



# **Administration of Medicines Policy**

COTTERIDGE PRIMARY SCHOOL

Cotteridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Date of Review: November 2023**

**Date of Next Review: November 2025**

**Biennial in November**

PURPOSE: This policy sets out the circumstances in which we may administer medicines within school, and the procedures that we will follow

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### **Appendix 1 –**

Consent Form-*Medical form* (Children new to school (Nursery/Reception/In year transfer) or new diagnosis)

### **Appendix 2 –**

Consent form: *Consent form to Administer Medicines on School site and off-site activities* (On receipt of medicines to be administered in school)

### **Appendix 3 –**

Annual letter to parents (re medicines in school and medical needs update)

### **Appendix 4-**

Letter to parents in Year 6 for duplicate inhaler

## 1. Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. This policy has been written to give guidance on the administration of medicine to children with medical conditions. Ultimately, the decision as to whether it is appropriate to administer medicine in school rests with the Headteacher or his representatives, which comprise the Pastoral Manager or a member of the Senior Leadership team.

**There is no legal duty that requires schools and staff to administer medication: this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances.**

## 2. Prescription Medication

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bed time. In the event that they are administered in school, **medication must be given to the school office and must be brought into school by the parent/carer who will complete a *Consent form to Administer Medicines on School site and off-site activities* (Appendix 2).** Medicines should always be provided in the original container, as dispensed by a pharmacist, in date and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but may be available to school inside an insulin pen or a pump, rather than in its original container. Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction. If medication is for a short-term condition, any remaining medication must be collected from the office by a parent or carer at the end of the school day. A *Consent form to Administer Medicines on School site and off-site activities* (Appendix 2) must be completed and signed by the parent / carer. No medication will be given without the parent's written consent.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

All medicines are kept in the main School Office. Epi-pens, inhalers and skin creams are kept in the medical box in each classroom.

## 3. Long Term Medical Needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with significant long-term medical needs. Parents, in conjunction with both school and the school nurse will draw up a Care Plan for such pupils, involving relevant health professionals. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epi-pen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

## 4. Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore, it is imperative that controlled drugs are strictly managed between the school and parents. Medication handed over to the school should always be recorded- see Consent Form to Administer Medicines Record of Medicines Administered (appendix 1).

Controlled drugs should be stored in a locked non-portable container and only specific named staff allowed access to it - a member of SLT, Pastoral Manager and First Aider. Each time the drug is administered it must be recorded on the *Consent form to Administer Medicines on School site and off-site activities*, including if the child refused to take it. If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services. The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible, it should be returned to the dispensing pharmacist. It should not be thrown away.

## **5. Non-Prescription Medication**

If a child is well enough to be in school but may require non-prescribed medicines, such as Calpol or Piriton, we request that these are administered at home, before school. If a child requires a non-prescribed medicine during the school day, we will administer (with consent) a dose of the school's supply of Calpol or Piriton. Other non-prescribed medicines will not be administered by school during the school day.

**If, in exceptional circumstances, non-prescription medication is to be administered, then the parent/carer must complete a *Consent form to Administer Medicines on School site and off-site activities* (Appendix 2), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, in date, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.**

## **6. Administering Medicines**

When a member of staff administers medicine, they will check the information on the *Consent form to Administer Medicines on School site and off-site activities* (Appendix 2) against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on page 2 of the *Consent form to Administer Medicines on School site and off-site activities* (Appendix 2).

There may be cases when a child self-administers their own inhaler and this may remain unknown to staff and therefore unrecorded.

Appropriate training will be arranged annually for the administration of any specialist medication (e.g. adrenaline via an epi-pen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all staff trained in administration of epi-pens and inhalers will be maintained by the Pastoral Manager. The Medical Officer and Pastoral Manager maintains a record of children with Care Plans.

**In the event of a child needing to use their inhaler on 3 separate occasions during the school day, the parent/carer will be notified immediately by telephone. Following each use of the inhaler, a first aid slip will be completed and given to the child to take home.**

## **7. Emergency Inhalers**

In line with "Guidance on the use of emergency salbutamol inhalers in schools" March 2015, the school will keep emergency reliever (blue) inhalers for the emergency use of children whose own inhaler is not available for any reason. On entry into school (Nursery or Reception), and for children new to Cotteridge Primary School, parents must sign a *Medical form* (Appendix 1). On signing the form, indicating that their child has asthma, consent is automatically given for their child to use the emergency inhaler if needed. A list of the children with asthma, can be found in the medical folder which is kept in the main office. The emergency inhalers are to be found in Nursery, the Medical Room and the main School Office.

