



'Let all that you do be done in love.' 1 Corinthians 16:14

Inspire ★ Believe ★ Achieve

Yealand Church of England Primary School

## **Administration and storage of Medicines Policy**

At Yealand Church of England Primary School, we strive to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines is held by the Headteacher but delegated to the School Business Manager

All medical information is treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the Health Guidance for Schools document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

### **Aims and Objectives**

Our administration of medicine requirement is achieved by establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- maintenance drugs
- emergency medicine

Kathryn Brown, Headteacher and Judith Riley, School Business Manager

- provide clear guidance to all staff on the administration of medicines, if they are not available for instance of a school trip.
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure the above provisions are clear and shared with all who may require them
- ensure that this policy is reviewed annually or following any significant change which may affect the management or administration of medicines

### **Administration of Medicines**

The administration of medicines is the overall responsibility of parents/carers. The Headteacher is responsible for ensuring children are supported with their medical needs whilst in the care of the school (this includes off-site visits and residential stays), and this may include managing medicines where appropriate and agreed with parents/carers.

### **Prescribed medicines**

It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from, the parents/carers.

### **Non-prescribed medicines**

Non-prescribed medicines will only be administered in exceptional circumstances at the discretion of the Kathryn Brown, Judith Riley or the most senior member of staff on site in their absence.

### **Maintenance drugs**

It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from parents/carers. An individual health care plan, IHCP, will be in place for the child concerned. Support and training will be sought from the School Nurse team.

### **Non-Routine Administration (Emergency medicine)**

We manage the administration of emergency medicines such as:

- inhalers.

In all cases, professional training and guidance from an appropriate source will be received before commitment to such administration is accepted.

### **Procedure for Administration**

When deciding upon the administration of medicine needs for children we discuss this with the parents/carers concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent/carer and kept on file.

Individual health care plans (IHCP) are completed for children with long term conditions who have their needs monitored by staff. These are reviewed annually, or sooner if necessary, in discussion with the parents/carers to ensure then plan is up to date and remains relevant.

All administration of medicines is recorded. If a child refuses to take medication, parents/carers are informed at the earliest available opportunity.

### **Controlled Drug**

Controlled drugs, for which Ritalin is one, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. These are kept locked away at all times except when being accessed for storage or administration of medicine. Keys are kept to a minimum and are held only by the School Administrator.

A register of controlled drugs is kept which records:

- medication provided
- medication administered
- the name of the person for whom they were supplied.
- the name and quantity of the drug/medication supplied
- the amount administered each time and the amount left each time.
- the type of medication i.e. tablet/liquid and expiry date.
- signature required with each dose of medicine is provided.
- signature required for each time the medications are counted and checked. This is done once a daily.

The second signature is a witness when there is a new box of medicines provided.

Register entries are made in ink and in chronological order.

This register is kept for at least two years from the last entry made.

All pupils with ongoing medical needs have a care plan.

## **Contacting the Emergency Services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity and parents/carers informed to accompany the pupil to the hospital if at all possible.

## **Training**

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

## **Storage**

The storage of medicines is the overall responsibility of the Headteacher who ensures that arrangements are in place to store medicines safely. Secure storage is situated in our main school office.

The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

Children do not keep medicines in their bags. These should be kept in the office. Parents/ carers need to complete a form for each new medical concern. For e.g. a week's course of antibiotics needs one form completed for the duration, despite this medicine coming in and out of school daily.

All medicines should be clearly labelled with the child's name. The form needs to be fully completed with information about the correct dosage and the medicine will be checked that it is in date and labelled for the child. Medicines which do not have the correct details on them or are out of date will not be administered in school.

Also, if tablets are to be given in half doses, then it is the responsibility of the parent to do this before bringing the medication into school.

## **Disposal of Medicines**

It is the responsibility of the parents/carers to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal. If medicines are left uncollected, are no longer required or are out-of-date then the School will return these to the pharmacy for safe disposal.

'Sharps boxes' are always to be used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate.

Policy written by Kathryn Brown Headteacher

Policy date: Spring 2026

Review date: annually or sooner if required.