



# Pilgrims School

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Administration of Medication

January 2022

Next review date: January 2023



## **Administration of Medication Policy**

Please note: 'The School' refers to Early Years (Little Pilgrims, Kindergarten and Pre-School) and Pilgrims main school.

Staff at Pilgrims School will only administer medicines in school when it would be detrimental to the child's health not to do so, and only within the guidelines laid out in this policy.

Parents should provide full information about their child's medical needs including the full details on medicines their child needs.

Staff should be confident to ask any questions they consider to be appropriate to establish whether medicine can be administered to the child whilst at the setting. If staff are unsure about any procedures, or have any concerns related to administering medicine to a particular child, they should not administer the medicine, and raise any issues with their Line Manager.

### **Prescribed Medicines**

Many children will need to take medicines during the day at some point during their time at Pilgrims School. However, this will usually only be for a short period, perhaps to finish a course of antibiotics or to apply a lotion. Medicines should only be bought into the setting when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting day. Pilgrims School will only accept medicine that has been prescribed by a doctor, dentist or pharmacist dispenser. No child under 16 will be given prescription medicines without the parental consent from a parent. A 'Permission to Administer Medicine Form' must be completed and authorised in all instances (see Record Keeping below).

- Medication should never be administered without first checking maximum dosages and when the last dose was taken. If this information is not available the medicine must not be administered and the parent informed as soon as possible;
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of core school hours. Parents should be encouraged to ask the prescriber about this. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime;
- The school can only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container;
- Medicines should only be administered as directed on the prescribing label. If a parent requests that this is varied (i.e. larger dose to be given to the child), staff should explain it is not possible to vary from the prescriber's instructions;
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharp boxes should always be used for the disposal of needles and other sharp objects.

## Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act, examples include morphine and ritalin (which is used in the treatment of ADHD). Controlled drugs must be stored and dealt with in a specific way.

- If a child has been prescribed a controlled drug this must be stored in a locked non – portable container and only named staff should have access. A record should be kept of any dosages used and the amount of the controlled drug held in school
- Controlled drugs should be returned to the parent when no longer required for them to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist.

## **Non-Prescription Medicines**

Children under 16 should **never** be given non-prescription medicines without their parents' written consent. Non-prescriptive medication will only be administered at school if it would be detrimental to the child's health not to do so. In exceptional circumstances (authorised by the Headteacher/ Deputy Headteacher or Little Pilgrims Manager only) the administering of non-prescribed medicine will be permitted e.g. in case of an emergency if a parent is on their way to collect a sick child. Consent in this case may be obtained verbally from the parent. In such instances, written confirmation from the parent confirming the verbal consent **must be obtained** as soon as possible after the event.

- Staff should check that the medicine has been administered without adverse effect to the child in the past;
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor;
- All medicines must be stored safely. Given the age of the children attending Pilgrims School, access to any medicines directly by children is not allowed and must be via a competent adult who is authorised to administer medicines.

## Paracetamol

If a child requires regular doses of a paracetamol-based product i.e. Calpol, the parent should be advised that this is not possible and the child should remain at home until they are well enough to attend school without the need for medication.

## **Long term Medical Needs**

It is important that the setting has sufficient information about the medical condition of any child with long-term medical needs.

Pilgrims School is committed to supporting all pupils with medical conditions, and information and guidance on how Pilgrims School will do this is contained in the Supporting Pupils with Medical Conditions policy in conjunction with the SEND Code of Practice.

## Record Keeping

It is essential that written records are kept of all medicines administered to children by members of staff. Records offer protection to staff and children and provide evidence that the procedures have been followed.

If it has been agreed that medicine will be administered to the child whilst at the setting, a 'Permission to Administer Medication to a Child During School Time' form must be

completed and signed by the parent/guardian (See Appendix 1). The form must be authorised by the Headteacher, Deputy Headteacher, Pre-School Manager or Little Pilgrims' Manager/ Deputy Manager, prior to the acceptance and administering the medicine. This form is only valid for the academic year in which it is signed, a new form must be completed every academic year.

