The Fairlawn and Haseltine Federation Medications Policy

Related Policies
Allergy Policy
Asthma Policy
First Aid Policy
Intimate Care Policy
Emergency Pump and Anaphylaxis Policy

Introduction

This policy takes into account DfE "Supporting Pupils with Medical conditions" December 2015 and the DofE First Aid in Schools, Early Years and Further Education February 2022.

Rationale:

The Fairlawn and Haseltine Federation endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day-to-day experiences at school. Some of our pupils may have medical needs, at some point in their school life or have life-long medical conditions. Additional measures are required to ensure these pupils are able to have full access to the curriculum and the impact of their medical difficulties upon their life in school is minimised as far as possible.

Prescription medicines may sometimes need to be given during school time. For many children this will only be over a short period of time but for some children their medical needs may require medication to be administered regularly. In both cases parents, schools and medical professionals must work together to ensure the best health for the individual child and their continued and continuing education.

Teachers and staff are in 'loco parentis' and may need to take swift action in an emergency, both in school and offsite. The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with all and any relevant information.

Aims:

- To ensure proper care and support for children who need to take medicine or need medical attention in school.
- To enable regular attendance at school.
- To provide information to parents and staff and to establish regular procedures for the administration of medicines.

Roles and Responsibilities

- The Head Teacher / Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of The Fairlawn and Haseltine Federation.
- The Head Teacher / Governing Body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- The Head Teacher / Governing Body is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to any information needed.
- The Head Teacher / Governing Body is responsible for ensuring that relevant health and social care professionals are consulted to guarantee that the needs of pupils with medical conditions are properly supported.
- The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy.
- The Fairlawn and Haseltine Federation has a lead first aider that is responsible for checking medication dates and contacting parents if the medication is out of date.
- Staff, including teachers, support staff and volunteers, are responsible for following this policy and adhering to the procedures.
- Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- Parents/carers are expected to complete a medication administration form prior to bringing medication into school and discussing the medical condition of their child(ren) with a member of the office staff.
- Parents/carers are responsible for informing the school if the medication is no longer needed or the dosage/frequency changes. A new prescription with an up to date label will be required.
- Parents / Carers need to ensure there is sufficient medication and that the medication is in date.
- Parents / Carers must ensure there is an appropriate medicine spoon, medicine pot or oral medicines syringe provided.
- Parents should collect medicines held by the school at the end of each term and are responsible for ensuring that expired or out of date medicines are returned to a pharmacy for safe disposal.
- The headteacher and Class Teacher are responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- In the case of staff absence, the headteacher is responsible for organising another appropriately trained individual to take over the role of administering specific medications.
- Ellie Whilby at Haseltine and Emily Bruggy at Fairlawn are responsible for ensuring care plans are updated to include what action must be taken during a possible medical emergency, such as when to call the emergency services / symptoms to look for / calling for assistance.

Medications

Authorisation

- The Fairlawn and Haseltine Federation will only consent to administer a prescription only or non-prescription medicines to a child if an authorisation form has been completed.
- A separate form is required for each medication
- In the case of Unprescribed – Over the Counter Medications - the consent form will document that the child has been administered the medication in the past without any adverse effect.

The Fairlawn and Haseltine Federation does not administer -

Medicine's prescribed outside of the United Kingdom unless we have written authority from a UK doctor.

Alternative medication.

Prescribed Medicines

- Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines **MUST** be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime so do not need to be administered in school.
- Medicines that need to be taken four times a day can be administered once during the school day and must be spaced as evenly as possible over a 24-hour period.
- Medication containing aspirin **cannot** be administered by staff to pupils under 16, unless prescribed or as part of a pupil EHCP Plan.

Non-Prescribed Medication (Over the counter medications)

Non-prescription medication may be given by a staff member under special circumstances. This could include 'over the counter medicines' such as Calpol / Anti Histamine etc.

Medicines must be provided in the original container (as purchased) and include prescriber's instructions for administration. We cannot accept medicines that have been removed from their original container nor make changes to dosage on parental instruction.

