



Durham High School

Administration of Medicines by Staff Policy

This policy applies to the Whole School
and is published to parents and pupils

Reviewed:	August 2023
Next review:	August 2024

This policy should be read in conjunction with: First Aid Policy; Staff Handbook – section on Administration of Medicines; Supporting Pupils with Medical Conditions.

There is no legal requirement for a member of staff to administer any medication and, if they do volunteer, then they can be assured that they are covered by the School's insurance on employee liability.

There are occasions where to enable a pupil to attend School, the pupil may need to receive medication during the School day. The following outlines the procedures to be followed.

- Any medication for School to administer must be in its original packaging – so for example, not just a couple of tablets in an envelope with a note.
- No medication of any sort can be administered without written consent from a parent. A phone call is not sufficient. Parents have been given copies of the form to be used. These are also available to download from the School website as Appendix 1 in this policy – see below - and can also be found in the Staff Handbook.
- In the Early Years Foundation Stage, when medicines have been administered during the School day, the teacher will inform the pupil's parents and/or carers on the same day, or as soon as reasonably practical.
- Medication cannot be left in School for pupils to access as and when they need it.
- Medication for administration three times a day should normally not come into School but be given morning, after School and at bedtime.
- Medication for administration four times a day can be brought in to School with a signed consent from the parent.
- In Senior Department, any medication should be handed in at Reception where it will be stored in a locked cupboard that can be accessed by Reception staff.
- In Pre-Prep and Prep Departments, medication should be handed to the Form Teacher who will arrange for safe storage in Pre-Prep and Prep Departments, Infant, or Nursery staff rooms. Sometimes for pupils travelling to School independently or when a parent drops the pupil off at main Reception, the medicine is handed to the Receptionist who then passes it on to the Form Teacher. Only staff have access to these.
- Any member of staff who administers medication must keep a written record using the administration of medicines log (Appendix 2) which is located in Reception for Senior Department, and in the locked cupboard in Pre-Prep and Prep Departments staff room.
- Staff in the Early Years Foundation Stage (EYFS), keep their own written records of administration of medicines in the Nursery.
- When cool storage is essential medication will be kept in a fridge in Pre-Prep and Prep Departments staffroom.
- Pupils are not allowed to bring medication into School and then let others use it.
- Staff must make sure they are aware of any pupils in their teaching groups with medical conditions, in particular serious ones such as asthma, anaphylaxis or diabetes.

Those pupils who have significant medical conditions (eg diabetes, anaphylaxis, gluten intolerance) are currently notified to relevant people by means of a photo and the important information file. These are available in both staff rooms, in Reception, and in the kitchens. Parents have given written permission to display their daughter's photograph in these circumstances. They all have an IHCP which is accessible by all staff on the shared area.

Inhalers for those suffering from Asthma

Pupils who suffer from asthma will be expected to carry their own inhaler at all times.

School holds reserve salbutamol inhalers in the event of a pupil having an asthma attack but finding that they have forgotten or lost their inhaler.

The inhaler can only be administered to a pupil if **the pupil has a diagnosis of Asthma and is prescribed a Salbutamol Inhaler and parents have given written consent to use the School Emergency Inhaler**. This will be highlighted on the Asthma Register. The Asthma Register and Emergency Inhalers, should be taken on School visits or trips where appropriate.

EpiPens / Jextpens for those suffering from Anaphylaxis

Pupils who suffer from anaphylaxis will be expected to carry their own EpiPen / JextPen at all times. With very young pupils it may be more appropriate for it to be held by an accompanying member of staff.

Where pupils have been prescribed an EpiPen / JextPen a spare is held in a locked cupboard. Recent advice is that all those who have been prescribed an EpiPen or jextpen should carry two, so that both can be administered in the case of an anaphylactic attack. Where this has been prescribed, School then holds two EpiPens / JextPens in School as emergency supplies for the pupil.

There should be written instructions on the Paediatric Allergy Action Plan from professionals concerning administration of the EpiPen / Jextpen. This will also be written into the IHCP;

- other children in class/group should be made aware of the condition;
- staff should be trained in the administration of the emergency treatment by a qualified doctor/nurse;
- copies of the IHCP are issued to all staff.

Pupils may only use the School Emergency Adrenaline Injector Pen if parents have given written consent. This will be recorded on the Emergency Adrenaline Injector Pen Register.

Medication on School Trips

When pupils are going on a School trip for the day, the same procedure should be adopted, with the medication being given to the group leader, or nominated member of staff.

With regard to residential trips, the same principles apply, medication can only be administered under the same conditions as set out above.

It will then be the decision of the group leader as to whether they wish to take charge of the administration of any prescribed medication or whether they delegate that to another member of staff e.g., a first aider who is willing to take that responsibility.

It is best practice for only one person to be 'in charge' of this and records should be kept.

This means that in normal School time no other medication, apart from under the conditions outlined above, should be dispensed. ON NO OCCASION should a member staff offer personal medication or paracetamol, for example, to a pupil or asking another member of staff to do so. This includes asking the kitchen staff who are legally bound not to keep such drugs on the premises.

This policy is made available to parents of pupils on our School website.



Appendix 1

Durham High School

Parental Consent for School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

Name of Pupil Form

Name/strength of medicine	Expiry Date	Dosage	Any other instructions	Quantity/no of tablets given to school

Name and telephone number of GP	
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Note: Medicines must be the original container as dispensed by the pharmacy

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.


Parent's signature Print name

Daytime telephone number of parent

Date

*If more than one medicine is to be given,
a separate form should be completed for each one.*

Appendix 2: Administration of Medicine log.



**MEDICINE ADMINISTRATION LOG including EYFS
DURHAM HIGH SCHOOL**

Pupil's Name Date of Birth

I give permission for my child to be given
as prescribed on the original container.]

Dosage Frequency

Signed Date

Day and Date	Time	Dosage Given	Administered By	Witnessed By

In case of emergency, please contact (name)
on (telephone number)