



**St Helens Primary School**

# **Administration of Medicines Policy**

Reviewed by: FGB

On: July 2025

Next review due: July 2026

Chair of Governors: Matthew Searle

Signatures:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned below the 'Signatures:' text.



## **ST HELENS PRIMARY SCHOOL**

### **ADMINISTRATION OF MEDICINES POLICY**

#### **1 Policy Statement**

St Helens Primary School will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines.

Responsibility for all administration of medicines at St Helens Primary School is held by the Head teacher.

It is our policy to ensure that all medical information will be treated confidentially by the all Staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

#### **2 Aims & Objectives**

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - Prescribed medicines
  - Non-prescribed medicines
  - Maintenance drugs
  - Emergency medicine
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid safe management and administration of medicines.

### **3 Administration**

The administration of medicines is the overall responsibility of the parents. The Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

#### **3.1 Routine Administration**

##### **(a) Prescribed Medicines**

- It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents.

##### **(b) Non-Prescribed Medicines**

- It is our general policy **not** to take responsibility for the administration of non-prescribed medicines (e.g. Calpol or cough mixtures provided by parents) as this responsibility rests with the parents.
- On occasions when children require Paracetamol it is our policy to administer, providing that written consent from the parents has been received in advance and administration is in accordance with the guidance provided in the *Health Guidance for Schools* document.
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the Headteacher who may decide to administer under certain miscellaneous or exceptional circumstances.

##### **(c) Maintenance Drugs**

- It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a Health Care Plan will be written for the child concerned.

#### **3.2 Non-Routine Administration**

##### **(a) Emergency Medicine**

- It is our policy (where appropriate) to manage the administration of emergency medicines such as:
  - Injections of adrenaline for acute allergic reactions;
  - Injections of Glucagon for diabetic hypoglycemia.

- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

#### **4 Procedure for Administration**

When deciding upon administration of medicine needs for children we will discuss this with the parents/carers concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an “Administration of Medicines/Treatment” consent form completed by the parent and kept on file. (See Appendix 1)

Individual Health Care Plans will be completed for the children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a “Record of Prescribed Medicines” sheet (see Appendix 2) will be completed each time the medicine is administered and this will be kept in the red folder in the First Aid area in the foyer.

If a child refuses to take medication the parents will be informed at the earliest available opportunity.

#### **5 Contacting Emergency services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

#### **6 Medical Accommodation**

The School Office or Headteachers’s office will be used for medicine administration/treatment purposes. The rooms will be made available when required.

#### **7 Training**

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A “Staff Training Record” sheet will be completed to document the level of training undertaken.

Such training will form part of the overall Health and Safety Training Plan and refresher training will be scheduled at appropriate intervals.

## **8 Storage**

The storage of medicines is the overall responsibility of the Head teacher who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine is dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

## **9 Disposal**

It is not the responsibility of St Helens Primary School to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

“Sharps boxes” will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Appendices 1 and 2 are available from the main office.

## **Appendix 1**

### **St Helens Primary School**

Request for Prescribed Medicine to be administered

\_\_\_\_\_ is considered fit to attend school but requires the following prescribed medicine to be administered during school hours.

Name of medicine\_\_\_\_\_

Dosage\_\_\_\_\_ at (time)\_\_\_\_\_

Storage advice (fridge)\_\_\_\_\_

Signed\_\_\_\_\_ Date\_\_\_\_\_

## Appendix 2

Please fill in table below every time you administer medicine to a child. Ensure it is countersigned by a colleague (please do not sign on their behalf).

[illegible]