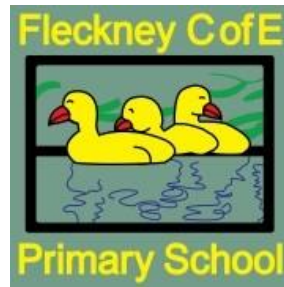


Fleckney C of E Primary School

Medication Administration Policy



Let your light shine Matthew 5:16

Be the best that you can be

Our Vision

Fleckney Church of England Primary School is a place where kindness, compassion and respect are at the heart of everything we do. We aspire for everyone to thrive and flourish and achieve our full potential in every aspect of school life. Through our Christian values, we nurture self-confidence, resilience and a sense of community so that we have an understanding of ourselves and our place in the wider world.

Date of Policy: September 2025

Drafted by: S.Allen

Approved by: Josh Richards

Date of Review: Annually

This policy is to be read and implemented in conjunction with supporting pupils with medical conditions policy

Fleckney C of E Primary will:

- Be responsible for developing and regularly reviewing, its own medication policy and related policies and procedures, copies of which should be available to school staff and parents/carers.
- Administer prescribed long term medication (prescribed for a long term basis or continual period for pupils with ongoing support needs).
- Ensure that emergency procedures are in place and shared with all staff.
- Ensure that a complaints procedure is in place regarding the support provided to a pupil with a medical condition.
- Ensure that written records are kept of all medicines administered to pupils.

Responsibilities

Governing Bodies

- The governors and staff at Fleckney C of E Primary school wish to ensure that pupils with medication needs receive appropriate care and support while at school so that they have full access to education.
- They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. The minimum qualification being a sufficient first aid qualification and any training identified by the health care professional.

Head Teacher

- The head teacher accepts responsibility for members of the school staff administering or supervising pupils taking prescribed or non-prescribed medication during the school day.
- Should ensure that all relevant staff, including external providers, i.e. Before/After School and activity clubs are aware of pupil's conditions.
- Staff administering medicine should be provided with a clear health plan and support as required ((See supporting pupils with medical conditions policy).
- Should ensure there are adequate arrangements, including clear procedures, for safe receipt, storage, administration and disposal of medication and adequate access, to and privacy for, the use of medication.
- Controlled drugs – the controlled drug administration register is to be kept for two years from the date of the last entry in the register. If misuse of a controlled drug is suspected, all records should be checked by the Head Teacher and reported to the Police. Guidance on this should be sought from healthcare professionals.

School Staff

- When medication is administered by staff, it shall be by those members of staff that have volunteered and been trained to do so, unless medically qualified staff are employed on site. It will not automatically be assumed that a qualified first aider will fulfil this role.
- Staff will **not** give short term prescription or non-prescription medication.
- Staff will give longer term prescribed medication (e.g. inhalers) if there is specific written consent from a parent or carer. Parents/carers will need to complete a **Medicine Consent Form** (pink) see Appendix 1.
- Staff will then administer the medicine as required, and record this on the **Medicine Consent Form** (pink) form.
- If staff have any concerns related to the administration of a medication, staff should not administer the medication but check with the parents/carers and/or a healthcare professional.
- Each individual pupil's spoon/syringe/vessel should be cleaned and kept with their own medication. Wherever possible, the spoon/syringe/vessel should be handed to the pupil for them to administer the dose themselves.

Pupils and Parents

- Where possible, pupils will be encouraged to self-administer their own medication.
- Parents/carers have the prime responsibility for their child's health and should provide schools and settings with detailed up to date information about their child's medical condition.
- On the child's admission to the school the parent/carer should be asked to complete an admission form giving full details of medical conditions, any regular/emergency medication required, name of GP, emergency contact numbers, details of hospital Consultants, allergies, special dietary requirements, and any other relevant information. This information should be renewed annually.
- A measuring spoon/syringe/vessel must be provided by the parent/carer, and the dose of medicine is measured using this.