All medicines will only be given with the consent of the parent. A consent form must be signed by a parent before medicine is administered. In an emergency email permission can be given.

Controlled Medications

Controlled drugs will only be accepted when part of an Individual Health Care Plan.
All medicines **MUST** be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
See Controlled Medications Risk Assessment

Alternative Medications

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

Procedures

Administering Medicines

No child will be given medicine without their parents written consent.
Any member of staff administering medicines to a child should check:

- Childs name
- Name of the medicine
- Dose and the frequency of administration,
- Expiry date and date of dispensing included on the pharmacy label.
- Written Instructions provided by the prescriber on the label or container.

If in doubt about any procedures staff should not administer the medicines but check with the parents or health professional before taking further action.

Refusal

If a child refuses to take medicine, no member of staff will force them to do so. Parents will be informed as soon as possible. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

Storage

Medicine brought into school must be given personally to a member of the office staff who will then deliver them to the correct class. This includes inhalers.

Once asthma pumps are registered on the pupil management information system, they are labelled and taken into class.

At Fairlawn all other medications, including Adrenalin Pens are stored in a cabinet behind the reception desk. Epilepsy medication is stored in the safe.

The Federation also have emergency Adrenalin Pens which are stored in the reception areas.

At Haseltine asthma pumps and adrenalin pens are stored in medical bags held in classrooms. Temporary prescribed or over the counter medicines are held in the main office.

Access to this is restricted to staff. No children have access to the cabinet

Adrenalin Pens:

Adrenalin Pens and medication is stored –

Haseltine in a clear box with their care plan and child's photo. There must be 2 in - date Adrenalin Pens in school, 1 in the child's box kept in the unlocked cupboard in the medical room, 1 in the child's box kept in an unlocked cupboard in the classroom.

Fairlawn – in a green first aid box with their care plan and child's photo, in the unlocked cupboard behind the reception desk

At Fairlawn the emergency pen is kept in the office/reception area.

At Haseltine the emergency pens are kept in a locked box opposite the main reception desk. Key are held by the Inclusion Manager, the Headteacher and Senior Administration Officer.

Asthma Pumps

Asthmas pumps are stored in a safe accessible place in the classroom and are taken to PE and any off-site activities by the class teacher. Children who have inhalers should have them available where necessary. Inhalers must be labelled with the child's name and guidelines of administration.
No other inhaler other than the blue Ventolin inhaler is to be administered in school unless as part of a Healthcare Plan.

A record is maintained of the usage of the pump and parents / carers informed if the frequency has increased.

Emergency Medication

Schools are permitted to keep spare auto-injectors and Salbutamol inhaler for emergency use.

Adrenaline Auto-Injectors –

General school emergency medication includes spare adrenaline auto-injectors (AAI) 150mcg and 300mcg and a Salbutamol Inhaler(s).

Asthma Pumps –

Fairlawn has:

- three emergency kits, one located in the office, one in the rainbow room and one in the medical room. Each kit contains one salbutamol inhaler and one spacer, and also a sheet on which to record the administration of salbutamol to any child.
- Letter of Parental Consent
- Asthma Emergency Consent letter
- Generic Asthma Care Plan for completion by parent

Haseltine has:

- three emergency kits, one located on each floor of the school. Each kit contains one salbutamol inhaler and one spacer, and also a sheet on which to record the administration of salbutamol to any child.
- Letter of Parental Consent
- Asthma Emergency Consent letter
- Generic Asthma Care Plan for completion by parent

Consent

A separate written consent will be sought for the use of the in spare AAI and Salbutamol inhaler from parents/carers.

The school also has a spare compatible spacer(s) for use with pupils who already use a spacer.

The Medicines and Healthcare Products Regulatory Agency has clarified in June 2023 that the legal exemption under Regulation 238 of the Human Medicines Regulations 2012 permits a school's

spare adrenaline auto-injector(s) to be used for any pupil or other person not known by the school to be at risk of anaphylaxis in an emergency. Written permission is not required. However, the MHRA highlighted that this was for exceptional circumstances only where the reaction could not have been foreseen.