## **8. Self-Management**

It is important that as children get older they should be encouraged to take responsibility and manage their own medication. Staff should be aware that children towards the end of Year 6 should have duplicate asthma medication in school which will be kept both on their person and in the class medical box. Children should know where their medicines are stored. (Appendix 4 - letter to parents in Year 6)

## **9. Refusing medication**

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

## **10. Offsite visits**

All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary, an individual risk assessment will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma.

Travel Sickness - Tablets can be given on receipt of a completed *Consent form to administer medicines on school site and off-site activities*. Tablets must be in the original packaging.

Residential visits – All medicines which a child needs to take should be handed by parents to the staff member responsible for medicines on the day of the visit. Before the visit, parents will sign a consent form for any medicines which they need to take during the trip plus consent of emergency treatment to be administered – *Consent form to Administer Medicines on School site and off-site activities*. The only exception are asthma inhalers, which should be kept by the child themselves.

## **11. Disposal of Medicines**

The member of SLT responsible for medicines (Lower KS2 Assistant Headteacher) will check all medicines kept in school each half term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced.

Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. If needed, a sharps box will be kept in the School Office. If any child requires regular injections (eg. insulin), they may have their own sharps box which can be taken offsite with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.

## **Communication with parents/carers:**

### **Children new to school (Nursery/Reception/In year transfer) or new diagnosis**

*Medical form* (Appendix 1)

**On receipt of medicines to be administered in school**

*Consent form to Administer Medicines on School site and off-site activities (Appendix 2)*

**At the start of each year to inform parents of the policy and how to inform school of medical updates** (Appendix 3)

**In the event of a child needing to use their inhaler on 3 separate occasions during the school day, the parent/carer will be notified immediately by telephone. Following each use of the inhaler, a first aid slip will be completed and given to the child to take home.**



Appendix 1

**Medical Form**

**Children new to school (Nursery/Reception/In year transfer) or new diagnosis**

Child's name:	Tel home:
Tel work:	Tel mobile:
Home Address:	Doctor's Name and Address:
Home Postcode:	Doctor's telephone number:

	<b>Please indicate if your child has any of the following (CIRCLE AS APPROPRIATE)</b>			
	<b>Asthma</b>	<b>Epilepsy</b>  Care plan to be discussed with school staff at the earliest opportunity.	<b>Diabetes</b>  Care plan to be discussed with school staff at the earliest opportunity.	<b>Other</b>
Medication to be taken in school				
My child's symptoms can be caused by				
First indication of an attack are				
Other comments				

I understand that if I have identified above that my child has asthma, consent is automatically given for my child to use the emergency inhaler if needed.

**Signed:**

**Date:**

I give my permission for the teaching staff at Cotteridge Primary School to administer any care or medicine necessary for my child in even of illness at school as identified above. They will not be liable as a result of such treatment.



**Consent Form to Administer Medicines on School site and off-site activities  
(On receipt of medicines to be administered in school)**

School staff will not give your child medication unless this form is completed and signed.

Dear Head teacher

I request and authorise that my child\* be given/gives himself/herself the following medication: (\*delete as appropriate)

<b>Name of child</b>		<b>Date of birth</b>	
<b>Daytime Tel no(s)</b>			
<b>Group/Class/Form</b>			
<b>Medical Condition or Illness, and reason for medication</b>			
<b>Name of medicine:</b>	<b>N.B Medicines must be in their original container, and clearly labelled</b>		
<b>Special precautions e.g. take after eating</b>			
<b>Are there any side effects that the school needs to know about</b>		<b>Dose</b>	
<b>Time of Dose</b>		<b>Expiry Date</b>	
<b>Start Date</b>		<b>Finish Date</b>	

I confirm that:

- I have received medical advice stating that it is, or may be in an emergency, necessary to give this medication to my child during the school day and during off-site school activities;
- I agree to collect it at the end of the day/week/half term (delete as appropriate) and replace any expired medication as soon as possible, disposing of any unused medication at the pharmacy;
- This medicine has been given without adverse effect in the past/ I have made the school aware any side effects that my child is likely to experience, and how the school should act if these occur (delete as appropriate);
- The medication is in the original container labelled with the contents, dosage, child's full name and is within its expiry date; and
- The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy and my child's Care Plan. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

