



Administration of Medicine Policy

TPS aspires for each child to thrive personally, socially and academically by creating an inclusive environment that promotes wellbeing, encourages curiosity and celebrates individual success.

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1. Introduction

This policy sets out the circumstances in which the School may administer medicines and the procedures that will be followed.

The School will administer prescription medicines only when it would be detrimental to a pupil's health or school attendance not to do so.

2. Responsibilities

2.1. Parents

When a pupil joins the School, parents are required to complete a medical questionnaire providing details of allergies, medical conditions and immunisations. A request to update medical details is made annually, however parents are reminded to inform the School of any changes on a day to day basis.

2.2. Staff

All staff must acquaint themselves termly with the list of pupils' allergies and medical conditions. Staff must also review this information prior to school trips. This list is stored on the school management system, and a hardcopy is kept up to date in the following locations:

- Prep First Aid Room (for Prep Pupils)
- Prep Staff Room (for Pre-Prep & Prep Pupils)
- Pre-Prep Kitchen (for Pre-Prep Pupils).

Pupils with serious medical conditions are identified by name and photograph in the following locations:

- Prep Pupils: Prep First Aid Room located on the inside door of the locked cupboard.
- Pre-Prep Pupils: Pre-Prep Kitchen located on the inside door of the First Aid cupboard.

Designated First Aiders will be kept informed with staff allergies and medical conditions as appropriate and required. Information will only be shared with prior approval from the relevant staff member.

3. Short Term Medical Needs

Many pupils are likely to need to take medication at some point during their school life and for most this will be for a short time only. Applying a lotion or perhaps finishing a course of antibiotics would be a typical example here.

4. Long Term Medical Needs

It is important for the School to have sufficient information regarding the medical condition of any pupil with long term medical needs. The School will draw up an individual health care plan for such pupils, involving the parents and the relevant health professionals. Refer to Government Guidance [“Supporting Pupils at School with Medical Conditions Policy”](#) for more information.

5. Authorisation

If medication needs to be administered during school hours, parents are required to complete the 'Parental Permission: Administration of Medication' form, accessible on My School Portal. Once completed, both the medication and the form should be brought to the main School Office for Prep students or handed to the adult on duty in Pre-Prep. Please note that medication cannot be administered without the submission of this completed form. Additionally, medication should not be given directly to the class teacher or brought into school by the pupil themselves.

Parents are required to inform the School of any changes to medication or the type of support required from the School.

Medicines should always be provided in the original packaging as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container. The School will not accept medicines that have been taken out of the original container or divided from the original container into two separate containers. The School will not make changes to original dosages on parental instruction.

In all cases the School will check:

- Name of pupil
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date.

If the member of staff is in any doubt whatsoever they must either check with the parents or a suitable health professional before taking further action and make a record of the instruction given.

6. Non-Prescription Medication

The School will normally only administer medicine that has been prescribed by a doctor. If parents would like the School to administer non-prescription medication the authorisation procedure (as detailed in Clause 5 above) must be followed and the relevant approval sought. Approval is required from the Head of Pre-Prep (for Pre-Prep pupils) or the Deputy Head (for Prep pupils). If approval is not provided, parents should be contacted as soon as possible to inform them of the decision.

A pupil under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.

7. Prescription Medication

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses (where clinically possible) so that they are not required within school hours. Parents are encouraged to ask the GP as to whether this is possible.

8. Storage of Medication

The School follows the following guidelines when managing storage of medicines:

- Prescribed medication, other than emergency medication, will be kept securely in the Prep First Aid Room or Pre-Prep Kitchen
- Large volumes of medicines should not be stored in School
- Where a pupil needs two or more prescribed medicines each should be stored separately in original packaging
- Pupils should know where their own medication is stored and that it is safely stored
- A few medicines such as asthma inhalers and Auto Adrenalin Injectors must be readily available to pupils
- Some medicines need to be refrigerated. Access to the lockable fridge in the Prep First Aid Room and access to the Pre-Prep Kitchen are strictly limited.
- Pupils must have supervised access to their medicine when it is needed but medication must only be accessible for those to whom it has been prescribed
- Staff are not permitted to keep personal medication in the classroom. Any medication should be stored securely in staff lockers or in the lockable facilities in the Prep First Aid Room or Pre-Prep Kitchen.

9. Administering Medicines

Medicines will only be administered by members of staff who have been trained in the safe administration of medicines. Appropriate training will be arranged for the administration of any specialist medication (e.g. Auto Adrenalin Injectors, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

When a member of staff administers medicine, they will check the pupil's Administration of Medication Form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required and make a record.

10. Self-Management of Medication

Pupils at the School are not permitted to keep any medication with them during the school day. If parents wish their child to administer their own medication e.g. inhaler, they must request prior approval from the Headmaster and provide written consent if granted.

