: willow.sandmat.uk

Other YES/NO – please inform:

Does your child need regular prescribed medication to be administered in school? YES / NO

Does your child need regular unprescribed medication to be administered in school? YES / NO

Is your child taking regular medication at home? YES / NO
Please complete the attached form.

If you answer 'yes' to any of the above questions further forms will be sent to you to complete.

I consent to any emergency treatment necessary. I therefore, authorise the school staff to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary; provided that the delay required to obtain signature might be considered, in the opinion of the Doctor or Surgeon concerned, likely to endanger my child's health or safety. Parents will always be contacted, at the time of any emergency.

Signed: Parent/Guardian Date:

Appendix 2

Willow Primary Academy – Parental Agreement for school to administer medicine

Please complete and sign this form to give permission for Willow Primary Academy to give your child medicine. Medicine will not be administered without the appropriate consent

Date for review to be initiated by

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine

(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details



Willow Primary Academy
Evenlode Road, Tuffley, Gloucester, GL4 0JY
Tel: 01452 526442
Email: admin@willow.sandmat.uk
Website: willow.sandmat.uk

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Willow Primary Academy staff administering medicine in accordance with the school policy. I will inform Willow Primary Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix 3.

Agreement for the Administration of Asthma Reliever

Name:



Willow Primary Academy
Evenlode Road, Tuffley, Gloucester, GL4 0JY
Tel: 01452 526442
Email: admin@willow.sandmat.uk
Website: willow.sandmat.uk

School/ Early years setting:

DOB: Year / Group:

Address

.....

.....

Telephone: GP:

Known Allergies:

..... •

The Reliever inhaler shall be kept in a safe, accessible place agreed between staff and parents

- A spare Reliever inhaler and spacer (where prescribed) is provided by parents and storage noted.
- Volunteer staff shall be trained in the management of Asthma - one person to be available at all times.
- Parents/carers are responsible for maintaining the Inhalers/ washing the spacer and ensuring reliever treatments in date I give our consent for employees to administer an Asthma reliever and act as laid out in the action plan in the event of an emergency

Parent/Carer Name: (print) Signed:..... Date:

.....

I give my approval for volunteer employees to administer Asthma relievers and act as laid out in the action plan in the event of an emergency

Head Teacher/ Centre Manager Name:

(print) Signed:..... Date:

Appendix 4

Paracetamol/Antihistamine Administration Consent Form

Paracetamol and Antihistamine is the only medicine that the school keeps for general use. For a child to be given the medicine, written permission is needed in advance to be held on file at school and then verbal permission



Willow Primary Academy
Evenlode Road, Tuffley, Gloucester, GL4 0JY
Tel: 01452 526442
Email: admin@willow.sandmat.uk
Website: willow.sandmat.uk

obtained on the day. All doses will be recorded on medical tracker and notification sent via email of the dose and time of administration. Other than paracetamol and antihistamine the school does not keep any other medicines for general use. Should your child be unwell at school and you would wish an authorised member of staff to be able to administer paracetamol or antihistamine to your child, please fill in this form. Paracetamol will only be administered to pupils for maximum of 3 consecutive days only, if longer is required we will ask you to seek your GP. Parents can provide the school with their paracetamol/antihistamine if required will only accept in original containers and only kept for maximum of 90 days if opened. Then medicine will then be returned to parents or disposed off.

1. Child's full name

2. Child's Class

3. Parent's / guardian's full name Yes No

4. Do you consent for your child to be given paracetamol if considered necessary during the school day?

Yes No

Do you consent for your child to be given an antihistamine if considered necessary during the school day?