



Alfred Lord Tennyson School	Page 1 of 10
Managing and Administering Medicines Policy	Issued: February 24
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APPROVAL BY	FULL GOVERNING BODY

Managing and Administering Medicines Policy

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1. Aims

To outline the policy and procedures for managing medicines at Alfred Lord Tennyson School (ALTS), so that systems in place are clearly understood by staff, parents and children and all children, including those with medical needs receive proper care and support in our school.

For the purposes of this policy, reference to ‘parents’ includes all adults who have a caring responsibility for a child or children in the school. This may include parents, step-parents, grandparents and other relatives, foster carers and adoptive parents as well as other adults who have a legal responsibility for a child.

2. Objectives

- To encourage and support inclusive practice
- To ensure regular attendance by all children

3. This policy includes information on Important procedures

- Procedures for managing prescription medicines which need to be taken during a school day
- Procedures for managing prescription medicines on trips and outings
- Statement of roles and responsibilities for staff managing and administering medicines
- Statement of parental responsibilities in respect of their child's medical needs
- The need for prior written agreement from parents and carers for any medicines to be given to a child
- Circumstances in which a child may take non-prescription medicines
- Policy on assisting children with long term or complex medical needs
- Policy on children carrying and taking their medicine themselves
- Staff training
- Record keeping
- Safe storage of medicines

As an inclusive setting, we recognise that there may be times when medication needs to be administered to ensure a child's participation in our school. We will therefore administer medication and supervise children taking their own medication according to the procedures in this policy.

- We ask parents and carers to ask their doctor wherever possible to prescribe medication which can be taken outside of the school day.
- We are prepared, however, to take responsibility for those occasions when a child needs to take medication during the school day in strict accordance with the procedures in this policy and following the guidance in the DfE document 'Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England' December 2015 [1].
- We will usually only administer prescribed medication.

4. Children with Special Medical Needs

- When a child with special medical needs is admitted to the school we will, in partnership with the parents discuss their individual needs and write an Individual Health Care Plan. We will also involve other outside agencies as appropriate to the needs of the child and family. Should a child already on roll develop a special medical need this process will also be applied.
- A copy of a child's Individual Health Care Plan and/or Personal Care Plan will be stored securely in the office in the pupil's folder.
- Any resulting training needs will be identified and arranged from the appropriate support agencies and the family as required.

5. Procedures

1. On admission all parents are asked to complete a family record giving full details of medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care. These details are updated every 12 months.
2. Emergency Medication Specific specialised training is required for those staff prepared to act in emergency situations. Staff who agree to administer the emergency medication must have training from an appropriate health care professional which should be updated annually. Emergency medication could include asthma reliever inhalers, emergency treatment for allergies e.g. EpiPen[®], emergency treatment for epilepsy, emergency treatment for diabetes.
3. **Administration of Prescribed Medication**
 - 3.1 Should a child need to receive medication during the school day parents will be asked to come into school and personally hand over the medication to staff in the School Office.
 - 3.2 On receipt of medication, a 'Medicine Record Sheet' must be completed and signed by the Parent (see: Appendix 1) - (a separate form should be completed for each medication). Completed forms will be kept with medications in a locked cupboard in the Main Office.
 - 3.3 The medication should be in the original container as dispensed clearly labelled with the instructions for administration including:
 - The child's name
 - Name of medication
 - Strength of medication
 - Amount to be given
 - When to be given
 - Date dispensed and/or expiry date. (If no date given, the medication should be replaced 6 months after date dispensed)
 - Length of treatment
 - Any other instructions NB: A label 'to be taken as directed' does not provide sufficient information.
 - 3.4 Liquid medication should be measured accurately using a medicine spoon or syringe. Medication should not be added to food or drinks unless there is a specific reason.
 - 3.5 A record of the administration of each dose will be kept and signed by two members of Staff on the Medicines Administered Sheet (see: Appendix 2).
 - 3.6 Should the medicine need to be changed or discontinued before the completion of the course or if the dosage changes the school should be notified by the parent. A new supply of medication – correctly labelled with the new dose – should be obtained and a new consent form completed.
 - 3.7 Should the supply need to be replenished this should be done in person by the parent or carer.
4. **Application of Creams and Lotions**

