



Hillside Primary School

Administration of Medicine on School Premises Procedure

Hillside Primary School is part of the Greenshaw Learning Trust.
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Administration of Medicine on School Premises Procedure

This procedure describes Hillside Primary School's procedures for administration of prescription and non-prescription medicines on school premises. This procedure applies to Hillside Primary School and all governors and staff of the school must abide by this procedure, which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.

It is the responsibility of the Headteacher of the school to ensure that their school and its staff adhere to this procedure. In implementing this procedure school staff must take account of any advice given to them by the GLT CEO and/or Board of Trustees.

This procedure is subject to the GLT Student Welfare Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Student Welfare Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

Approval and review

Maintenance of the Procedure is the responsibility of the GLT Directors of Education (model) and the Headteacher (school version)

The model procedure was approved by the GLT Board of Trustees on 20 December 2024.

This school procedure was approved by the School Governing Body on: 21.01.25

The Model Procedure may be updated where necessary by the GLT Directors of Education in line with statutory guidance.

Administration of Medicine on School Premises Procedure

General Principles

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where the school has received parents'/carers' written consent.

The school will consider requests made by Parent/ Carer in respect of the administration of medicines when:

- A child suffers from chronic long-term illnesses / complaints such as asthma, diabetes or epilepsy.
- A child is recovering from a short-term illness but requires a course of antibiotics, cough medicines etc.
- The school has received a written request from a Parent / Carer giving the instructions regarding the required dosage (see request form).

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date.
- Labelled.
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

No member of staff has a legal or contractual duty to administer medicines or provide health treatment.

Notes for Parents / Carers

The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the Parent / Carer.

The child's own doctor or healthcare practitioner is the person best placed to advise whether a child should or should not be in school.

Please note:

The request form (attached) must be used whenever a Parent / Carer wishes medication to be administered.

The medicine must be brought to school by the Parent / Carer (under no circumstances by the child) and must be delivered personally to the School Office where it will be checked.

Medicines will be either self-administered by the child or by a member of the school staff according to the instruction provided by the Parent / Carer.

- The school will not be held responsible for failure to administer medication.
- All medicines must be clearly labelled with the child's name, dosage and contents.
- If the school has concerns about the nature of the medication, it reserves the right to refuse its administration. Parents / Carers will be advised of this immediately and will be consulted on alternative arrangements.
- If your child requires medication 3 or 4 times per 24 hours then it is vital that you inform staff of the time your child would require medication. You will also need to inform them of the time you last gave the medication on the consent form.

It is also important that parents/carers inform the School Office if they have given their child any medication before arrival on Health & Safety grounds.

Please be advised that medicine that has been prescribed for use twice a day should be given at home unless the family practitioner has prescribed particular times for it to be administered.

Storage of Medication

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing metres and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure First Aid cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

For medical conditions where the child requires medication in school at all times (for example asthma and anaphylaxis), please also refer to the 'Supporting Pupils at School with Medical Conditions' procedure.

It is the parents'/carers' responsibility to provide the school with the necessary medication and/or equipment and to ensure that the medication held in school is not out of date.

Asthma Inhalers

- All inhalers will be held in the class first aid bags where they are easily accessible when needed. Where a child has more severe asthma they will have an individual care plan which will be made in accordance with medical advice and the child's age and stage of development.
- Inhalers will only be allowed in school once parents / carers have completed the administration of medicines form or a care plan depending on the level of need.
- Inhalers are only to be used by / for the pupil for whom they are prescribed.

The school also has emergency inhalers on site that can be used by any child in an emergency following the appropriate guidelines. Parents/carers of children who suffer from asthma will be informed of the emergency inhaler and where possible their consent for its use in an emergency will be sought. School staff will consider professional advice and the safety of the child first and foremost when deciding whether to administer the medication in an emergency.

Nebulisers

Some children need to use an electric device called a nebuliser. In such cases, they will only be allowed following liaison with parents / carers and the school's health adviser. A care plan will be put in place in partnership with the school.

