





SCHOOL POLICY AND GUIDELINES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL AND SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Date Reviewed	26 th February 2025
Signed Headteacher	
Signed Chair of Finance, Facilities & Personnel	
Date Revised	Spring Term 2027

Rationale

We want all our pupils to be happy, safe, fit and well and able to attend school every day. In order to achieve this, a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care. School has a statutory duty to make arrangements to properly support pupils at school with medical conditions so they can have full access to education including school trips and physical education.

Policy implementation to support pupils with medical conditions

Miss Anna Pendleton is the named member of the Senior Leadership Team with overall responsibility for policy implementation. Duties within this Policy will be implemented by all members of the Senior Leadership Team. Duties include a commitment to ensuring staff are suitably trained, and aware of the child's condition as well as monitoring individual healthcare plans. Ensuring supply teachers are briefed and risk assessments for visits make appropriate arrangements.

(to be read in conjunction with DfE December 2015 statutory guidance Supporting pupils at school with medical conditions)

POLICY IMPLEMENTATION FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL

This policy is monitored by Miss Anna Pendleton, Headteacher

a) **Medical Equipment:**

It is the responsibility of the First Aid co-ordinator, Susan Hill, to ensure first aid equipment is maintained and in good order. Stocks are checked and replenished regularly by Susan Hill through liaison with the school office manager. All supplies are ordered in accordance with Birmingham City Council.

b) **Storage, administration and handling of Medicines:**

For safety reasons, all medicines with the exception of children's asthmatic inhalers are stored centrally in the Community Kitchen and are handled by adults only. Parents are asked to deliver any medication to school via the school office and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines which are prescribed four times a day, with parental authorisation and are appropriately named are allowed in school. Other medication can be given under exceptional circumstances with authorisation from the Headteacher.

c) **Timing of Administration of Medicines:**

Medicines should normally be given at lunchtime to ensure minimum disruption to the school day.

d) **Parental Authorisation Forms:**

Before medication can be given in school, parents must complete the appropriate authorisation for administering prescribed medicines in school form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office and must be signed by an adult with parental responsibility and the Headteacher (or Deputy Headteacher in her absence).

All forms must be checked by authorised First Aid staff on a regular basis to ensure accuracy of information and expiry dates of medicines.

e) **Medicine Administration:**

The dispensing of medication in school is at the discretion of the Headteacher. All prescribed medication should be given as per national guidance (reflected in this policy). The child's name must be clearly stated on the prescription bottle. A member of staff named on the medicine form will administer oral medicine to children. A School Medicine Record form is completed giving the date, time, and the amount of medicine that is administered and by whom. Key Stage 1 children with asthma may administer their own medication under supervision of the class teacher or teaching assistant. In line with advice issued in May 2017 by The Education Safeguarding Advisor at Birmingham Safeguarding Board, over the counter medication can be administered at the discretion of the Headteacher providing a parent makes a request in writing, the request is to address an acute health issue and the parent supplies over the counter medication for their child only. Only original, in date, medicine bottles will be accepted and the requested dose and frequency must be clearly stated by the parent and consistent in line with the dosage permitted on the bottle. Storage of such medicines and recording of administration will be consistent with the system in place for prescribed medicines.

Use of an emergency inhaler (to be read in conjunction with the Department of Health, March 2015 guidance)

In line with the Department of Health, March 2015 non-statutory guidance on use of emergency salbutamol inhalers, schools have the discretion to administer a school inhaler to a child if the child's prescribed inhaler is not available.

A school inhaler would only be administered if:

- The child was on the register of children diagnosed with asthma
- There is written parental consent for use of the emergency inhaler

- The inhaler is administered by an appropriate member of staff
- A record of the use of the emergency inhaler is kept

The school can obtain and replace emergency inhalers and spacers from a pharmacist or doctor, without a prescription, following the DfE guidelines. It must be stored in a safe and suitably central area, accessible at all times, out of reach and sight of children, but not locked. Susan Hill is responsible for checking, cleaning and replacing supplies, as with other medicines.

Use of an emergency Epi-Pen

A school Epi-Pen would only be administered in an emergency if:

- The child was on the register for having an allergic reaction
- There is written parental consent for use of the emergency Epi-Pen
- The Epi-Pen is administered by an appropriate member of staff
- A record of the use of the emergency Epi-Pen is kept

The school can obtain and replace emergency inhalers and spacers from a pharmacist or doctor, without a prescription, following the DfE guidelines. It must be stored in a safe and suitably central area, accessible at all times, out of reach and sight of children, but not locked. Susan Hill is responsible for checking, cleaning and replacing supplies, as with other medicines.

f) **Non-prescribed Medicines:**

Medicines that are not prescribed such as cough lozenges etc. will **NOT** be administered and are **NOT** to be brought to school.

g) **Administration of Antibiotics:**

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of three times per day is usually taken at home before school, after school and at bedtime.

h) **Monitoring of Administration of Medicines:**

When a child receives medication in school, details are to be recorded on the appropriate Daily Medical Record which is located in the staffroom stock cupboard. All medication including creams will be kept in the Community Room kitchen or medicines in the fridge. Creams will be administered by the child themselves under the supervision of a First Aider.

i) **Qualified First Aid Staff:**

First Aid staff must hold the appropriate up-to-date Health and Safety at Work Certificate and should attend renewal courses as necessary. The current list of qualified Paediatric First Aiders is displayed on the staff noticeboard by the school office. Natalie Taylor is our named First Aider in the workplace.

j) **Educational Visits:**

A portable First-Aid kit and individual pupil's medicines must be taken on Education Visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff, a paediatric first aider, (see Educational Visits Policy and relevant authorised Risk Assessments for each visit).

In line with DfE December 2015 a paediatric trained First Aider will accompany every trip whilst ensuring there is still one present at school at all times.

