Oakhill School and Nursery

Independent Catholic Day School and Nursery
Oakhill, Wiswell Lane, Whalley, Lancashire, BB7 9AF
01254 823546 enquiries@oakhillschool.co.uk
www.oakhillschool.co.uk
Principal: Jane Buttery BA (Hons) NPQH

ADMINISTRATION OF MEDICINES POLICY

1. PURPOSE

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with allergies.

The School is committed to supporting pupils with medical conditions so that they can access education safely and fully, in accordance with statutory guidance and the Equality Act 2010.

2. SCOPE

- To explain our procedures for managing prescribed medicines which may need to be taken during the school day.
- To explain our procedures for managing prescribed medicines on school trips.
- To outline the roles and responsibilities of school staff.
- To ensure compliance with current legislation and guidance including Supporting Pupils with Medical Conditions at School (DfE), the Equality Act 2010, UK GDPR and relevant safeguarding requirements.

3. POLICY

- Oakhill intends to provide a safe and healthy environment and safe practices at all times. Medicines should only be brought into school when essential, where it would be detrimental to a child's health if it were not administered during the school day.
- Staff can only administer medicines prescribed by a medical professional i.e. doctor, dentist, nurse prescriber, or pharmacist.
- Medicines must be in their original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime so do not need to be administered in school.
- Medicines that need to be taken four times a day can be administered once during the school day and must be spaced as evenly as possible over a 24 hour period.
- Medicines will only be administered with appropriate written parental consent except in emergency situations where acting in the child's best interests is necessary.
- The School will make reasonable adjustments for pupils with disabilities or medical conditions in accordance with the Equality Act 2010.

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Asthma

- Children who have inhalers should have access to them at all times.
- In the Prep School, inhalers are kept in a safe accessible place, usually within the classroom, unless the child is competent enough to look after their own.
- In the Senior School, pupils carry their inhalers with them at all times
- Inhalers must be labelled with the child's name and guidelines of administration.

It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out. No other inhaler other than their reliever inhaler is to be administered in school, unless requested by a parent / carer in writing.

If a pupil is going on a residential trip then a prescribed preventer inhaler will need to accompany them in addition to their reliever inhaler.

The School may hold an emergency salbutamol inhaler for emergency use in accordance with current legislation and guidance.

Allergies

Children who have severe allergies and need Epipen medication, such as nut allergy, will have their medication close to hand at all times.

- All staff will be made aware of the identity of children who suffer from anaphylaxis.
- In the Prep School, the child's Epipen will be the responsibility of the teacher/teaching assistant within their classroom.
- In the Prep School, designated staff will take the medication with the child if they leave the Prep School or its immediate vicinity, for example to go to the Millennium Hall, Sports Hall or Music Room.
- In the Senior School, pupils carry their Auto-injector, usually an Epipen, with them at all times
- There is an additional Epipen kept at all times in the medical cabinet in the Prep staff room and in the medical cabinet in the Senior School staff room
- The School may hold spare adrenaline auto-injectors (AAIs) for emergency use in accordance with current legislation and guidance.
- Staff will receive appropriate training in recognising and responding to anaphylaxis and asthma emergencies.

Non-prescribed medication

This should only to be administered with the permission of the parent/carer and records made of date, time and dosage in the pupil's diary. A member of staff in school will telephone home to agree consent before medicine such as paracetamol or calpol is administered and a record of administration will be kept in the school office (senior school) or in the medical room (prep).

Non-prescribed medication will only be administered where considered necessary and appropriate by the School.

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Storage of prescribed medicines

The parent/carer must fill a parental authorisation form for the administration of prescription medicine (appendix 1) giving staff written permission to give medication in the correct dose.

The completed form will be reviewed by the School Nurse and where appropriate a risk assessment may need to be completed.

All medicines should be delivered to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession.

All medicines must be stored according to dispenser's instructions, with the name of the child clearly marked.

Medicines will usually be kept in one of the staff rooms in the medical cabinet. In the case of some medicines they may need to be stored in the locked cabinet in the medical room.

All emergency medicines, such as inhalers or Epipens must be readily available to children and staff and kept in an agreed place.

Children carry their own inhalers where age appropriate.

Controlled medicines will be stored securely and access restricted to authorised staff.