Adrenaline Auto-Injectors

Some pupils may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy etc.

In the case of a child being identified by a doctor as being at risk of anaphylaxis:

- Two adrenaline auto-injectors (such as Epi Pen etc) must be provided to the school. These must be clearly labelled with the child's name.
- One will be held in the child's classroom first aid bag and the other in the First Aid cupboard in the school office.
- Adrenaline auto-injectors will only be allowed in school once healthcare professionals in partnership with parents/carers have completed a care plan depending on the level of need.
- School staff will administer adrenaline auto-injectors in extreme circumstances and only if they have been trained in the use.
- School staff will understand that adrenaline auto-injectors are a risk-free treatment and a one-shot injection which can do no harm but may relieve a potentially high-risk medical condition.
- Adrenaline auto-injectors are only to be used by/for the pupil for whom they are prescribed.

The school also has emergency adrenaline auto-injectors on site that can be used by a child in an emergency following the appropriate guidelines. Parents/carers of children who may need this are informed of the emergency adrenaline auto-injectors and where possible their consent for its use in an emergency is sought. School staff will consider professional advice and the safety of the child first and foremost when deciding whether to administer the medication in an emergency.

First Aid Guidelines

The schools maintain, at any given time, qualified first aid personnel.

In all cases of the administration of first aid, parents / carers should be informed at the end of the day by a First Aid slip. If a child has had an injury to their face or head or other significant injury requiring monitoring, the parent/carer will be called as soon as possible.

In more serious cases, parents / carers should be contacted immediately and advised of the need to seek advice from a medical professional.

Where additional advice is required (but not in an emergency where 999 would be called) to manage the situation on school premises prior to the parent's/carer's arrival, 111 will be called for additional advice. In this case, one member of staff will call 111 and another member of staff will make contact with the parents/carers.

In emergency cases, an ambulance will be called and the parents/ carers informed immediately. In such cases, the schools' order of care is entrusted to the NHS ambulance personnel.

A member of staff cannot give permission for any treatment at casualty (blood transfusions etc).

Excursions and Residential Trips

When school staff are in loco parentis on a residential trip, medication will be stored and administered in accordance with this protocol. Emergency medication will be available at all times. If specific arrangements are required with regards to medication on residential trips, it is the responsibility of the parents / carers to communicate this with school staff at the time of trip registration. Staff will then work in partnership with parents / carers and healthcare professionals to make appropriate arrangements. 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. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate safety measures and supervision cannot be guaranteed.

Appendices

Administration of Medication



The school will not give your child medicine unless you complete and sign this form clearly and in full. Please note: medicines must be in the original container as dispensed by the pharmacy and clearly labelled with the child's name. This includes inhalers and inhaler spacers.

Child's Name	
Date of birth	
Class	
Medical condition or illness	

Medicine Information:

Name and type of medicine (as described on the container)	
Expiry Date	
Dosage and Method (e.g. oral, injection)	
Time to give medicine	
Quantity given to school (include spacers if appropriate)	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Does the child take this by themselves under supervision	YES NO
Start date of medication at school	
End date of medication. If continuous e.g. for inhalers/epi-pens, please state "on-going".	

Emergency Contact Details:

Name	
Emergency Daytime phone number	
Relationship to child	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school to administer the medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer Signature:

Print Name:

Date:

Data Protection Act: The information being collected on this form will only be used for the purpose of school administration under Department of Education and Skills guidelines. The data will not be disclosed without your written consent to any external sources other than in an emergency or to the Local Education Authority.

Inhaler Usage Sheet

Date

Time Given

Does Given

Name of Staff
Member

Staff Initials

Date

Time Given

Does Given

Name of Staff
Member

Staff Initials

Date

Time Given

Does Given

Name of Staff
Member

Staff Initials

Date

Time Given

Does Given

Name of Staff
Member

Staff Initials

Date

Time Given

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