

# Donnington Wood Infant School & Nursery



## Administration of Medication

<b>Date of Policy Creation</b>	September 2023	<b>Named Responsibility</b>	Deputy Headteacher – Mrs A Hannington
<b>Date of review completion</b>	November 2025	<b>Named Responsibility</b>	Resources Committee
<b>Inception of new Policy</b>	9 <sup>th</sup> December 2025	<b>Named Responsibility</b>	Deputy Headteacher – Mrs A Hannington
<b>Date of Policy Adoption by Governing Body</b>	9 <sup>th</sup> December 2025	<b>Review due</b>	Autumn 2027

The Board of Governors and staff of Donnington Wood Infant School and Nursery wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

**Please note that parents should keep their children at home if acutely unwell or infectious.**

Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication. Parents must complete the 'Parental Agreements for setting to administer medication' form (Appendix 1) and deliver this, along with the medication, to the school office.

**Prescribed** medications will not be accepted in school unless there is written and signed instructions from the parent. The medication must be in its original packaging, with the prescription label attached. There must be reasonable justification for the school to administer the medication i.e. 'to be taken 4 times a day', 'to be taken ½ hour before lunch' etc. Medications to be taken less than 4 times a day, where there is no stipulation on time to be administered, could be given before/after school and before bedtime – it would not require the school to administer during the day.

**Non-Prescribed** medication will only be administered to a child where there is specific prior written permission from the parents. The information needs to be specific to ensure there is no duplication in the administration of the medication. These will only be given on a short-term basis unless a Health Care Plan is in place.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of prescribed medication must be delivered to the School Office, in normal circumstances by the parent, in a **secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

Non-prescription medication must be delivered to the School Office in a secure and labelled container with the following information:

- Pupil's Name
- Dosage
- Frequency of administration
- Storage requirements (if important)
- End date of administration

**The school will not accept any items of medication in unlabelled containers.**

Medication will be kept in a sealed, named container along with the parental agreement form in the Breakfast Club Room fridge (unless it is medication or inhalers that need to be always accessible, when it is kept in the red medicines box in the classrooms). Administrators will copy the parental agreement onto red paper and give to class teachers so that they are aware that medication needs to be administered.

Staff will bring children up to the Breakfast Club room to administer medications, and record time and dose on the original parental agreement, which will be available for parents to see.

Some medicines may need to be kept in a locked medicine cabinet, for example insulin pens. A medicine cabinet will be fitted to a classroom wall if needed and the key kept in an out of reach location for staff to access. Other lockable medicine cabinets are available outside the staff toilets and by the first aid area in school if needed.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school office if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

Medicines should be collected by parents from the school office.

School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

At the end of the school year any medication will be returned to parents. Where children are returning to school and medication is needed, parents will be required to complete a new parental agreement form at the school office.

For each pupil with long-term or complex medication needs, the Head, will ensure that an Individual Health Care Plan is drawn up, in conjunction with the appropriate health professionals. This will be reviewed annually, or when changes occur to the child's health needs/condition.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.

All staff will be made aware of the procedures to be followed in the event of an emergency.

## PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICATION

DETAILS OF PUPIL ( <i>Capitals please</i> )						
Name		M/F	Date of Birth	/ /	class/ form:	
Condition or illness ( <i>eg Asthma; Diabetes; Epilepsy, Cystic Fibrosis, Anaphylaxis, Recovery from? Illness, etc</i> ):						
DOCTOR'S DETAILS						
Doctor's Name		Medical Practice			Telephone Number	
MEDICATION AND ADMINISTRATION						
Name of medication ( <i>give full details given on the container label issued by the pharmacist</i> )						
Type of Medication (e.g., tablets, mixture, inhaler, Epipen, other ( <i>please specify</i> ))						
Is the Medication prescribed by a doctor or purchased over the counter?    Prescribed <input type="checkbox"/> Purchased <input type="checkbox"/>						
Date Dispensed/Purchased:		Dosage and method:				
Times to be Taken in School:		Is precise timing critical? Yes/ No				
<b>Time of last dosage?</b>						
For how long will your child need to take this medication?						
For medication that need not be administered at pre-set times please indicate when it should be given: (eg before exercise, onset of asthma attack, onset of migraine etc)						
The medication needs to be administered by a member of staff					Yes	No
My child is capable of administering the medication him/herself under the supervision of a member of staff					Yes	No
I would like my child to keep his/her medication on him/ her for use as necessary					Yes	No
The medication needs to be readily accessible in case of emergency					Yes	No
ADDITIONAL INFORMATION						
Precautions or Side Effects:						
What to do in an emergency:						

**(Please read the notes on the reverse of this form carefully If you are in doubt about how the medicine is to be given you must seek the advice of your child's doctor before completing this form.)**

The doctor named above has advised that it is necessary for my child to receive his/her medication during school time. I understand that teachers have no *obligation* to give or supervise the administration of medicines at school. However, I request that the medication named above be administered by/taken under supervision of a member staff, who may not have had any first aid or medical training. The school, the Headteacher and staff accept no responsibility for any injury, death or damage suffered by a pupil as a result of the administration of medicine mentioned in this form, other than any injury, death or damage which arises because the school or any members of its staff have been negligent I shall arrange to collect and dispose of any unused, expired medicine at the end of each term.

**Signed: Parent/Carer**.....

**Date:**.....

## NOTES

1. The school will consider each request on its merits. Where it is practicable the school may well prefer parents to come into school at appropriate times to administer the medicine themselves or make arrangements at break or lunchtime for the pupil to go home to receive the medication.
2. The school may refuse to undertake administration where this is seen to be the reasonable decision in the best interests of the school. For example, where timings of administration are critical and crucial to the health of the pupil and cannot be guaranteed; where specific technical or medical knowledge and/or training is required or where administration would make unacceptable intimate contact with the pupil necessary.
3. The school will not agree to administer any medication in school without a written request using this form, having first been made.
4. The school will not agree to administer any medication in school that is not essential to be administered during the school day. (If it is acceptable for doses to be given before and after school the school should not be being asked to administer during the school day).
5. All requests will need to be discussed fully with the head teacher or other authorised member of staff before any medicines are sent into school.
6. Any prescribed medicine must be supplied to the school in the original container labelled by the pharmacist with the name of the medicine, full instructions for use and the name of the pupil. Any non-prescribed medicine bought by the family should be in the original container bearing the manufacturer's instruction/guidelines. The school may refuse to administer any medicines supplied in inappropriate containers.
7. For pupils on long-term medication the request form should be renewed by the parent/carer when required by the school and in any event at the beginning of each new school year.
8. Parents are responsible for notifying the school immediately in writing of any subsequent changes in medicines or doses.
9. Parents are responsible for notifying the school immediately the doctor has stopped the medication.
10. Parents are responsible for collecting and disposing of any unused or expired medicine at the end of each term.
11. A record will be kept by the school of all medicines administered and when in respect of each pupil for whom it has agreed to administer medicines.
12. Where they feel it to be necessary the school reserves the right to ask parents to supply a doctor's note to support/confirm the information given on the request form.
13. You may find it necessary to seek your Doctor's help in completing this form.

W/C:	Monday	Tuesday	Wednesday	Thursday	Friday
Medication: Dosage:					
Time:					
Administered by:					
Witnessed by:					
W/C:	Monday	Tuesday	Wednesday	Thursday	Friday
Medication: Dosage:					
Time:					
Administered by:					
Witnessed by:					