

## **HOLY NAME CATHOLIC PRIMARY SCHOOL**

### **ADMINISTRATION of MEDICATION POLICY** **SEPTEMBER 2025**

Consideration has been given to the requirements set down in the following legislation and guidance:

- Special Educational Needs and Disability Act (SENDA) 2014
- DfEE Circular 14/96 Supporting Pupils with Medical Needs in Schools
- Medicines Act 1968
- Education Act 1996
- National Inclusion Statement 2021
- Every Child Matters
- Managing Medicines in Schools and Early Years Settings

This policy is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency.

Parents have prime responsibility for their children's health and should give the school sufficient information about their medical condition and treatment or special care needed at school.

The employer has duties, under the Health & Safety at Work Act 1974, for the health and safety of its employees and anyone else on the property, for ensuring that the school has a Health & Safety Policy. This should include procedures for supporting pupils with medical needs including managing medication.

There is no legal duty which requires teaching staff to administer medication; this is a voluntary role. Staff who assist with any form of medication in accordance with the procedures detailed are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that these procedures are followed exactly. Exception :- Indemnity will not be given in the case of fraud, dishonesty or criminal offence.

This policy only refers to medication. Advice on other drug related issues is available from the Drug Support Advisor, Peter Duggan on 01744 630601 or 07721391380.

### **LOCAL AUTHORITY POLICY**

Under the requirements of the Special Educational Needs and Disability Act 2014 it is the responsibility of the Local Authority and schools to enable pupils to be in school wherever possible.

All pupils should have full access to the National Curriculum unless individual exceptions are advised by a multi-agency review.

The Local Authority has a responsibility to support schools by clarifying their responsibilities for the administration of medication.

Unless pupils are acutely ill they should attend school. To facilitate this it may be necessary for them to take medication during school hours.

The administration of medication in school by teachers is voluntary.

Administering medication will be the duty of a designated support staff (First Aider at Holy Name) and this role will be stated in their Job Description.

This policy will be available to staff, Governors, parents, pupils and health practitioners.

Pupils with significant medical needs must have a detailed **Individual Health Care Plan (IHCP)** agreed by parents, school and health practitioner. The health practitioner will identify those pupils who require an IHCP and will lead on the content.

Advice and training are available from the School Health Services (North Liverpool PCT and/or Community Paediatric Department, Royal Liverpool Children's Hospital-Alder Hey). Advice and information is also available from the LA via SEN central Admin Team and the Inclusion Development Officers.

The appropriate contacts for specific advice on administration of medication are the School Health Managers.

Written agreement from parents is required prior to administration of any medication. Written confirmation of instructions from a health practitioner is required prior to administration of any medication.

Records of all administration and disposal of medications must be kept in a bound book to prevent falsification.

Schools will identify appropriate storage and arrangements for access to medication. Schools will make reference to its First Aid Procedures, including off site procedures.

Health (Department of Community Paediatrics) and Education personnel will jointly monitor the implementation of this policy. Ofsted Inspections of schools may also monitor implementation.

### **HOLY NAME SCHOOL POLICY**

This policy follows Local Authority guidelines and has been agreed by governors and staff. It will be made available to parents.

One of the key principles taken from the National Inclusion Statement 2021 is "Overcoming potential barriers to learning". As Inclusion and Disability policies become embedded, the need to administer medication in mainstream schools is increasing. At Holy Name we endeavour to ensure pupils' care, welfare, health and safety, enabling

pupils to be included in all aspects of school life and attending to the personal and social needs of pupils.

The SENDA protects pupils with disabilities which include medical conditions since school are required by law:

- **NOT to discriminate** against these pupils (DDA duties)
- **To make reasonable adjustments** for them (DDA duties)
- To plan strategically **to increase access** to school for pupils with medical needs (**Planning Duties**)

This policy facilitates regular school attendance wherever possible and minimise disruption to the education of pupils with medical needs.

Parents should only keep pupils off school when they are too ill to attend. Parents are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours if possible.

Individual Health Care Plans (IHCP) for pupils with significant medical needs must be drawn up in partnership with health care professionals and parents. They should include details of formal systems and procedures; any precautions, side effects etc. The health care practitioner will identify the need for an IHCP.

The Headteacher accepts, in principle, responsibility for:

- a) the administration of prescribed medication by school staff
- b) the supervision of pupils taking prescribed medication

The designated staff for the administration of medication will be trained in First Aid and the list of staff will be displayed on the locked Medical Cabinet, the Admin Office and in all classrooms.

### **Obtaining Medical Information**

Parents are asked to supply the school with medical information about their child. This is to include medical conditions such as asthma, eczema, allergies (including foods) etc. This information is then posted on the Notice Board in the Medical Room.

### **Receiving Medication in School**

All medication must be in its original container, or school will not accept it.

All medication **MUST** be clearly labelled with

- the child's name
- the name and strength of the medication
- the dosage and when the medication should be given
- the expiry date of the medication

All medication (including homeopathic) must be accompanied by a written confirmation by a health practitioner (e.g. GP, clinical nurse specialist, nurse practitioner) including the

time/dose to be given in school. If more than one medication is required, these should be in separate, clearly and appropriately labelled containers.

On arrival at school, all medication is to be handed to the designated member of staff by the parent, or to another member of staff, unless there is prior arrangement with the school and pupil for the pupil to carry medication (e.g. asthma inhalers) and details are entered in the medication record. For Health & Safety reasons we discourage pupils from carrying any form of medication.

At Holy Name Catholic Primary School medication is immediately stored in the locked Medical Cabinet, which is wall mounted and situated in the Medical Room / Photocopying Room.