- 4.1 Non-prescribed creams and lotions may be applied at the discretion of the Headteacher in line with this policy but only with written consent from parents and carers.
- 4.2 Parents and carers are responsible for sending in the cream, labelled for the individual child, if they wish cream to be applied.
- 4.3 Steroid creams are usually applied twice daily only – we would usually expect these to be applied at home.
- 4.4 Sun cream needs to be supplied by parents and carers. We ask parents and carers to apply sun block in the morning before coming to school. Children may bring in their own creams but parents and carers must ensure it is in date and is at least SPF 25. It should be labelled clearly and is the child's responsibility. The child must apply their own sun cream.
5. **Alternative Medication**
Alternative medication, including homeopathic medication and herbal remedies, will not be administered unless prescribed or agreed by a GP/consultant.
6. **Simple Analgesics (Pain Relief)**
These will only be given if there is an on-going medical condition and it has been prescribed by a GP/consultant.
7. Refusing Medication
- 7.1 If a child refuses medication staff will not force them to take it.
The refusal will be noted and parents contacted by telephone.
- 7.2 In the event of a child refusing emergency medication parents will, of course, be contacted immediately by telephone. The emergency services will be contacted immediately and a member of school staff will accompany the child to hospital to allow parents time to arrive.
8. Storage and Disposal of Medication
- 8.1 All medication, apart from Asthma inhalers and first use EpiPens, will be kept in a locked cupboard in the School Office. Asthma inhalers and first use EpiPens will be kept in the Year Group Medical box in the classroom.
- 8.2 **EpiPen®** - Children prescribed with an EpiPen® will need to have TWO pens in school – one to be kept with them in the classroom and the other as a 'back up' to be kept in the School Office in a locked cupboard. EpiPens® should be kept in a clearly labelled box in the Year Group Medical box; this must travel with the children at all times including PE lessons and off-site visits. Parents are responsible for ensuring that EpiPen® they supply to school are 'in date'. The EpiPens® are checked every 6 weeks/half term to ensure that they are in date by the School Administrator.
- 8.3 **Asthma medication:** any child prescribed a Salbutamol inhaler for Asthma will need to have an in date inhaler kept in school. The inhaler is kept with the child in the classroom in the Year Group Medical box (this is accessed only by adults) in a named bag, along with the consent forms signed by the parents, and a log for adults to complete if the child uses the inhaler in school. The Medical Box will accompany the child if they are outdoors i.e. P.E./Games and lunchtimes or go off-site. The inhalers are checked every 6 weeks/half-termly to ensure that they are in date by the School Administrator.
- 8.4 Medication requiring refrigeration will be stored in the school fridge inside a plastic closed container clearly labelled MEDICATION. It will not be accessible to children and medicine should always be placed in the storage space within the fridge door.

- 8.5 Emergency medication will be stored out of the reach of children, in the same room as the child, wherever possible, and easily accessible to staff. All members of staff working in the school will be made aware of the location of the emergency medication.
- 8.6 A regular check of all medicines held within school, will be made every 6 weeks (half-termly) and will be completed by the School Administrator. Parents will be asked to collect any medication which is no longer needed, is out of date or not clearly labelled.
- 8.7 Any medication which is not collected by parents and is no longer required will be disposed of safely at a community pharmacy. No medication should be disposed of into the sewage system or refuse.
- 8.8 The school also has emergency Salbutamol inhalers which are kept in the School Office with guidance from the Department of Health on “the use of emergency Salbutamol inhalers in schools” March 2015 [2]. Parents have to sign the Parental Consent Form for the use of the emergency inhalers and these are used in emergencies only such as:

- The inhaler has run out;
- The inhaler is unusable.

