



**13c SCHOOL POLICY FOR THE  
SAFE ADMINISTRATION OF MEDICINES IN SCHOOL**

1Statutory Policies	<b>13 Health and Safety</b>
ISI	1.17 The Safe Administration of Medicines at school
NMS (April 15)	
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**This protocol is designed to ensure safe practice in the storage, handling and giving of medication in school by Medical Staff, EYFS Staff or other designated or pastoral care staff.**

It has been written with the guidance provided by the Department for Education titled "Supporting Pupils at School with Medical Conditions" (Aug 2017):

[www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3](http://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3)

### **Objectives**

- To meet the Department of Employment and Education Guidelines and Department of Health Recommendations. (Supporting pupils – medical needs in school) 14/96.
- To comply with the School's Health and Safety Policy and current Health and Safety legislation, i.e. the Health and Safety at Work Act 1974 and subsequent C.O.S.S.H Regulations of 1988.
- To comply with the 'UKCC' Code of Professional Conduct for Nurses, and the standards for the Administration of Medicines by Nurses 1992.
- To prevent drugs and substance misuse.
- To ensure this policy is adhered to and is in operation at all times.

### **The administration of medicines**

All medicines, whenever possible, will be administered by the Nurse on duty. If this is not possible, only staff with an appropriate First Aid qualification may administer medication, and then only after Safe Administration of Medicines training.

In the case of EYFS students only Nurse or those with pediatric 1<sup>st</sup> Aid training will administer medicines. Only prescription medicines are administered, and parents must give written instructions for each dose administered.

Medical staff must inform parents of EYFS students verbally on the same day or as soon as it is reasonably practical when medicine has been administered, giving the time and date, keeping a log in the infirmary.

### **Conduct when administering medicines**

The following guidelines must be observed:

- Prior to giving any medication, check expiry date.
- Safely dispose of any expired or unused medication.
- When giving medication check usage and dosage and Record given medication on the agreed documentation.
- If there is adverse reaction to medication, i.e. rash, stop medication immediately.
- Asthma inhalers and topical preparations, i.e. eczema creams, should be labeled and never shared.

Students in Y10 – Y13 may keep their own prescribed medication if it is kept in a secure place and subject to satisfactory outcome of a risk assessment.

Students and their parents/guardians are expected to co-operate in the administration of medication and ensure courses of medication taken home at weekends are continued and returned to school after the weekend.

### **General Safeguards**

All students / parents including EYFS should hand in any prescribed medicines to the nurse – this must be in its original packaging and labelling. This is to ensure the medicines are given at the appropriate time and the child's well-being observed during the day.

If students such as diabetics, epileptics or asthmatics go, for example, on a field trip, their individual needs should be arranged a few days beforehand. Also the teacher should collect the first aid box from the infirmary the day before the outing.

A confidential list of children's medical conditions is held on file, this is kept in the infirmary. It is revised and updated each term by Sister, and can be viewed on a need to know basis.

All those children with specific needs will have an individual care plan. The nurse will oversee students who require daily injections or treatments. Unused Insulin will be kept stored in a small vaccine fridge at the infirmary where daily temperatures can be easily monitored, and the fridge locked.

A child with verrucas must wear a waterproof plaster and foot sock when swimming in the school pool or showering, they must wear their slippers around the boarding area if a boarder.

### **Protocol for administering 'non-prescription medicines' by non-medical staff during a trip**

In the absence of a trained Nurse, those members of staff who are trained and have read a copy of this document are authorized to administer non-prescription medicines provided that the protocol below is followed.

#### **Please do not use your own medication for the students**

#### **Procedure**

- Establish if the student has taken any medication in the previous 4 hours and if so, what was that medication.
  - Ask if the student has taken the medication, you are about to offer previously and if so, did she or he have an adverse reaction.
  - Establish the reason why the student needs medication.
  - Check the medication has a current date code.
  - Supervise the student taking the medication.
  - Use the form provided to record:
    - The pupil's name
    - The date and time of the treatment
    - The medication given and the dosage
    - The reason given
- Sign or initial the form and return to the Medical Centre the following day.

## References

A: Handbook for the Inspection Part 3

B: Health and Safety Executive, ([www.hse.gov.uk](http://www.hse.gov.uk))

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook

(<http://members.theisba.org.uk/member-tools/reference-library/human-resources/staff-management/staff-handbook-section-h.aspx>)

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: Department for Health ([www.dh.gov.uk](http://www.dh.gov.uk))