



## **Stillness Junior School**

# **Administering Medications Policy**

DRAFT

Date of Policy:	March 2026	Approved By:
Renewal Date:	March 2028	Full Governing Body

## **PURPOSE**

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

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## 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.

Stillness Infant and Junior Schools are committed to ensuring that children with medical needs have the same right of access as other children.

## 2. Six Rights of Administration

Errors in administering medication can have devastating effects, so to protect people from any accidental harm you should always remember the **Six Rights of Administration** - they go as follows:

**Right Person** – People can have very similar, or even the same names. Always make absolutely sure you have the right person.

**Right Medicine** – Many medicines have similar names so thoroughly check the name on the prescription.

**Right Dose** – No matter how many times you've done it in the past, always read the directions and measure correctly. Too little and the medicine will be ineffective, too much and the person could become sick.

**Right Time** – Make sure enough time has passed since their last dose, otherwise you could end up giving them too much. Check to see when the medicine was last administered.

**Right Route** – Make sure you carefully read how to administer the medication. Getting it wrong can cause harm.

**The right to refuse** – If a person refuses to take their medication you should **NOT** force them to do so. Take note of their refusal and any reasons they give. It may be that a different medication can be given which is more suitable.

## 3. The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming into school at lunch time to administer the medication. However, this might not be practicable and in such a case parents/carers may make a request for medication to be administered to the child at school. If medicine needs to be administered during school time, then a parent or carer must bring it to the school office and fill in the Administration of Medication Permission and Record form (Appendix 1). Medication must not be given to the class teacher or brought into school by the child themselves. 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.

The parent / carer is responsible for ensuring any medication is

- in date,
- replaced when necessary,
- is in its original container,
- collected from the school office when necessary,
- and has an appropriate medicine spoon, medicine pot or oral medicines syringe supplied.

## 4. 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 bedtime. Parents are encouraged to ask the GP whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin, which must still be in date but will generally be available to school inside an insulin pen or a pump, rather than in its original container. The schools will never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction. In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage & any written instructions provided by prescriber
- Expiry date

An Administration of Medicine Permission & Record form (Appendix 1) must be completed and signed by the parent / carer.

No medication will be given without the parent's written consent. Prescribed medication, other than emergency medication, will be kept in a refrigerator or school office.

All emergency medicines (asthma inhalers, epi-pens etc.) should be kept in the child's bumbag and be readily available. Pupils in Stillness Junior School will keep these medications on their persons.

A second Epi-pen for each child who requires one will be kept in the main school offices, in a box clearly labelled with the child's name and photograph.

## **5. Long Term Medical Needs**

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils, involving the parents and the relevant health professionals.

Refer to the "Supporting Pupils at School with Medical Conditions Policy" for more information.

Appropriate training will be arranged for the administration of any specialist medication (e.g., adrenaline via an EpiPen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

## **6. 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. Ideally controlled drugs are only brought in daily by parents, but certainly no more than a week's supply and the amount of medication handed over to the school should always be recorded.

Controlled drugs should be stored in a locked non portable container, such as a safe, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, 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 to the parent/carer when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should not be thrown away.

## **7. Non-Prescription Medication**

Where possible, both schools will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion, or the administration of paracetamol for toothache or other pain.

However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

**A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.**

If non-prescription medication is to be administered, then the parent/carer must complete a Parental / Carer Consent to Administer Short Term Non-Prescribed Medication Consent form (Appendix 2), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

## **8. Alternative Medications**

Alternative medication, including homeopathic medication and herbal remedies, will not be administered unless prescribed or agreed by a GP/consultant.

## **9. Creams and Lotions**

Non-prescribed creams and lotions may be applied at the discretion of the Head teacher in line with this policy but only with written consent from parents and carers.

(See Intimate Care Policy)

Parents and carers are responsible for sending in the cream, labelled for the individual pupil.

Parents / Carers must inform the school on how much cream should be administered.

### Sun Cream

We ask parents and carers to apply sun block in the morning before coming to school.

## **10. Administering Medicines**

Medicines will only be administered by members of staff who have been trained in the safe administration of medicines.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an EpiPen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

The Inclusion Lead in the infant and junior schools will maintain a record of staff trained in specialist medication for children with Individual Health Care Plans.

When a member of staff administers medicine, they will check the child's Administration of Medication Permission and Record form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form. For long-term medication, an Administration of Medication Continuation Sheet (Appendix 3) will be used as necessary.

### **11. Self-Management**

It is important that as children get older, they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils. Stillness Junior School Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action). This is also the case for pupils with EpiPen's. Children should know where their spare medicines are stored.