Where refrigeration is required, medicines will be stored safely in accordance with manufacturer instructions.

Trips and outings.

Children with medical needs are given the same opportunities as other children at Oakhill. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.

- Risk assessment to be completed before a trip.
- One member of staff will be nominated to have responsibility for the administration of medication.
- Permission to administer non prescribed medication to be sought prior to trips.

Educational visits risk assessments must include consideration of pupils' medical conditions, medication storage, emergency procedures and staff training requirements.

Disposal of medicines

- Staff should not dispose of medicines.
- Parents should collect medicines at the end of the agreed administration time period.
- Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.

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Roles and Responsibilities

Principal

- To ensure that the school's policy on administering medicines is implemented.
- To ensure that there are members of staff in school willing to volunteer to administer medication to specific pupils if required.
- To ensure staff receive support and appropriate training as necessary.
- To ensure that parents/carers are aware of the school's Administration of Medicines policy.
- To ensure appropriate systems are in place to support pupils with medical conditions and emergency healthcare needs.

School Nurse

- To share information as appropriate about a child's medical needs
- To ensure that medicines are stored correctly
- To check details are accurate and clear on prescription labels.
- To ensure that the parent/carer completes a consent form for the administration of medicines
- To support the development of Individual Healthcare Plans where appropriate.

Staff

- To complete the administration of medicines record on the back of the parental authorisation form for the administration of prescription medicine (appendix 1) each time medicine is given
- To ensure medicines are returned to parent/carer at the end of the school day
- To ensure that medicines are returned to the parent/carer for disposal.
- To follow training and school procedures when administering medicines or responding to medical emergencies.
- To report any concerns, errors or adverse reactions immediately to the School Nurse or a senior leader.

Parent/carer

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to an appropriate member of staff.
- Must complete and sign the parental authorisation form for the administration of prescription medicine. (Appendix 1).
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date, particularly emergency medication such as epipens.

If a child refuses to take medicines, staff will not force them to do so but will note this in the records and inform the parents/carer as soon as is reasonably possible.

Record keeping

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Medicines should be provided in the original container. Staff should check that written details include;

1. Name of child
2. Name of medicine
3. Dose
4. Method of administration
5. Time and frequency of administration.
6. Any side effects
7. Expiry Date

A Parental authorisation form for the administration of prescription medicine should be completed and signed by parent/carer before medicines can be administered.

Records relating to medicines administration will be maintained securely in accordance with UK GDPR and the Data Protection Act 2018.

Long term medical needs

It is important that Oakhill has adequate information about long term medical conditions. A health care plan may be drawn up by the School Nurse involving parent/carer and other health care professionals.

Individual Healthcare Plans (IHPs) will be reviewed regularly and updated where medical needs change.

Confidentiality

All staff should always treat medical information confidentially.
The School Nurse should agree with the parent/carer who else should have access to the records and other information about the child.

Information will only be shared with staff on a need-to-know basis in order to safeguard and support pupils appropriately.

Staff training

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly. Relevant staff will receive refresher training where appropriate, particularly in relation to emergency medication, asthma, anaphylaxis, diabetes, epilepsy and other identified medical needs.

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J Buttery June 2024 Updated May 2026

Company Registration No. 08230908

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Appendix 1

Administration of medication Parental Consent Form

The school will not give your child medicine unless you complete and sign this form, and the school has a policy supporting staff to safely administer medicine.

Name of child	
Date of birth	
Class/form	
Medical condition or illness	
Name/type of medicine *(as described on the container)*	
Quantity provided	
Dosage and method	
Self-administration – Y/N	
Timing	
Date medicine provided by parent	
Expiry date	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency	

For non-prescribed over the counter medication only

- I confirm that the child named above has taken this over the counter medication before without any ill effects.
- I confirm this over the counter medicine does not interact with any other medicines that the child named above may be taking and is not contraindicated with their medical condition.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering 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. Medication should be in date, labelled and in the original packaging, including instructions for administration, dosage and storage. I understand that I should supply and dispose of any medication that the school holds for my child.

Signature _____ Date _____

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Record of medicine administered to an individual child

Date	Time Given	Dose given	Method of administration	Name of member of staff	Staff initials

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