

Administration of Medicines at Eastern High Policy



1. Procedures for managing prescription medicines which need to be taken during the school day
2. Procedures for managing prescription medicines on trips and outings
3. Roles and responsibility of staff managing administration of medicines, and for administering or supervising the administration of medicines
4. The school policy on assisting children with long- term or complex medical needs
5. Risk assessment and management procedures

Introduction

Eastern High administration of medicines / Individual Health Plans (IHP's)

Parents should provide full information about their child's medical needs, including details of any medication their child needs.

The school is made aware of any pupils requiring a health care and administration of medicine plan from the hospital, local GP, Social Services, parent, school nurse or school staff. The school will produce the health plan that will include the specific medical requirements that may require intervention.

The health plans and administration of medicine plan will then be maintained at the school and should be updated annually and/or during the academic year with parents if there are any changes / amendments that need to be made.

However, if the school is made aware of any health need directly from a parent, a member of staff must contact the SENCO/SLT/ House Officer who will establish whether a IHP needs to be put in place.

The school nurse is Samantha Lowes, telephone:- 029 20309603

The school councillor:- ext 6324

Kay Adams Headteacher:- ext 6114

Child Protection Officer:- ext 6150

Clare Rees ALNCo:- 6923

If any first aider and/or school staff have any queries or doubts about a pupil's medical needs they must refer to the medical plan in the first instance or discuss with ALNCo/House Officer. They can liaise with parent, GP, paediatrician to confirm any health problems (physical and/or emotional).

***Further information can be found in the Welsh Assembly Government's document - Access to Education and Support for Children and Young People with Medical Needs (2010)**

1. Procedures for managing prescription medicines which need to be taken during the school day

Prescribed Medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. Eastern High will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Eastern High will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act. Some may be prescribed as medicine for use by children, e.g. methylphenidate.

Only a trained first aider may administer a controlled drug to the child for whom it has been prescribed. The first aider administering medicine should do so in accordance with the prescriber's instructions.

A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible for Eastern High to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

The school will keep controlled drugs in a locked non portable container and only named staff should have access. A record will be kept for audit and safety purposes.

A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Misuse of a controlled drug, such as passing it to another child for use, is an offence.

Non-Prescription Medicines

Over the counter medication should be supplied by the parent and not the school.

Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents and in liaison with the school nurse. Staff should check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case – a note to this effect should be recorded in the written parental agreement for the school to administer medicine.

A written agreement with parents may be all that is necessary – (see Annex A). And copies sent to the first aid office and school nurse.

First aid staff will then record the information onto (see Annex B) and inform the parents. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

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

2. Procedures for managing prescription medicines on trips and outings

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the school nurse or the child's GP.

Drivers and escorts should know what to do in the case of a medical emergency. They should not generally administer medicines but where it is agreed that a driver or escort will administer medicines (i.e. in an emergency) they **must** receive training and support and fully understand what procedures and protocols to follow. They should be clear about roles, responsibilities and liabilities.

Where pupils have life threatening conditions, specific health plans should be carried on vehicles. The school will advise the Local Authority and its transport contractors of particular issues for individual children. Individual transport health care plans will need input from parents and the responsible medical practitioner for the pupil concerned. The health plans should specify the steps to be taken to support the normal care of the pupil as well as the appropriate responses to emergency situations. Additionally trained first aiders may be required to support some pupils with complex medical needs.

3. Roles and responsibility of staff managing administration of medicines, and for administering or supervising the administration of medicines

Training will be available for any member of first aider to support children with medical needs.

The Head Teacher

The Head should make sure that all parents and all staff are aware of the policy and procedures for dealing with medical needs. The Head should also make sure that the appropriate systems for information sharing are followed.

Parents should keep children at home when they are acutely unwell. For a child with medical needs, the Head will need to agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, the Head should seek advice from the school nurse or doctor, the child's GP or other medical advisers and, if appropriate, the employer.

Teachers and Other Staff

Staff with children with medical needs in their class or group should be informed about the nature of the condition, and when and where the children may need extra attention. The child's parents and school nurse should provide this information.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. First aid cover will be arranged for when the member of staff responsible is absent or unavailable.

School Staff Giving Medicines

All qualified first aiders are trained to manage and administer medicines. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training and guidance. They should also be aware of possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case.

4. The school policy on assisting children with short/long- term or complex medical needs

Short-Term Medical Needs

Many children will need to take medicines during the day at some time during their time in a school or setting. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should

only be taken to school where it would be detrimental to a child's health if it were not administered during the day.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school or a setting. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family.

5. Risk assessment and management procedures

Staff within the school will make an assessment of any risk activities and introduce measures to control the risks.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers and Epi pens. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Further guidance can be found on the Welsh Government's document **Access to Education and Support for Children and Young People with Medical Needs**.



Annex A

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine

Name of School _____

Name of Child: _____

Date of Birth: _____

Form: _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container):

Date dispensed: _____

Expiry date: _____

Agreed review date to be initiated by
[name of member of staff]: _____

Dosage and method: _____

Timing: _____

Special Precautions: _____

Are there any side effects that the school needs to know about?

Self-Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency: _____

Contact Details

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

Address: _____

I understand that I must deliver the medicine personally to [agreed member of staff] and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date: _____

Signature(s): _____

Relationship to child: _____



Annex B

Date	Name of Pupil	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff	Print Name



Annex C

Individual Health Plan

Name of School: _____

Child's name: _____

Learning
Family: _____

Date of Birth: _____

Child's Address: _____

Medical Diagnosis or Condition: _____

Date: _____

Review date: _____

CONTACT INFORMATION

Family contact 1

Family contact 2

Name		Name	
Phone No. (work)		Phone No. (work)	
(home)		(home)	
(mobile)		(mobile)	

Clinic/Hospital contact

GP

Name: _____

Name: _____

Phone No: _____

Phone No: _____

Date Approved by Full Governing Body	Autumn 2025
Signed on behalf of Full Governing Body	Gordon Plant
Name (Chair of Governors)	Gordon Plant
Head teacher signature	
Head teacher	Kay Adams
Date	03/12/2025
Date of next review	Autumn 2027