It is a requirement that if a medicine is administered to a child in line with parental requests, that the parents are informed that this has happened on the day that the medicine is administered (or as soon as reasonably practicable). A signature should be obtained from the parent to confirm this, and this signature must be recorded on the Issuing Medicines to a Child (appendix 2 or 3). For short term prescribed medicines (e.g. antibiotics) this will mean obtaining a parental signature on a daily basis until the course has finished. For prescribed medicine taken on an ad-hoc basis (e.g. inhalers and allergy medication) a signature will need to be obtained on the days when a dose has been administered.

A copy of the completed form needs to be kept with the medicine and a copy placed in the child's file.

#### Procedure:

- A risk assessment will be undertaken in Little Pilgrims for all administration of medicines and, only where appropriate in main school.
- Parents will complete a "Permission to Administer Medicine" form (Appendix 1). The completed form should then be authorised by the appropriate Manager.
- All medication must be clearly labelled with the child's name and dosage and in its original container, otherwise the medicine cannot be administered
- Medicine which requires refrigeration will be placed in the fridge in the Little Pilgrims Baby Room fridge or fridge in the Medical room for correct storage.
- Only members of staff named on the "Permission to Administer Medicine" form (Appendix 1) will administer the medication. An additional member of staff is required to check and witness the administration of medicine to the child.
- Details of each dose of administered medicine given to a child will be recorded on "Issuing Medicines to a Child" form (Appendix 2) or "Issuing Controlled Medicines to a Child" form (Appendix 3) **and should be kept with the medicine until no longer required**. This form should then be filed in the child's notes.
- The form should be signed by the person administering the medicines as well as the member of staff who has checked and witnessed.
- A signature from the parent is required on the 'Issuing Medicines to Children' form to confirm that that have been made aware that the medicine has been administered.
- In Little Pilgrims and Pre School the parents should be informed and asked to sign the issuing form when the child is picked up.
- In Main School:
  - **Prescribed medicines – short term course.** The issuing form should go home with the medicine when it is collected and the parent should sign and return the issuing form along with the medicine the next day.

- **Prescribed medicine taken on an adhoc basis.** The issuing form should be completed by the person administering the medicine and sent home in book bags. The parent should sign the form and ensure that it is returned to school the next day where it will be kept with the medicine.

### **Storage of Medicine**

- In the main school, adrenaline auto-injectors and inhalers are kept on a high shelf in a cupboard or named bag in the child's classroom for ease of access in case of emergency, all caring staff will be aware of location. Where a second adrenaline auto-injectors or inhaler is provided, this will be stored in the high shelves, clearly labelled and easily located in reception.
- All other medication for main school will be kept in a locked cupboard in the medical room or fridge in the medical room as appropriate.
- In Little Pilgrims all medicines, adrenaline auto-injectors and inhalers are kept in a named individual box/bag on a high shelf and all staff are aware of location. In Pre-School all medicines, adrenaline auto-injectors and inhalers are kept in a box/bag and all staff are aware.

### **Refusing Medicine**

If a child refuses to take medicine staff should not force them to do so but should note this in their records. Parents should be informed as soon as possible, thus giving them the option of coming in and administering the medicine themselves. If a refusal to take medicines results in an emergency, staff should follow the appropriate procedure.

### **Disposal of Medicines**

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

### **Common medical conditions requiring medication**

The medical conditions in children that most commonly cause concern in schools and settings are asthma, diabetes, epilepsy and severe allergic reaction (anaphylaxis). It is important that the needs of children are assessed on an individual basis. Further information on dealing with these is provided in the Supporting Pupils at School with Medical Conditions Policy. These children will have an individual health care plan (IHCP) drafted and implemented by their keyworker who is supported by the school nurse.

### **Staff Medication**

If a member of staff requires medication whilst working, this must be kept in a locker or fridge in the staffroom. If this is not possible and the medication needs to be carried on their person, this should be done so in a secure bag and always out of the reach of children.

### **Changes in Medical Information**

Staff – If there is a diagnosis or change in medical information, the staff member's Manager or the Headteacher should be informed. If this change has not been picked up during a back to work interview, records should be updated and liaison if necessary with the appropriate staff, i.e. Occupational Health, Health & Safety Officer or School Nurse.