Refusal

- If a child/young person refuses to take medicine, staff will not force them to do so. Other examples include spat out or mishandling of medication. Staff will record the incident on CPOMS where applicable.
- Fleckney C of E Primary will take prompt action by informing the parent/carer and healthcare professional as soon as possible.

Short-term Medication (Three Weeks or Less)

If a child requires prescribed medication for a period of **three weeks or less**, the following arrangements apply:

- Parents, guardians, or a nominated adult will be expected to come into school at an agreed time to administer the medication.
- Any medication brought in for parents to administer must be taken away afterwards and stored at home.
- If parents are unable to attend in person, they must complete a written consent form to allow another nominated adult to administer the medication on their behalf. **Appendix 2 (Medical consent form for a nominated adult)**.
- Consent forms can be collected from the school office and should be completed in advance of the medication being given.

These measures ensure that medication is managed safely and appropriately, while supporting the wellbeing of all our pupils.

Long-term Medication (More than three weeks)

If a child requires prescribed medication for a period of **three weeks or more**, the following arrangements apply:

- A Medicine Consent form (Appendix 1) must be signed by parent/carer before any medication is given. These can be collected from the school office.

Storage of long-term medication

- Medication should be kept in a known, safe, and secure location.
- A designated area in a refrigerator in an appropriate location will be available for cold storage. This will be strictly in accordance with product instructions; paying particular note to temperature and in the original container in which dispensed.

- Prescribed emergency medication, such as epi-pens or asthma inhalers, should remain with the pupil, or immediately accessible at all times; including P.E and off-site educational visits, before and after school clubs.
- Parents/carers are responsible for ensuring that the education setting has an adequate amount of in-date medication for their child.
- Fleckney C of E Primary will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration.
- Inhalers and adrenaline auto-injectors will be kept in individual classrooms unless there is a specific reason why this is not appropriate.

Medication

- No child under 16 should be given prescription or non-prescription medicines without a parent or guardian's written consent, except in exceptional circumstances where the medicine has been prescribed without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents, while respecting his or her right to confidentiality.
- Medication must be in its original packaging, labelled with the pupil's name, dose, and frequency of administration, storage requirements and expiry date.
- Non-prescription medicines such as hay fever treatment will be treated in the same way as prescription medicines in that they should be in a clearly labelled original container with a signed consent form detailing the pupil's name, dose, and frequency of administration.
- Aspirin **MUST NOT** be given to children under 16 years of age unless prescribed.
- All medications/equipment will be returned at the end of the school year. Parents/carers should provide in date medication at the start of each new school year.

Record Keeping

- Consent forms must be signed by parent/carer before any medication is given. The educational setting is responsible for storing copies of signed consent forms.
- The pupil's name, date of birth, class and contact details of the parent/carer must be completed on the form.

- Individual care plans must be developed and reviewed for all pupils with needs that may require ongoing medication or support. Such care plans should be developed with parents/carers, the educational setting and other professional input as appropriate. (See supporting pupil with medical conditions policy).

Controlled Drugs

Some pupils may require routine, or emergency prescribed controlled drugs administering whilst at school.

Fleckney C of E Primary will follow additional safety controls for storage, administration, and disposal, under the Misuse of Drugs Regulations 2001, to ensure that all legal requirements and best practice are adhered to (See supporting pupil with medical conditions policy).

- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence.
- Storage: the medication should be double locked, i.e., in an appropriate storage container, in a locked room. The medication may need to be kept refrigerated once opened. Named staff only should be allowed access to the medication.
- Administration: two members of staff should be present when the drug is to be administered, to double check the dose is correct. One person will administer the dose, and the second person will witness its administration.
- A controlled drug can only be admitted on the school premises if it is recorded in the pupil's individual healthcare plan and administered during school hours.
- Additional training should be provided to the identified staff.
- Advice should be sought from healthcare professionals, or the School Nurse, together with consultation with the parent/carers.
- Record keeping: A separate Controlled Drug register should be kept, to record each dose that is administered, and should be signed by the two members of staff who administer the medication.
- Fleckney C of E Primary School will seek advice from healthcare professionals regarding unused controlled drugs as they should be destroyed under specific controlled conditions. This should be referred to on the IHCP, and advice taken from healthcare professionals.