<b>Signed (parent/Carer)</b>	
<b>Date</b>	
<b>Based on the above information the Head Teacher acknowledges that it is, or may be, necessary for your child to be given medication during school hours</b>	
<b>Signed (Head teacher)</b>	







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## Cotteridge Primary School

Breedon Rd, Cotteridge, Birmingham, B30 2HT  
www.cotteridgeprimary.co.uk Telephone: 0121 464 2865

Headteacher : Mr. J. Willetts BSc. P.G.C.E. N.P.Q.H.  
Assistant Headteacher: Mrs V. Tucker BA Hons (QTS)  
Assistant Headteacher: Mrs N. Pickering-Ernst BA Hons, G.T.P  
Assistant Headteacher: Mrs K. Darby BA Hons, P.G.C.E

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Dear Parents and Carers,

### Medical needs update letter

Parents and Carers should provide the school with sufficient and up-to-date information about their child's medical needs. If your child has been given a new diagnosis, please complete the *Medical Form* available from the school office.

In the unlikely event for the school to administer medicines, a *Consent Form to Administer Medicines on School site and off-site activities* must be completed in all instances. Only one parent (defined as those with parental responsibility) is required to agree to, or request, that medicines are administered by staff.

The parent or carer needs to ensure there is sufficient medication and that the medication is in date. Parents/guardians are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal.

Medication should always be provided in an original container with the pharmacist's original label and the following, clearly shown: -

- Child's name, date of birth
- Name and strength of medication
- Dose
- Any additional requirements e.g. in relation to food etc.
- Expiry date whenever possible

### Antibiotics

Parent/carers should be encouraged to ask the GP to prescribe an antibiotic, which can be given outside of school/setting hours wherever possible. Most antibiotic medication **will not need** to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after and at bedtime. It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime. All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing, be in their original container and brought into school in the morning and taken home again at the end of each day by the parent/guardian.

### Care Plans

A Care Plan must be completed by the parent/carer in conjunction with the school nurse/hospital for **life saving medication** to be administered in a medical emergency e.g. an epi-pen. The Care Plan must be completed by the parent/carer in conjunction with the school nurse. These are recorded at school so staff

are aware and the medicine/s are available in school in the event of an emergency. Parents/carers are involved in the development and review of their child's individual Care Plan and should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Minor changes to the Care Plan can be made if signed and dated by the school nurse. If, however, changes are major, a new Care Plan must be completed. Care Plans should be reviewed at least annually and it is the parents' responsibility to notify school/school nurse of any changes required to the Plan e.g. treatment, symptoms, contact details.

I would also like to reiterate our ***Administration of Medicines Policy***. This policy ensures that, as a school, we work in line with the recommendations of the Department for Education and Birmingham Local Authority. The full details are on the school website but some important details are given below.

### **IMPORTANT**

If your child needs to have medicines or prescribed drugs whilst at school, there are specific requirements that must be adhered to: Pupils **MUST NOT** carry any medicines on them whilst at school\*. Medicines must be handed into the main school office where a *Consent Form to Administer Medicines on School site and off-site activities* must be filled in by a parent or carer.

### **School Contact**

We hope this information is useful and clarifies the school's policy; should you have any queries or concerns or wish to obtain a *Medical Form* or *Consent Form to Administer Medicines on School site and off-site activities* form, please contact the School Office or ask to speak to Mrs Pickering Ernst. The School Nurse may be contacted on 0121 245 5750 or [BCHNT.southcentralsnteam@nhs.net](mailto:BCHNT.southcentralsnteam@nhs.net)

Yours sincerely

Mrs Pickering-Ernst  
Medical Officer

\*The only exception to this is that Year 6 children often carry their own inhalers as they move towards secondary transition.



*Achieving Excellence*

*Inspiring Dreams*

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**Dear Parent/Carer,**

### **Duplicate asthma inhaler in Year 6**

It is important that as children get older they should be encouraged to take responsibility and manage their own medication in preparation for moving onto secondary school. Children, in Year 6 should have duplicate asthma medication in school which will be kept on their person in addition to an inhaler in the medical box in their classroom. As our records show that your child has asthma and an inhaler in school, I am requesting that your child brings in a second inhaler.

Kind regards,

Mrs Pickering Ernst