



<b>Document Control</b>	
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## Administering Medicines

### Contents

#### Section Number

- 1      Policy Statement
- 2      Key Personnel
- 2      Procedures - Non-prescribed medication
  - Prescribed medicines (occasional use)
  - Prescribed medicines (as and when or regular use)
- 3      - Record keeping
- 4      - Refusing medication
- 4      - Educational Visits and Activities Offsite
- 4      - Storage of Medication
- 5      - Disposal of medication
- 5      - Staff Medication
- 5      - Legislation

#### **Policy statement**

Most pupils will at some time have a medical condition that may affect their participation in normal school life. This may either be a short term condition which is quickly resolved or a long term condition with pupils having medical needs that limit their access to education. At Rowan Preparatory School we aim to work with the parents to provide measures to minimise the impact of medical difficulties on the child's school life.

Parents or guardians have prime responsibility for their child's health and should provide the school with information about their child's medical conditions. Whilst there is no legal duty requiring staff to administer medicines or supervise pupils taking their medicines, we will endeavour to accommodate pupils' medical needs in close cooperation with the parents. Thus, while it is not our policy to care for sick pupils, who should be at home until they are well enough to return to school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for a pupil's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given at school. If a child has not had a medication before it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect. Parents are also welcome to make arrangements with the school to come into school to administer medication to their child themselves during the school day. No pupil may self-administer medication.

The aims of this policy are to ensure:

- the school assist parents in providing medical care for their children
- staff and pupils are educated in respect of special medical needs
- training is arranged for staff who volunteer to support individual pupils with special medical needs as appropriate
- there is appropriate liaison with the medical services as necessary
- relevant national guidance in relation to medication in schools is adopted and implemented
- the responsibilities for the administration of medicines are set out clearly

This document was drawn up in conjunction with Guidance from Managing Medicines in Schools and Early Years Settings (*Department for Education and Skills / Department of Health*). In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the school offices. It should be read in conjunction with the following documents: First Aid, Accident Reporting and Medication; Educational Visits and Activities Off Site.

Rowan Preparatory School is fully committed to ensuring that the application of this *First Aid, Accident Reporting and Medication* policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Rowan Preparatory School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

### **Key Personnel**

The school secretary, Mrs Ayesha Strachan is responsible for the correct administration of medication to pupils at Rowan Hill.

The school secretary, Mrs Wendy Incledon is responsible for the correct administration of medication to children for pupils at Rowan Brae.

The school administrators, Mrs Sarah Pietzsch and Ms Zoe Tucker can also be responsible for the correct administration of medication to children for pupils at both Rowan Hill and Brae in the absences of Mrs Strachan or Mrs Incledon.

The role of these key personnel includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. They are also responsible for ensuring medicines are handed back to the parent at the end of the day.

In the absence of these persons, a qualified First Aider may administer the medication, with the class teacher/key person in attendance if appropriate.

### **Procedures**

#### **a. Non-prescribed medication**

Rowan Preparatory School has designated staff (see Key Personnel above) who, with a parent's written consent, will administer non-prescription medication to pupils.

All administering of non-prescription medication must be recorded in the site's *First Aid note book*. The records indicate the following:

- Date and time medication administered
- Full name of pupil
- Dose of medication

- Signature and name of person administering the medication.

**b. Prescribed medicines (occasional use)**

Rowan Preparatory School has designated staff (see Key Personnel above) who, with a parent's written consent, will administer prescribed medicines that have been supplied by a registered doctor, dentist, nurse or pharmacist prescriber.

The medicines must be provided in the original container (as dispensed by the pharmacist), clearly labeled with the pupil's name and include prescriber's instructions for administration.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. Where medication needs to be administered via the rectum (eg rectal diazepam) two members of staff will be present and both will sign the Medicines in School register.

No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their teacher/key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

*Please note that Rowan Preparatory School will NOT accept medicines that have been removed from their original container nor make changes to dosage on parental instruction.*

**c. Prescribed medicines (as and when or regular use)**

Rowan Preparatory School has designated staff (see Key Personnel above) who, with a parent's written consent, will administer, on an 'as and when' or regular basis, prescribed medicines that have been supplied by a registered doctor, dentist, nurse or pharmacist prescriber.

For conditions where prescribed medication must be kept at school to administer on an as and when required basis, or on a regular basis, key personnel are responsible for:

- ensuring that written parental permission is in place
- ensuring that there is an appropriate entry made in the Medicines in School register each time the medicine is administered (including the parental signature at the end of the day)
- ensuring that the medication is stored appropriately with the pupil's name clearly visible
- checking that any medication held is in date
- returning any out-of-date medication back to the parent
- ensuring that medication is collected by the parent at the end of each term

For pupils who have long term medical conditions and who may require on ongoing medication the following procedures are in place:

- A risk assessment is carried out for each pupil with a long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person/class teacher. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to the risk assessment. They will be shown around the school, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual pupil's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the advice of the pupil's GP's is sought if necessary where there are concerns.