Recording

First Aiders who give medicine in school should make a record each time medication is given to a pupil, this includes EpiPen's and inhalers. This protects staff and is proof that procedures have been met. When medicine is administered the adult responsible will detail the name of the person, the name of the medicine, the amount administered, the time it was administered and the date.

As and when medicines are brought in to the school office, parents will be expected to:

- Fill in a record detailing the name of the person for whom the medicines are supplied
- Give the name of the medicine supplied.
- Detail the quantity of amount to be administered each time, the times for which they should be administered.
- Detail any side effects and the expiry date.
- Sign to show that they have given the school permission to administer the medicine as stated and that they recognise that they still have overall responsibility for their child's health.

Type of Medication	Examples	Storage	Notes
Non-emergency medicines	Prescribed Medications OTC Medications	A locked cupboard (not a legal requirement, but good practice). Can be carried by a child if competent to do so (e.g. secondary school).	Possible locations include the classroom, medical room, school/office/SENCo or head's office
Emergency Medications	Rectal Diazepam Adrenaline (Epipen) Glucose (Hypostop) Asthma Inhalers	Not locked away, secure location. Preferably carried by child if competent to do so (e.g. kept in school bag) This location will be different in every school/setting (in our settings it is in the reception/office area); according to where the pupil normally has lessons/ spends most of their day, the size and geography of the school and the pupil/child's age and maturity.	Possible locations include the classroom, medical room, school/ office or head's office
Refrigerated Medications (Store 2-8 C) Antibiotics	(e.g. flucloxacillin liquid)	Items requiring refrigeration may be kept in a clearly labelled closed container in a standard refrigerator and the temperature monitored each working day.	All storage facilities should be in an area which cannot be accessed by children. Insulin pens may be kept out of the fridge for up to 28 days once opened. **(check individual medications)**
Controlled Drugs	Buccal Midazolam Dexamphetamines Lisdexamfetamine Methylphenidate Morphine Tramadol Codeine	Securely stored in a nonportable container and only named staff should have access.	Schools should keep a record of doses used and the amount of controlled drug held.

Disposal

Staff should not dispose of medicines. Parents / Carers are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
Parents / Carers should collect medicines at the end of the agreed administration time period.
Sharp boxes should be used to dispose needles.
Sharp boxes can be obtained by parents / carers from their GP.
Collection and disposal of sharp boxes should be arranged by the Premises Staff.

Off Site Educational Visits / Trips

A risk assessment for educational visits should include a section on medical needs and medicines to be taken.
The risk assessment will allocate a designated person to be responsible for any medications taken off the school site.
A copy of the medical care plan should also be taken.

Residential School Journey

- The trip leader will take a school paracetamol-based medicine and an antihistamine with them on the trip. Parents / Carers will be asked to authorise the use of these medications prior to the journey. If required to use any school medications on the school journey, the parents / carers will be contacted as soon as is possible.
- The risk assessment will identify any children with medical conditions and the trip leader will ensure that all their medications are available / in date / sufficient amounts are available.
- All staff supervising on residential visits must ensure they have a detailed understanding of the medical or healthcare need of all pupils in their care. This includes all prescribed mediation and emergency medication.

Long Term Medical Needs

The school must have full information about the medical needs of a child before they start school or as soon as the need is recognised. Where parents / carers cannot give full information, this will be obtained from the relevant professional and training will be obtained if necessary.

The school will make a record of the health care needs of children with long term medical needs and will distribute to all staff. It will ensure the catering staff know medical/ dietary needs.

Where possible, children should participate in all areas of the curriculum unless otherwise stated in their health record. Certain changes may need to be made to accommodate the needs of such children and these will be assessed on an individual basis.

Where necessary the school will draw up the **Care plans** with the necessary medical professionals and parents in order that we can make the very best provisions for the pupil.