Children – If a parent informs a teacher of a change or provides new medical information, this must be in writing and signed and dated and Appendix 1 completed and the policy must be followed. The information must then be passed to the School Nurse to take notes and to update the medical database.

**Approved by the Health and Safety Subcommittee on:**

**Lucy Nightingale**

Estates and Property Manager

APPENDIX 1



**PERMISSION TO ADMINISTER MEDICATION TO A CHILD  
DURING SCHOOL TIME**

To be completed by parent / guardian **prior** to medicine being given at School.

NB: Medicines can only be accepted in original container as dispensed by the pharmacy.

**This form is only valid for the academic year in which it is signed. A new form must be completed each academic year.**

NAME:	CLASS:
REASON FOR MEDICATION (e.g. ear infection):	
NAME OF MEDICATION / TYPE OF MEDICATION (e.g. Amoxicillin, antibiotics)	
DOSAGE AND METHOD OF ADMINISTRATION (e.g. 5mls by mouth)	
WHEN TO BE ADMINISTERED (e.g. Specific time or pre / post specific activity)	
HOW LONG TO BE ADMINISTERED (e.g. Date when medicine will be finished)	
EXPIRY DATE	
ARE THERE ANY SIDE EFFECTS THAT THE SCHOOL NEED TO KNOW ABOUT?	<b>Yes / No</b>
If yes, please specify:	

The above information is accurate at the time of writing and I give consent to the school staff administering the medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is a change in dosage or frequency of the medication or if the medication is stopped.

I understand that whenever a dose has been administered a form will be sent home to confirm that I am aware that the medicine has been administered to my child as per my instructions. I will return this to school the next day.

**Signature:**  
(parent/ guardian)

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**Print name:**

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**Date:**

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**Authorisation:**

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(School Nurse)

**Authorisation:**

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(Headteacher / Deputy Headteacher / Early Years Manager)

**Date:**

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## ISSUING MEDICINES TO A CHILD

*This form should be stored with the medicine at all times.*

*Main School - Once a dose has been given the form should be sent home to parents either (i) with the medicine or (ii) via book bags.*

**The parent must sign and return the form to school on a daily basis.**

**NAME OF CHILD:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

**MEMBER OF STAFF TO ADMINISTER MEDICINE:**

(1) \_\_\_\_\_ (please print)

(2) \_\_\_\_\_ (please print)

**Times: Please indicate by initialling and entering time of administration**

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time					
Time of last dose					
Name of Medicine					
Dose					
Signature of staff (Administering)					
Signature of staff (witnessing)					
Signature of parent					

**Times: Please indicate by initialling and entering time of administration**

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time					
Name of Medicine					
Dose					
Signature of staff (Administering)					
Signature of staff (witnessing)					
Signature of parent					

APPENDIX 3

ISSUING CONTROLLED MEDICINES TO A CHILD



This form should be stored with the medicine at all times.

Main School - Once a dose has been given the form should be sent home to parents either (i) with the medicine or (ii) via book bags.

**The parent must sign and return the form to school on a daily basis.**

NAME OF CHILD: \_\_\_\_\_

CLASS: \_\_\_\_\_

MEMBER OF STAFF TO ADMINISTER MEDICINE:

(1) \_\_\_\_\_ (please print)

(2) \_\_\_\_\_ (please print)

**Times: Please indicate by initialling and entering time of administration  
Please indicate opening and closing amount of medicine (in mg) held in school**

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time					
Name of Medicine					
Milligrams (held in school <b>prior</b> to issuing)					
Dosage given					
Milligrams (held in school <b>after</b> issuing)					
Signature of staff (Administering)					
Signature of staff (witnessing)					
Signature of parent					

**Times: Please indicate by initialling and entering time of administration**

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time					
Name of Medicine					
Milligrams (held in school <b>prior</b> to issuing)					
Dosage given					
Milligrams (held in school <b>after</b> issuing)					
Signature of staff (Administering)					
Signature of staff (witnessing)					
Signature of parent					