### **12. 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 by phone. If the refusal leads to a medical emergency, the school will call the emergency services and the parents.

### **13. Offsite Visits**

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments 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 with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete an Administration of Medication Permission and Record form.

Residential Visits – All medicines which a child needs to take must be handed to the teacher in charge of the visit. The only exception are asthma inhalers and epi-pens, which should be kept by the child themselves. The parents will sign a consent form for any medicines which they need to take during the visit, plus consent of emergency treatment to be administered – see example form in Appendix 4.

### **14. Disposal of Medicines**

The Inclusion Lead in both the infant and junior school will check all medicines kept in school each 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. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. If any child requires regular injections (e.g. Insulin), they will 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.

### **15. Emergency Asthma Inhalers**

Both schools hold emergency asthma inhalers on site. Parents/ Carers must sign to agree that in an emergency situation, the emergency pump may be used.  
See Asthma Policy & Appendix 5

### **16. Emergency EpiPen's**

Both schools hold emergency EpiPen's on site. Parents/Carers must sign to agree that in an emergency situation, the emergency injector may be used.

See Anaphylaxis Policy & Appendix 6

### **17. School Medications**

Both schools will hold a supply of Calpol (paracetamol based) medicine and an Antihistamine for one off use to pupils during the school day.

If the parent/carer wishes the school to administer these medications, a Parental / Carer Consent to Administer Short Term Non-Prescribed Medication must be completed. These medications will be purchased by the school and stored in a designated locked cupboard. See Appendix 2

### **18. Emergency Procedures**

Any child with an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school will be instructed what they should do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, a staff member will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

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## Appendix 1 - Administration of Medication Permission and Record

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Details of illness: \_\_\_\_\_

Medicine: \_\_\_\_\_

### **ONE FORM FOR EACH MEDICATION**

Times and dosage of medicine: \_\_\_\_\_

Relevant side effects to be observed if any: \_\_\_\_\_

Medicine to be administered from: \_\_\_\_\_ to: \_\_\_\_\_

### **Parent/Carer:**

I hereby give permission that the above medication, ordered by the doctor/dentist for my child \_\_\_\_\_ be administered by school personnel.

I understand that I must supply the school with the prescribed medicine in the original container dispensed and properly labelled by pharmacist and will provide no more than a 5-day supply of said medication.

I will inform the school of any changes to the dosage or timings of the medication or if my child suffers any side effects.

I understand that this medication must be collected by myself and if not, will be destroyed at the end of term.

Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**WE WILL ENDEAVOUR TO ADMINISTER THE MEDICATION AT THE TIME STATED BUT THERE MAY BE OCCASIONS WHEN THIS IS NOT POSSIBLE. WE WILL ALWAYS CONTACT YOU IF THIS OCCURS**

<u>Date</u>	<u>Time given</u>	<u>Dose Given</u>	<u>Member of staff</u>	<u>Initials</u>

## Appendix 2 - Stillness Infant & Junior School

### Parental/Carer Consent to Administer Non-Prescribed Medication

The school will not administer any medication unless this form is completed and signed. This information will be kept securely with your child's other school records. If further information is needed, we will contact you.

Please do not hesitate to contact the school if there are any issues you wish to discuss.

<u>Child's Name</u>	<u>Date of Birth</u>
<u>Gender</u>	<u>Year &amp; Class</u>

The Administering of Medications School Policy permits the school to administer the following non-prescription medications if your child develops the relevant symptoms during the school day. Pupils will be given a standard dose suitable for their age and weight.

You will be informed by telephone before the school administers the medication. The school holds a small stock of the following:

Calpol (Paracetamol based)

Antihistamine

Tick the non-prescription medication above that you give your consent for the school to administer during the school day and confirm that you have administered these medications in the past without any adverse effect.

**You will inform the school of any doses you have administered at home prior to coming to school and of any changes to this consent.**

**Signature of Parent / Guardian:**

**Name:**

**Telephone Number:**

**Date:**

**Staff Member Accepting Consent Form:**



## Appendix 4 Stillness Infant & Junior School

### Consent to Administer Non-Prescribed Medication on a Residential Visit

The school will not administer any medication unless this form is completed and signed. This information will be kept securely with your child's other school records. Whilst away, if your child feels unwell, the school staff may wish to administer the appropriate non – prescription medication.

Please do not hesitate to contact the school if there are any issues you wish to discuss.