For school trips, the teacher will include children's medical needs on the risk assessment.

Hygiene

Staff who give medicine are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Disposable gloves are available and great care is taken with accidents dealing with spillages of blood or other body fluids. All medical waste must be disposed of in the yellow medical waste bin in the medical room.

Intimate Care (see Intimate Care Policy)

In instances where children require intimate care to administer medications all school staff will always follow the Intimate Care Policy / Procedure / Personal Plan.

Training

The Fairlawn and Haseltine Federation will ensure that staff receive the appropriate training for the administration of basic medication.
All staff will receive training on the school's policy and procedures for managing and administering medication and on how to call emergency services.
Staff who agree to administer medication will receive specific medication training.
School staff will receive training for any pupils with individual care plans – where specific training is required, prior to them attending the school or until alternative arrangements have been put in place.
An up-to-date list of staff who are trained and competent to administer medication will be kept in the school office.

Emergency Procedures

In the case of an emergency, it is vital that all staff act quickly and call for medical assistance from the emergency services as soon as possible.

- The child's parents should be contacted.
- Where a decision has been made to take a child to hospital, then the parents must be contacted.
- Medical information contained on the child's record must be taken to the hospital
- The child must be accompanied by a member of staff, who remains with the child until their parents arrive.

Self-Management

If it is deemed, after discussion with the parents/carers, that a pupil is competent to manage their own health needs and medicines, the school will encourage them to take responsibility for managing their own medicines and procedures.

Pupils should be involved as far as appropriate in decisions around their care plan. This will be reflected within Individual Health Care Plans.

If a pupil refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/carers should be informed, outside of the review, so that alternative options can be considered.

In relation to asthma the child should only hold their spacer once the adult has pressed the inhaler. Children should only carry their own medication when collecting it from a classroom but relevant staff should help to administer medicines. On all trips a relevant adult should be responsible for carrying all medication.

Individual Health Care Plans

Individual Health Care Plans will be written and reviewed by our Inclusion Manager, but it will be the responsibility of all members of staff supporting the individual pupils to ensure that the plan is followed. Individual Healthcare Plans will help to ensure that the school effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed.

Individual Health Care Plans will:

- Be easily accessible to all who need to refer to them (while preserving confidentiality)
- Capture key information and actions that are required to support the pupil effectively. Where a pupil has SEN but does not have an EHC plan, their SEN should be mentioned in their Individual Health Care Plan.
- Be completed by the Lead Professional (usually the Inclusion Manager) with support from parents/carers, and a relevant healthcare professional, e.g. school, specialist or pupil's community nurse, who can best advise on the particular needs of the pupil. Pupils should be involved whenever appropriate.
- Be reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed.

Individual Health Care Plans must include-

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink etc.
- Where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded/noisy conditions, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs.
- If a pupil is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- What to do in an emergency, including whom to contact, and contingency arrangements. Some pupils may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan.
  The Emergency Health Care Plan will not be the school's responsibility to write or review.

Adult Medication

It may be necessary from time to time for members of staff, governors, volunteers and other visitors to bring medication, either prescription or over the counter, onto the school premises. This is perfectly normal and allowable.

- However, the individual must ensure the medication is kept beyond the reach of children.
- It is not acceptable to leave medication in a location where a child could gain access to it, for example in a handbag or briefcase or in a desk drawer, unless this is locked.
- Staff should be sensitive when they are taking medication and consider what children may think if they take a pill / capsule or an injection in view of pupils.

Insurance

The Governing Body / Head Teacher must ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any more risky / high level health care procedures.
Advice will be sought from London Borough of Lewisham Insurance Team if required.

Confidentiality

Information regarding children's medical needs is kept on the Management Information System (MIS) Arbor.
While it is essential for staff to be fully acquainted with pupil's individual medical needs, this information must only be shared with relevant members of staff.

Reviewed: September 2025

Next review: September 2026