Emergency Medication

- In the event of a medical emergency, all relevant procedures should be activated and 999 dialled as appropriate.
- Fleckney C of E Primary has chosen to hold an emergency inhaler for use by pupils who have been diagnosed with **asthma** and prescribed a reliever inhaler, OR who have been prescribed a reliever inhaler.
- Fleckney C of E Primary has chosen to hold an emergency adrenaline auto-injector for use by pupils who have been diagnosed with allergies and/or prescribed an adrenaline auto-injector.
- If there is an emergency situation whereby consent has not been received, either for a pupil with **diagnosed asthma**, or for a pupil with no previous history or knowledge of asthma and symptoms suggest an asthma attack is occurring, the school's emergency inhaler will be used even where consent has not been received and full details of the dosage administered will be recorded. Parents will then be notified of the above information.
- Pupils with a known allergy, for example, to wasp stings, food allergies and medications, should have an Individual Health Care Plan (IHCP), with an emergency action plan, completed by their healthcare professional.
- If a pupil is going into **anaphylactic shock**, the emergency services will be called immediately.
- If there is an emergency situation where a pupil has no previous history or knowledge of having an allergy, but symptoms suggest **anaphylactic shock** is occurring, the emergency services will be called.
- If advised to do so by the emergency services, the school's emergency adrenaline auto-injector will be used even where consent has not been received, and full details of the advice given and dosage administered will be recorded. Fleckney C of E Primary should inform the emergency services that an emergency adrenaline auto-injector is in the school.

Return of Medication and or disposal, including Sharps Bins and Medication Errors

- Sharp items must be disposed of safely using a sharps bin. These are available on prescription for pupils who require regular medication of this type, e.g., Insulin. These should be returned to the pupil / parent as per 'sharps guidelines' (<https://www.hse.gov.uk/pubns/hsis7.pdf>). Schools can purchase a

sharps bin for generic use, e.g., for the disposal of sharps that have been used in an emergency. It is then the school's responsibility to arrange for its safe disposal (Hazardous Waste Regulations 2005).

- Parents/carers are responsible for collecting remaining medication at the end of each day or school year (as appropriate) and for re-stocking medication at the start of each school year. Parents will be sent a request asking them to collect. After two attempts the medication should be taken to a local pharmacist, for safe disposal.

Complaints Procedure

Fleckney C of E Primary will ensure that any complaints concerning the support provided to pupils with medical conditions will be investigated appropriately.

- Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.
- Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. Ultimately, parents (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Transport, School Trips, Visits and Sporting Events

- Medication required during a trip should be carried by the child if this is normal practice. If not, then a trained member of staff or the parent/carer should be present, either of whom can carry and administer the medication as necessary.
- Medication provided by the parent must be accompanied with written directions for its use written on the pink form. All responsible persons should have access to this information prior to the visit to enable sound judgements should a medical emergency arise. Team leaders should be comfortable with the administration of parental instructions when agreeing to accept young people as participants on a visit.
- For pupils with known medical conditions, staff will contact the parent/carer in advance of the trip. This will ensure that they are fully briefed to ensure that there are adequate quantities of medication available, that the pupil's condition is stable, and which emergency details are required should the pupil need to have additional support. This is documented for the Group Leader (Please see supporting pupil with medical conditions policy).