Access to the Medical Cabinet is restricted to the Designated Staff. The key is always to be out of the reach of children. (On the top of the locked cabinet)

Once removed from the Medical Cabinet, the name on the medication and dosage MUST be checked before administration, and the medication should be administered immediately and never left unattended.

At present we do not have a lockable wall mounted fridge for the storage of medication.

Parents are advised to make a request from their G.P. for a prescription to enable their child to have an inhaler both at home and at school.

Parents should provide medicines such as Calpol, Nurofen or Piriton if they feel their child may need it.

Parents/carers will be contacted each time a child needs medicine.

### **Documentation**

Verbal messages are NOT acceptable.

For each pupil receiving medication the school will keep (at school) the following documentation:

- written request for school to administer medication
- written confirmation of administration from a health practitioner
- Pupil record of medication administered in a **bound book**
- Parental consent for administration of medication for school trips

Pupils with complex medical needs will have an Individual Health Care Plan (IHCP)

### **Administration of Medication**

Staff who are the Designated Staff for the Administration of Medication will receive training and advice from the appropriate practitioner. Training will be updated appropriately.

Designated staff are responsible for notifying the Headteacher when their training requires updating and for ensuring this is arranged.

Designated staff involved in specific complex procedures e.g. medication via gastrostomy tube, oxygen therapy, will receive a certificate following training, accrediting their ability to perform the procedure. The certificate will be displayed accordingly.

Medication will be administered in the Medical Room.

Before medication is administered, the child's identity MUST be established by checking with a member of staff or parent (if present).

Designated staff will follow directions for administration provided in writing by the health practitioner. Designated staff will record details of each administration as outlined below.

A child should never be forced to accept medication. The Headteacher MUST be informed immediately. The school will inform the child's parents immediately if a child refuses medication as prescribed and keep a record of this on CPOMS.

### **Self Administration of Medication**

Parents must complete a written request form for a child to self-administer medication. (Examples would include insulin and or asthma medication. This is not an exhaustive list.) This would only be allowed if a child has been trained and is competent to administer its own medication.

Provision has been made for the child with diabetes to take a snack, as required, in order to maintain his blood sugar level. There is a locked medical cabinet in the appropriate classroom to accommodate the storage of the food stuffs received from the parents.

Parents may be asked to provide a measured dose of medication for their child, with instructions, in a named container, to facilitate children self administering their medication, under supervision.

Arrangements can be made for parents to come to school during the school day to administer medication to their child themselves, if parents feel that this is necessary.

Parents will be informed that the school does not have any facilities for storing antibiotics in a fridge.

### **Record Keeping**

A system of record keeping will include:

- List of designated staff
- Record of all training undertaken by designated staff
- Record of all training undertaken by children allowed to self-administer medication and competent to do so.
- Individual Health Care Plans (IHCP)

- Records of parental consent and health practitioner instructions including those for self-administration. Consent should be reviewed and confirmed annually (September) in addition to ongoing updating
- Record of Administration of Medication including amount administered and amount remaining (running total) is to be kept in a bound book.
- Record of medication disposed of.

A parent request form should be completed each time there is a request for medication to be administered or there are changes to the current medication / administration instructions.

The Request Form **MUST** include:

- Photograph of child
- Child's name, class, date of birth
- Reason for request
- Name of medication, timing of administration, dosage of medication (CONFIRMED IN WRITING by a HEALTH PRACTITIONER)
- Emergency contact detail = names and telephone numbers (including mobiles)
- Name and details of Doctor and / or Health Practitioner

Reasons for NOT administering regular medication **MUST** be recorded and parents informed immediately and within the timescale agreed by health practitioner.

Records of administration of all medication will be recorded in the bound book and stored in the locked Medical Cabinet.

### **Record Books**

In accordance with LA policy, and for Insurance purposes, a record of **ALL** Medicines Administered **MUST** be kept in a **bound book**.

#### **Red = Individual record of medication administered**

For pupils who have been identified by a Health Practitioner as having **COMPLEX MEDICAL NEEDS**. The back cover contains a pocket for Individual Health Care Plans.(ICHPs)

#### **Blue = Whole School Record of medication administered**

For all pupils whose medical needs are not complex, including those on Short term medication e.g. antibiotics.

#### **Green = Record of medication administered off site**

E.g. On school trips and residentials

Further copies of the Record Books are available from NICO / LA Inclusion Development Officer. (Tel: 233 3901)

### **Emergency Medication**

Emergency medication as identified in the IHCP is subject to the same request and recording systems as non-emergency medication, with additional signed parental consent and in accordance with the IHCP. Designated staff MUST refer to the IHCP. This type of medication will be readily available.

Consent and IHCP are to be kept with the medication.

The IHCP must be checked and reviewed termly.

It is the parent's responsibility to notify the school of any change in medication or administration.

Procedures in the IHCP should identify:

- Where the medication is stored
- Who should collect it in an emergency
- Who should stay with the child
- Who will phone the ambulance / medical support
- Contact arrangements for parents
- Supervision of other pupils
- Support for pupils witnessing the event
- Recording systems

### **LETTER TO PARENTS ( on next page)**

### **MEDICINES TO BE GIVEN DURING SCHOOL HOURS**

It is very important that medicines you wish the school to administer are authorised by your General Practitioner, Hospital Consultant or appropriate health professional.

Without your signature, authorised staff cannot give any type of medicines to the children in school.

Would you kindly ask your Doctor / Consultant to complete the attached form and return it to school with the medicines prescribed. You will need to have a new form completed if the type of medicine or the dosage of medicine is changed. These forms are available from the Admin Office at school.

Thank you for your co-operation in ensuring that the appropriate care might be provided.

Yours sincerely

Mr N Morris  
Headteacher