



# Administration of Medication

## Medication in school

At Red Marsh School, some of our children and young people require medicines to be administered during the school day to keep well and enable them to participate fully in the life of school. Following guidance from our school nursing team, the following policy and procedures have been written to provide a framework to support the management of medicine administration in our school. This framework is based upon evidence and guidance from the document *"Supporting pupils at school with medical conditions,"* published by the Department of Education (DEC 2015).

## Responsibilities for children with identified health needs

Parents have the prime responsibility for their child's health and must provide school with information about their child's medical condition and of any treatment or special care they may need. This information will be gathered by the class team and school nursing team and will be recorded on the nursing health care plans collated by the health care team.

## Arrangements for receiving medication in school

Medications are received into school for two purposes:

- 1) When administration is required during the school day;
- 2) When the child is going directly to respite care from school.

Parents must hand the medication to the passenger assistant for safe transportation into school, who will log the number of items received and sign for them.

## Willow Campus

### Transported Medication used on Transport

The passenger assistant/parent will hand the medication directly to a member of the class team when they come to the vehicle to collect the medication and both will sign the transport of medication record books. The medication will then be taken to the school office and stored in the class locked box.

A member of the office team will receive the medication from a member of the class team and will sign the sheet to confirm the medication is placed in the locked box.

At the end of the school day a member of the office team will radio the class to collect pupil medication. The office will sign out the medication from the locked box. The class team will hand the medication to the passenger assistant/parent/carer. Both will sign the transport of medication record sheet.

Any medication for respite must be in a locked bag/box, this is not signed in/out as it is given to the school office by transport on arrival and kept in a locked box and handed back to transport at the end of the day. School must not have a key or combination to the lock so that these medications cannot be tampered with.

School staff cannot take responsibility for medication not delivered or collected as described above.

### **Medication used in School**

The passenger assistant/parent will hand the medication directly to a member of the class team when they come to the vehicle to collect the medication and both will sign the transport of medication record books. The medication will then be taken to the school office and stored in the class locked box.

A member of the office team will receive the medication from a member of the class team and will sign the laminated sheet to confirm the medication is placed in the locked box.

Parents are responsible for supplying the school/health staff with adequate information regarding their child's condition and medication.

Medication will not be accepted into school without a completed permission to give form.

All medicines must be delivered in their original containers and have a clear prescription label.

For medications that are greasy that may cause prescription labels to become difficult to read, a photograph of the prescription label will be taken when the medication arrives in school. This must be agreed on an individual basis between school and the nursing team. The photographed label will be printed and laminated, then attached to the medication. This process must be repeated each time the medication is replaced or if the prescription label becomes difficult to read.

### **Holly Campus**

#### **Transported Medication used on Transport**

The passenger assistant/parent will hand the medication directly to a member of the office team. The medication will then be taken to the school office and stored in the class locked box. The sign in sheet must be completed.

At the end of the school day a member of the office team will sign the medication out of the locked box and hand the medication directly to the passenger assistant/ parent. The office and the passenger assistant/ parent will sign the signing out record sheet. The class team will hand the medication to the passenger assistant/parent/carer. Both will sign the transport of medication record sheet.

Any medication for respite must be in a locked bag/box, this is not signed in/out as it is given to the school office by transport on arrival and kept in a locked box and handed back to transport at the end of the day. School must not have a key or combination to the lock so that these medications cannot be tampered with.

School staff cannot take responsibility for medication not delivered or collected as described above.

### **Medication used in School**

The passenger assistant/parent will hand the medication directly to a member of the office team. The medication will then be taken to the school office and stored in the class locked box. The sign in sheet must be completed.

Parents are responsible for supplying the school/health staff with adequate information regarding their child's condition and medication.

Medication will not be accepted into school without a completed permission to give form.

All medicines must be delivered in their original containers and have a clear prescription label.

At the end of the school day a member of the office team will hand the medication to the passenger assistant/parent/carer. Both will sign the transport of medication record sheet.

Any medication for respite must be in a locked bag/box, this is not signed in/out as it is given to the school office by transport on arrival and kept in a locked box and handed back to transport at the end of the day. School must not have a key or combination to the lock so that these medications cannot be tampered with.

School staff cannot take responsibility for medication not delivered or collected as described above.

### **Administration of medication**

There are identified trained staff for the administering of medication for pupils in line with Health Care Plans. This is overseen by the Assistant Practitioner or School Nurse. Medication is stored in a locked cupboard in the school office and staff have been trained to complete the necessary paperwork, again overseen by a health practitioner.

Immediately prior to the staff member administering the medication, the identity of the child/young person must be confirmed with another adult and subsequently countersigned. If in doubt about any procedure, staff must not administer the medicine but check with the School Nursing Team or parent before taking further action.

Staff must check that any details provided are consistent with the instructions on the container. The RN completes the Parental Agreement and Consent to administer form with the parent (Appendix 1). If unable to gain written consent, RN should gain verbal consent from parent to administer in school setting.

**New** medications need to be checked by RN before they are given to school.

**Existing** medications – each time a bottle or box of medication is received by school the person signing it in, should check the label matches details on **NEW** permission to give form, any discrepancies need to be checked by nursing before they can be administered.

### **Refusing medications**

If a child refuses to take medications, staff must not force them to do so, but must note this in the records and the individual record of medicines. Parents must be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, school will follow emergency procedures.