Documents and support links can be found here:

Department of Education Guidance	Supporting Pupils with Medical Conditions
Government Commonly encountered controlled drugs	Commonly encountered controlled drugs
Government Controlled drugs	Policy drug misuse
Asthma General Information	www.asthma.org.uk
Epilepsy	www.epilepsy.org.uk
Haemophilia	www.haemophilia.org.uk
Anaphylaxis	<p>www.anaphylaxis.org.uk</p> <p>See separate LCC Allergy and Anaphylaxis Guidance Document: 'Emergency Action Plan' forms for Epipen/Jext Pens. If administered please report this to: Bridge Park Plaza, Fax: 0116 258 6694 and email to childrensallergy@uhl-tr.nhs.uk</p>
Thalassaemia	https://ukts.org/
Sickle Cell Disease	www.sicklecellsociety.org
Cystic Fibrosis	www.cftrust.org.uk
Diabetes	<p>www.diabetes.org.uk</p> <p>Paediatric Diabetes Specialist Nurse: 0116 258 6786</p> <p>Consultant Paediatrician: 0116 258 7737</p> <p>Diabetes Care line services: 0345 123 2399</p>
Insurance Section LCC	James Colford, Tel: 0116 305 6516 (for insurance concerns)
Health, Safety & Wellbeing, LCC, County Hall,	<p>Tel: 0116 305 5515</p> <p>Email: healthandsafety@leics.gov.uk</p>
Public Health	PublicHealth@leics.gov.uk
Diana Children's Community Service	<p>Bridge Park Plaza, Thurmaston, Leicester LE4 8PQ</p> <p>Telephone: 0116 2955080</p>
Public Health (school) Nurses	https://www.healthforkids.co.uk/leicestershire/school-nurses/

Appendix 1 Medicine Consent Form (Pink)

Fleckney C of E Primary School Medicine Consent Form	
Child's name and class	
Child's date of birth	
My child has been diagnosed as having (<i>condition</i>)	
He/she is considered fit for school but requires the following medicine to be given during school hours	
Name of medicine	
Dose required	
Time/s of dose	
With effect from (<i>start date</i>)	
Until (<i>end date</i>)	
The medicine should be taken by (<i>mouth, nose, in the ear, other: please provide details as appropriate</i>)	
I consent/do not consent for my child to take the medicine by him/herself and therefore kindly request/do not request that you arrange for the administration of the above medicine as indicated. (<i>Please delete as appropriate</i>)	
I consent/do not consent for my child to carry his/her own medicine and therefore kindly request/do not request the school to store it on his/her behalf. This medicine does/does not need to be kept in a fridge. (<i>Please delete as appropriate</i>)	
By signing this form I confirm the following statements:	
<ul style="list-style-type: none"> • That my child has taken this medicine or at least two doses of this medicine before and has not suffered any adverse reactions. 	
<ul style="list-style-type: none"> • That I will update the school with any change in medication routine use or dosage 	
<ul style="list-style-type: none"> • That I undertake to maintain an in date supply of the medication 	
<ul style="list-style-type: none"> • That I understand the school cannot undertake to monitor the use of self-administered medication carried by my child and that the school is not responsible for any loss of/or damage to any medication 	
<ul style="list-style-type: none"> • That I understand the school will keep a record of medicine given and will keep me informed that this has happened. 	
<ul style="list-style-type: none"> • That I understand staff will be acting in the best interests of my child whilst administering medication. 	
Signed	
Name (please print)	
Contact details	
Date	

Appendix 2 Medical consent form for a nominated adult

Medication Consent Form (Short-term Medication Three Weeks or Less)

Child's Full Name: _____

Class/Year Group: _____

Name of Medication: _____

Reason for Medication: _____

Dosage and Method: _____

Time(s) to be administered: _____

Duration of Course (dates): _____

Parent/Guardian Details

Name: _____

Contact Number: _____

Nominated Adult (if not parent/guardian):

Name: _____

Relationship to Child: _____

Contact Number: _____

Declaration:

I confirm that the above information is accurate and that I give permission for the nominated adult named above to administer this medication to my child in school. I understand that any medication brought into school for this purpose must be taken away and stored at home after each administration.

Signature of Parent/Guardian: _____ Date: _____

School Use Only

Received by (Staff Name): _____

Date: _____ Time: _____