11. Disposal of Medicines

The School will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents will be notified of any that need to be replaced. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

A Sharps Bin is located in the Prep First Aid Room for the disposal of needles. If any pupil requires regular injections (e.g. Insulin), they will have their own sharps box which can be taken offsite with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.

12. Record Keeping

The School will ensure that written records are kept of all medicines administered to pupils.

13. Refusing Medication

If a pupil refuses to take medication, staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the School will call the emergency services and inform the parents.

14. Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore, it is imperative that controlled drugs are strictly managed between the School and parents. Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply and the amount of medication handed over to the School should always be recorded.

Controlled drugs are stored in a locked non-portable container and only specific named staff allowed access to it. Each time the drug is administered it is recorded, including if the pupil refuses to take it. If pupils refuse to take medication, staff should not force them to do so. The School will inform the pupil's parents as a matter of urgency. If necessary, the School will call the emergency services. The staff member administering the controlled drug should monitor that the drug has been taken.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to a dispensing pharmacist. It should not be thrown away.

15. Emergency Inhalers

Parents are required to complete the 'Parental Permission: Inhaler' form (available on My School Portal) if their child has been prescribed an inhaler.

In line with Government guidance, the School will keep spare inhalers for emergency use by pupils for whom written parental consent (for use of the emergency inhaler) has been provided. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

The pupil must be either:

- diagnosed with asthma and prescribed an inhaler
- prescribed an inhaler as reliever medication.

Parents must complete the appropriate section on the 'Parental Permission: Inhaler' form to consent to their child being allowed to use the School's emergency inhaler.

Pupils' named inhalers and the School's emergency inhalers are safely stored in the Prep First Aid Room or Pre-Prep Kitchen.

For further information regarding the treatment of asthma in school [see here](#).

16. Auto Adrenalin Injectors (AAI)

Parents are required to complete the 'Parental Permission: Auto Adrenalin Injector (AAI)' form (available on My School Portal) if their child has been prescribed an AAI. Subject to availability, and wherever possible, the School requests that two AAIs are provided for each pupil with a prescription.

Subject to availability the School will keep spare AAI for 0.15mg and 0.3mg doses for emergency use by pupils whom written parental consent (for use of an emergency AAI) has been provided. The AAI can be used if the pupil's prescribed AAI is not available (for example, because it is broken/fails to work).

Parents must complete the appropriate section on the 'Parental Permission: Auto Adrenalin Injector (AAI)' form to consent to their child being allowed to use the School's emergency AAI.

Pupils' named AAIs and the School's emergency AAIs are safely stored in the Prep First Aid Room or Pre-Prep Kitchen.

In the event of an emergency requiring the use of an auto-injector pen, staff will administer the pupil's pen promptly. Emergency services will be contacted immediately following the administration of the auto-injector, and parents will be notified promptly.

The School may administer its "spare" AAI in emergencies, but only to a pupil at risk of anaphylaxis, where the relevant parental consent has been provided.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) will be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

The School monitors the expiry dates of AAI and inhalers that are kept in School and informs parents of approaching expiry dates.

For further information regarding the treatment of anaphylaxis in school [see here](#):

17. Offsite Visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits as long as it is safe to do so.

Staff involved in such trips must be aware of any pupils on the trip with medical needs and when planning activities consider how administration of any medication will take place. All pupils with specific medical conditions will be included in the trip risk assessment and all staff on a trip must have read and understood this assessment prior to the trip taking place. Please note that such medical information is for school staff only and is not to be shared with parent helpers etc. Pupils with medical conditions should always be supervised by a staff member. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit.

If there is concern as to whether it is wise and indeed safe for a pupil to participate in a particular trip or trip activity, the leader of the trip and/or the parents should seek medical advice from

the pupil's GP or Consultant and obtain written consent for the pupil to participate in the activities. Staff at the venue should also be consulted to ensure participation would be safe for the pupil.

- **Travel Sickness:** If travel sickness medication is needed for an offsite visit, parents are kindly requested to complete and return the 'Parental Permission: Administration of Medication' form. The completed form, along with the medication, should be submitted as per the instructions provided by the staff member overseeing trip organisation. For trips departing from the school premises, it is essential that pupils have already taken the required medication before arriving at School, to minimise the risk of any potential side effects during the trip. To ensure clarity and safety, the pupil's name, prescribed dosage, time of administration, and any potential side effects should be clearly indicated on the medication container, which must be in its original packaging.
- **Residential Visits –** All medicines which a pupil needs to take should be handed to the teacher in charge of the visit. The only exception is in relation to asthma inhalers, where the teacher may (at their discretion) permit a pupil to keep their inhaler with them. Parents are required to sign a consent form for any medicines which their child is required to take during the visit, plus consent of emergency treatment to be administered.