Administration of Medicines Policy

Berkhamsted Schools Group

**Berkhamsted Pre-Prep**  
**Berkhamsted Prep**  
**Berkhamsted Boys**  
**Berkhamsted Girls**  
**Berkhamsted Sixth**  
**Heatherton House**  
**Berkhamsted Day Nursery Ltd.**  
**Berkhamsted Enterprises Ltd.**

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Scope of this Policy

1.1 This policy outlines the School policy on Administration of Medicines.

1.2 This policy applies to all pupils in Berkhamsted Schools Group (the Group) and Berkhamsted Day Nursery (the Nursery) collectively referred to as the Schools in this policy.

1.3 This policy is addressed to all staff and covers the administration by staff of medication to children in the care of the Schools. This policy should be read in conjunction with the First Aid Policy.

2 Aims

2.1 Our aim is to implement and maintain an effective management system for the administration of medicines to all pupils in our care in order to ensure that the Schools provide support to individual pupils with medical needs.

3 Liaising with parents

3.1 The Schools promote ongoing communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met. Parents must inform the School if their child develops a medical condition which will require either prescription or non-prescription medication to be taken at School and of any changes to the medication required.

3.2 The Schools request that medication is only taken at School if it is essential, that is where it would be detrimental to the pupil's health not to administer the medication during the school day. Where possible, medicines should be taken at home, before and after attending School.

3.3 Staff at the Schools will not administer any medication to a pupil without obtaining prior written permission from his or her parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

4 Individual health care plans

4.1 Where a pupil has long-term or complex health needs, the School Nurse will liaise with the parents to produce an Individual Health Care Plan (IHCP) for that pupil.

4.2 The IHCP will be implemented and reviewed annually by the parents. The parents will be responsible for communication of any changes to the IHCP through the School Nurse.
4.3 Once the IHCP is implemented, the School Nurse will be responsible for making sure the plan is adhered to.

5 Training

5.1 The Schools will ensure that there are members of staff who are appropriately trained to manage medicine in line with the Schools' curriculum.

5.2 The School Nurse has overall responsibility for the administration of medicine within the Schools. S/he will provide guidance in line with the administration of medicine on overnight School trips (Appendix 1) which will be stored in the medicines bag.

5.3 Where it is identified that the administration of prescription medication to a pupil requires technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be undertaken by appropriate staff from a qualified health professional.

6 Medical records and consent

6.1 Parents of all pupils at the Schools, including EYFS pupils, are required to complete a School Health and Safety/personal data form before the pupil joins one of the Schools in which Parents consent to the administration of non-prescription medication.

6.2 Parents are also required to complete the relevant consent to treatment form prior to the pupil joining the Schools.

6.3 Parents of pupils who require medication prescribed by a doctor must discuss this with a School Nurse or Matron/Teacher/Nursery Manager and complete a consent for prescribed medicines form, available from the School Nurse/Office, prior to the administration of the medication.

6.4 Staff administering medicines will sign the individual treatment sheet/ medical record book each time a medicine is administered. These records are separate from NHS records and contain the name of the pupil, the date and details of the administration of medication, the reason for administration if not prescribed and the record will be signed by the administering member of staff. Written records of all medication administered to every pupil are retained by the School Nurse and relevant records can be provided, subject always to the law on data protection, to parents on request. These records are regularly reviewed by the School Nurse.
7 EYFS pupils

7.1 Parents will be informed on the same day, or otherwise as soon as reasonably practicable, of any medication which has been administered to their child.

8 Prescription and non-prescription medication

8.1 Staff will not administer any prescription medication unless it has been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.

8.2 Staff may only administer non-prescription medication such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the medication in the past.

8.3 No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

9 Administration of medication

9.1 Pupils receiving medication will be asked to attend the Medical Centre or School Office (dependent on site) at prescribed times during the course of the medication to receive their treatment.

9.2 All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber’s instructions for administration. Staff administering medication will check the pupil’s name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

9.3 If Staff are in any doubt over the procedure to be followed, the Parents will be contacted before action is taken.

9.4 If a pupil refuses their medication, the Staff will record this and contact the Parents as soon as possible.

10 Refusing Medication

10.1 If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may be set out in the individual child’s health care plan. Parents should be informed of the refusal on the same day. If a refusal to
take medicines results in an emergency, then the Schools should call the emergency services.

10.2 The Schools reserve the right to remove any pupil who refuses to take prescribed medication, if it is likely to pose a risk to the pupil or to others.

10.3 If a child has an anaphylactic condition, they must have immediate access to an epipen. Refusal to carry an epipen will be considered to be a refusal of medicines.

11 Storage of medication

11.1 Medicines are always securely stored in accordance with individual product instructions.

11.2 The Schools will carry out a risk assessment to consider any risks to the health and safety of the school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

11.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

12 Emergency medication

12.1 One reliever inhaler and/or adrenaline pen will be kept on the pupil’s person at all times, with a duplicate in the Medical Centre in a clearly marked box. Children below Reception will not be expected to carry medicines on their person.

12.2 If a pupil is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container and only named staff will have access.

12.3 Parents should collect all medicines belonging to their pupil at the end of each term and are responsible for ensuring that any date-expired medication is collected from their child's School.

13 Self-medication

13.1 In special circumstances it may be necessary for the pupil to carry and administer prescribed medication. The School Nurse/Nursery Manager will hold written consent from the parents.

14 Emergency procedures

14.1 In the event of an emergency related to the administration of medicine, a School nurse should be called as soon as possible, if not already present. If the School Nurse does not consider she is able to deal with the presenting condition, then they should continue any first aid or medical
procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the School site.

15 Off-site visits and sporting events

15.1 If a pupil attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to assist with or administer the medication in accordance with this Policy.

15.2 All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

15.3 Secure storage for medicines will be available at all short-term accommodation used by the School.

16 Review

16.1 This Policy and its procedures will be reviewed and updated by the Health and Safety Committee on an annual basis.
Appendix 1

Record of administration of medication on school trips

NB: Before administering medication it is imperative that you read and follow the advice given in the sheet: ‘Advice for administering medication on school trips’.

It is important to inform the pupil’s parents/guardians when medication is administered, giving full details, and written confirmation should be sent as soon as possible.

Name of pupil: 

Pupil’s date of birth: Age:

Please record each occasion medication is given using the boxes below:

<table>
<thead>
<tr>
<th>Type of medication given:</th>
<th>Reason:</th>
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<tbody>
<tr>
<td>Date:</td>
<td>Time:</td>
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<tr>
<td>Name of member of staff administering medication:</td>
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</tr>
<tr>
<td>Signed:</td>
<td>Date:</td>
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This form should be handed to the School nurse together with all remaining medication supplied for the trip.