### **Prescribed medications**

Medicines must only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. School will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber, non-medical prescriber or pharmacist prescriber. Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration. (NMC, 2010)

“Schools and settings must never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions”. (Dfes and DH 2005)

It is helpful, where clinically indicated, if medicines are prescribed in dose frequencies, which enable it to be taken outside school hours. Parents are to be encouraged to ask the prescriber about this. It is noted that medicines that need to be taken three times a day may be taken morning, after school hours and at bedtime. School will not administer medication that is prescribed 3 times a day for this reason.

Each medicine container must be clearly labelled with the following:

1. Name of medicine
2. Child's name
3. Dose
4. Frequency of administration
5. Date of dispensing
6. Storage requirements
7. Expiry date

### **Non-prescribed medicines**

Staff must never give a non-prescribed medicine to a child.

### **Controlled Drugs**

Controlled drugs may be administered to the child whom it has been prescribed. Staff administering medicine must do so in accordance with the prescriber's instructions.

A child who has been prescribed a controlled drug may legally have it in their possession.

School may look after a controlled drug where it is agreed that it will be administered to the child for whom it has been prescribed.

A controlled drug, as with all medications, must be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy).

### **Homely remedies**

Homely remedies can be administered to a pupil that have not been prescribed by the doctor. The aim of these guidelines is to provide safe treatments for commonly presented conditions e.g. nappy rash, eczema. Examples of such medication include:

- Aqueous cream
- Barrier cream

Parental consent must be obtained prior to administration of the preparation. The decision to administer the remedies should be made by a member of the community nursing team who must ensure that there are no contra indications before giving the medicine to the pupil.

Administration of these remedies should be limited to a 48 hour period. Any further doses will require discussion with a medical practitioner to re-assess the child/young person's condition and medication.

### **Procedures for managing medication out of school (including on the school site but away from the main building)**

A nursing care plan which has been agreed and signed by parents/carers must always accompany pupils when out of school. It is the responsibility of every class teacher/visit lead to ensure they know which pupils have a nursing care plan and which medication needs to be taken for named pupils.

When pupils are out on educational visits, school staff may give routine medication as directed by the health care team.

A member of the class team will go to the school office to sign out required medications. The school office will sign out the medication from the locked box. The medication and care plan will then become the responsibility of a designated member of the class team during the visit.

If on a school trip off site, this must be stored in a rucksack and remain with the designated adult at all times.

If going to the Red Marsh swimming pool, this must be signed in to the locked box at the swimming pool on arrival.

Rescue medication for named pupils will be carried by staff when pupils are engaged in out of school activities. In the event of a pupil requiring rescue medication, the nursing care plan will be followed.

When administering medication on a visit, staff must check with another adult:

- The child's name
- Name of prescribed item
- Prescribed dose
- Method of administration
- Expiry date
- Written instructions provided by the prescriber on the label/container.

It is the responsibility of staff to call emergency services if at any time they are concerned about a pupil's health when out of school, regardless if medication has been given or not.

On return to school, the designated member of the class team will go to the school office to sign in all medications taken. The school office will sign in the medication and place it in the class locked box.

### **Safe Management of Medicines**

Staff must not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a pharmacy.

Large volumes of medicines must not be stored. Medicines must be stored in the designated area and are stored in classrooms in a locked cupboard. Staff must only store, supervise and administer medicine that has been prescribed for an individual child. Medicines must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff must ensure that the supplied container is clearly labelled with the name of the child, name and dose of the medicine and the frequency of administration and issue/expiry date.

### **Risk assessments and emergency procedures**

In an emergency, the emergency services must be phoned immediately and parents/carers informed. A member of staff should always accompany a pupil taken to hospital by ambulance and

should stay until the parent/carer arrives. Health professionals at hospitals are responsible for any decisions on emergency medical treatment when parents/carers are not available. In school the nursing team and headteacher are responsible for the pupil's management in a medical emergency or when a pupil is taken ill. When a pupil is out of school, it is the responsibility of the senior member of staff who is leading the trip to make the necessary arrangements to safeguard any pupil.

#### **The management of illnesses for pupils**

All staff have a responsibility to report any concerns about a pupil's health to the nursing team and a member of the senior leadership team. The SLT and HC team will decide if a pupil needs to be sent home or requires medical attention. Parents /carers will be informed and asked to collect a child if they are not well enough to be in school.

**Policy written: Summer 2025 Updated Spring 2026**

**Review Date: Spring 2027**

Permission to Give/ Consent



**Blackpool Teaching Hospitals**

NHS Foundation Trust

<b><u>Childs Name:</u></b>	<b><u>DOB:</u></b>	<b><u>Class:</u></b>
<b><u>Allergies:</u></b>		
<b><u>Medication:</u> Dose, strength, route, frequency and expiry date</b>		
Name:  Strength of Medication:  Dose & Time to be given:  Route:  Expires:		
<b><u>Medication:</u> Dose, strength, route, frequency and expiry date</b>		
Name:  Strength of Medication  Dose & Time to be given:  Route:  Expires:		
<b><u>Medication:</u> Dose, strength, route, frequency and expiry date</b>		
Name:  Strength of Medication:  Dose & Time to be given:  Route:  Expires:		

The information above is to the best of my knowledge, accurate at the time of writing and I give my consent for education staff to administer the medication in accordance with schools policies.

I will inform school immediately in writing if there is any change in dosage or frequency of a medication and if a medication is stopped.

If Paracetamol is administered at home before the school day I understand it is my responsibility to notify staff of the time it was given.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Date

### Transport medications sign in and out of a locked box

[illegible]