- A health care plan for the pupil is drawn up with the parent; outlining the role of key personnel and what information must be shared with other staff who care for their child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

#### **d. Record keeping**

Parents must always give prior written permission for the administration of all medication and clear records are maintained of all prescribed medications brought into the school in a Medicines in School Register. Entries to this are made in ink in chronological order. It is kept in the school office at the Hill and the school office at the Brae. It is in an approved format and entries are kept for three years after the pupil in question has left.

Medicines in School register entries:

- are made at the time medication is received and dispensed
- show the full name and date of birth of the pupil for whom the medicines were supplied
- show the name and address and signature of the person handing over the medication
- show the name of the person who accepted the medication
- show the date the medicine was obtained or supplied
- give the name of medicine supplied
- detail the quantity and form (e.g. liquids, capsules) in which the medication is supplied
- detail the dosage to be administered each time
- details the amount left each time
- notes any special instructions for storing the medication (e.g. in the fridge)
- notes the expiry date of the medication
- notes the name of the person who prescribed it

Each entry in the register will be signed and dated by the parent/guardian when they collect the pupil at the end of the session/day. This acknowledges the administration of a medicine.

#### **e. Refusing medication**

If a pupil refuses to take any medication, the school may not force them to take it. The school will inform the parents as soon as possible if this occurs.

#### **f. Educational Visits and Activities Offsite**

Rowan Preparatory School tries to encourage all pupils with medical needs to participate in educational visits and activities off site where safety permits.

Staff supervising pupils on school trips are made aware of any medical needs during the visit briefing and a First Aider will advise on any special precautions or emergency procedures that may be required. If a pupil with a long term medical condition is part of the trip, the staff will take note of the general risk assessment in place for the pupil. A First Aid kit is provided by the school for all trips and all EYFS trips will be accompanied by a First Aider who has the necessary Paediatric First Aid training. Medicines are only administered on school trips by experienced members of staff following written instructions.

Medication for a pupil is taken in a sealed plastic box clearly labelled with the pupil's name and name of the medication. Inside the box is a copy of the consent form and a card to record when medication has been given, with the details as given above. On returning to school the card is stapled to the medicine record book and the parent

signs it. If a pupil on medication has to be taken to hospital, the pupil's medication is taken in a sealed plastic box clearly labelled with the pupil's name and name of the medication. Inside the box is a copy of the consent form signed by the parent.

As a general precaution, pupils should not eat or have medicine administered when travelling in vehicles.

**g. Storage of medication**

Pupil's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the pupils. All medication is stored safely in a locked cupboard or refrigerator. Certain medication such as asthma inhalers and EpiPens are NOT locked away and are readily available to staff as per individual care plans.

Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

**h. Disposal of medication**

School staff will not dispose of any medication. Parents are required to collect any medication held at school at the end of each year and are responsible for the disposal of expired medication.

**i. Staff Medication**

Staff must seek medical advice if they are taking medication which may affect their ability to care for children and any staff medication must be securely stored at all times.

**j. Legislation**

The procedures in this section have regard to the *National Pastoral Practitioners Organisation* and are in accordance with the *Medicines Standard of the National Service Framework for Children*. Rowan Preparatory School understands that failing to comply with them could make the school and staff both civilly and criminally liable.

Rowan Preparatory School recognises its responsibility to adhere to the following areas of legislation:

*The Medicines Act 1968*

*The misuse of Drugs Act 1971*

*The controlled Drugs (Penalties) Act 1985*

*The Health and Safety at Work act 1974*

*Management of Health and Safety at Work Act 1999*

*Control of Substances Harmful to Health Regulations 2002*

*The Education (School Premises) Regulations 1999*

*The Education (ISS) (England) Regulations 2003*

*Part 4, The Disability Discrimination Act as amended by the SEN and Disability Act of 2001.*

*First Aid Regulations and RIDDOR*

This document is reviewed annually by the Appointed Person for First Aid and the Educational Visits Coordinator, or as events or legislation change requires.



### Medicines in school register

Completed forms are held in a register in the school office

Pupil for whom the medication is supplied		Person handing over the medication			Name of person accepting the medication
Full name	Date of birth	Name	Address	Signature	
Information about the medication					
Name of medicine supplied	Date the medicine was obtained	Name of the person who prescribed it	The <u>quantity</u> and form (eg liquids, capsules) of the medication supplied	Special instructions for storing the medication	Expiry date of the medication
Information about the dosage					
Dosage to be administered			Time(s) that the dosage should be administered		

<b>Log no:</b>					
<b>Information about administration of medication</b>					
Date	Time	Dosage	Name of person administering medication	Signature	Detail the amount left each time

NB When medication is collected you must **strike through any row not used** in administration of medication table above.

<b>Person collecting the medication</b>			
<b>Date collected</b>	<b>Time collected</b>	<b>Name</b>	<b>Signature</b>

**Log no:**