



**The  
Lloyd Williamson  
Schools Foundation**

**Administration of  
Medication  
Policy**

**2021-2022**

## **Administration of Medicines Policy**

### **Introduction**

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

### **Aims of this policy**

- To explain our procedures for managing prescription medicines which may need to be taken during the school day
- To explain our procedures for managing prescription medicines on school trips
- To outline the roles and responsibilities for the administration of prescription medicines

### **Legal requirements**

There is no legal duty that requires any member of school staff to administer medicines.

Prescribed Medicine for short-term conditions Prescribed medicine will only be given by School Staff for pupils with long term medical conditions that require medication during the school hours to manage their condition/s and keep them well. Staff should not provide medication without training and this is not possible for short term episodes of illness. Prescribed medicine for pupils with long term medical conditions will still only be administered at school when it is detrimental to a child's health or school attendance to do so. Every attempt where clinically possible should be made for the medications to be provide by parents / carers at home. A doctor, dentist, nurse prescriber or pharmacist prescriber must prescribe all medications. Medicines will only be accepted in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The prescriber's instructions would need to state times within the pupil's working day at school.

### **Children with Asthma**

Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration. It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

## **Storage of Medicines**

All medicines should be delivered to the school office by the parent or carer. In no circumstances should medicines be left in a child's possession. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Those children requiring an adrenalin pen will have one stored in their classroom and a second emergency pen stored in the School office, must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the classroom or First Aid box. Children may carry their own inhalers, where appropriate.

## **Disposal of Medicines**

Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines before expiry and replace with a new prescription where applicable. A letter, text or e-mail will be sent home to parents when staff notes a medicine is about to expire, wherever possible.

## **Trips and Outings**

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The school visit co-ordinator will be responsible for tabulating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication. Roles and responsibilities of parents/carers as outlined below will apply.

## **Refusal of medicines**

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

## **Record Keeping**

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- Name of the child
- Name of the medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date

A parental agreement form must be completed and signed by the parent, before medicines can be administered. At the time of administering medicines, the member of staff must complete the medicines record sheet. No medication should be given unless a second adult has checked it.

### **Children with Long Term Medical needs**

It is important that the school has sufficient information about the medical condition of any child with long term medical needs. A health care plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

Confidentiality the head and staff should always treat medical information confidentially. The head should agree with the child/parent who else should have access to records and other information about a child.

### **Staff Training**

Training opportunities are identified for staff with responsibilities for administering medicines.

**Updated November 2021**

**Lucy Meyer**  
*Co-Principal*

**Aaron Williams**  
*Co-Principal*