<u>Child's Name</u>	<u>Date of Birth</u>
<u>Venue</u>	<u>Year &amp; Class</u>

If your child develops the relevant symptoms during the residential visit, they will be given a standard dose suitable for their age and weight of the appropriate non-prescribed medication below. If the symptoms persist, medical advice will be sought and if necessary, the emergency services called. The trip leader will also contact the parent / carer.

You will be informed of any medications administered on the trip when they return to the school by telephone.

The trip leader will be responsible for taking the following medications with them on the residential trip.

Calpol (Paracetamol based)

Antihistamine

Travel Sickness

Tick the non-prescription medication above that you give your consent for the school to administer during the residential visit and confirm that you have administered these medications in the past without any adverse effect.

**You will inform the school of any doses you have administered at home prior to the departure of the journey and of any changes to this consent.**

**Signature of Parent / Guardian:**

**Name:**

**Emergency Contact Number:**

**Date:**

## Appendix 5 Stillness Infant and Junior Schools

### CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

From 1st October 2014 the Human Medicines Regulations 2014 will allow schools to keep a 'Salbutamol' inhaler for use in emergencies.

This will be used for any pupil with asthma or who has been prescribed an inhaler as a reliever medication. This can only be used if the pupils prescribed inhaler is not available.

As your child is on our Asthma Register and we have an Asthma Care plan in place for them we ask that you also give your permission for the Emergency inhaler to be administered should the occasion arise.

- 
1. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.
  2. I will keep the school updated on:
    - Any changes in my child's medical condition including any changes of medications/dosages.
    - Any changes to the emergency contact details detailed below

**Signed:** ..... **Date:** ...../...../.....

**Name (print)**.....

**Child's name:** ..... **Date of Birth:** ...../...../.....

**Class:** .....

**Parents / Carers address and contact details:**

.....  
.....

**Telephone:** ..... **Mobile:** .....

**E-mail:** .....

**Entered on School Asthma Register**      **Date:** ..... /...../.....

**Signature** .....

**Appendix 6 Stillness Infant and Junior Schools**  
**USE OF EMERGENCY ADRENALINE AUTO-INJECTOR**

Dear Parents / Carers

Date:

**Re: Adrenaline Auto-Injector (AAI) Pens (e.g. Epi-pen, Jext pen Emerade pen)**

Following the amendment to the Human Medicines Regulations 2012 to permit schools to hold spare adrenaline auto-injectors (AAIs), the Department of Health has issued non-statutory guidance to support schools in their management of AAIs.

Stillness Infant and Junior School has now made arrangements to hold emergency Adrenaline Auto-Injector pens for the use of students diagnosed with an allergy whose prescribed AAI pen is not available for various reasons in the event of an emergency.

According to our records, your son/daughter suffers from an allergy and has been prescribed an Adrenaline Auto-Injector (AAI) pen (for example Epi-pen, Jext pen, Emerade pen).

AAIs will only be administered to pupils for whom written parental consent for the use of the emergency AAI has been given.

If your son/daughter has been diagnosed with an allergy and has been prescribed an Adrenaline pen, please could you complete the attached form – Emergency Adrenaline Auto-Injector Consent Form.

Completed forms may be returned to the relevant school office.

Yours faithfully

## CONSENT FORM

### Use of Emergency Auto Adrenaline Injectors (AAI) Student showing symptoms of allergy and anaphylaxis

- I can confirm that my child has been diagnosed with an allergy and has a prescribed an AAI.
- My child has a working, in date AAI, clearly labelled and has been advised to keep it with them at all times.
- In the event of my child displaying symptoms of anaphylaxis, and if their AAI is not available or is unusable, I consent to the school using the emergency Auto Adrenaline Injectors (AAI)

I (name of parent / guardian)	
Of (present address)	
Hereby give consent to my son/daughter (full name and date of birth)	DOB:    /    /
Class Name	
Signature of Parent / Guardian	
Date:	/       /

#### Or, if NOT WISHING TO CONSENT

I do <b>NOT</b> give my consent to the above	Please tick BOX <input type="checkbox"/>
Signed	
Print Name	
Date:	/       /

# 6 RIGHTS OF ADMINISTRATION

RIGHT

*Person*

RIGHT

*Time*

RIGHT

*Medicine*

RIGHT

*Route*

RIGHT

*Dose*

RIGHT

*to  
Refuse*

For more information about how to handle medicines safely, contact one of our friendly team:

☎ 0333 939 0053 ✉ [info@opuspharmserve.com](mailto:info@opuspharmserve.com)

💻 [www.opuspharmserve.com](http://www.opuspharmserve.com)