9. Offsite Activities and Educational Visits [3]

- 9.1 The named leader of the activity must ensure that all children have their medication, including any emergency medication available. The medication will be carried by a named member of staff. This also include e.g. asthma inhalers and other relief medication. Record forms are also taken to ensure normal administration procedures are followed.
- 9.2 For residential visits parents are required to complete a consent form (see: Appendix 1) for all forms of medication. This includes over the counter medication such as travel sickness remedies.
- 9.3 All parents are asked to sign a consent form to give permission for a small dosage (stated on the consent form) of paracetamol to be administered should the child require this during the trip. Any such administration of paracetamol is recorded and parents are informed and asked to counter sign on the child’s return.

10. Insurance:

Alfred Lord Tennyson School is covered by Employers Liability and Public Liability insurance provided by QBE UK Ltd, 30 Fenchurch Street, London, EC3M 3BD.

11. Training

Staff Training needs are reviewed annually according to the needs of our children. This policy is part of our staff induction programme and is reviewed annually. Training needs are identified for individual staff through annual performance and appraisal meetings and through liaison with external medical professionals.

6. References and associated documents:

- Department for Education, Special educational needs and disability code of practice: 0 to 25 years
Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities January 2015 [4]
- ALTS Inclusion Policy including SEND [5].

- [1] gov.uk, "Supporting pupils at school with medical conditions," 2015. [Online]. Available: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf. [Accessed 13 February 2024].
- [2] gov.uk, "Guidance on the use of emergency salbutamol inhalers in schools," March 2015. [Online]. Available: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf. [Accessed 13 February 2024].
- [3] Alfred Lord Tennyson School, "Educational Visits Policy".
- [4] gov.uk, "Special educational needs and disability code of practice: 0 to 25 years," January 2015. [Online]. Available: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf. [Accessed 13 February 2024].
- [5] Alfred Lord Tennyson School, "Inclusion Policy including SEND".
- [6] Alfred Lord Tennyson School, "Child Protection and Safeguarding Policy," 2020.
- [7] Alfred Lord Tennyson School, "Online Safety Policy".
- [8] Alfred Lord Tennyson School, "ICT Acceptable Use Policy".

7. Safeguarding

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [6].

Online safety lessons are conducted regularly within the school to help to ensure that children stay safe online – see Online Safety Policy [7] and ICT Acceptable Use Policy [8]

All concerns must be reported to our Designated Safeguarding leads:

Mrs K O'Connor, Mrs S Smith, Mrs J Appleby and Mrs L Bunker.

Appendix 1. Medicine Record Sheet

TEMPLATE B : Parental agreement for setting to administer medicine

Name of School	Alfred Lord Tennyson School
Child's Name	
Date of Birth	
Year	
Medical Condition or illness	

Medicine:

Name/Type of Medicine (as described on the container)			
Expiry Date		Fridge	Yes / No
Dosage and method			
Timing			
Special precautions/other instructions			
Are there any side effects that the school needs to know about?	Yes / No If yes please provide further information.		
Self-administration	Yes / No		
Procedures to take in an emergency			

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details:

Name	
Daytime telephone number	
Relationship to child	
Address	
Medicine delivered to	

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's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Signature: _____

Date: _____

Appendix 2. Medicines administered sheet

Template C: Record of medicine administered to an individual child

Name of Child		Year Group	
Date medicine received		Quantity Received	
Name of medicine			
Strength		Expiry Date	
Dosage			
Frequency		Amount Returned	
Parent Signature			
Staff Signature			

Date					
Time Given					
Dose Given					
Name of Staff Administering Medication					
Checked By: Staff Initials					

Date					
Time Given					
Dose Given					
Name of Staff Administering Medication					
Checked By: Staff Initials					

Date					
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