



AVONDALE PREPARATORY SCHOOL

Administration of Medicines Policy

Avondale Preparatory School: Administration of Medicines Policy

This policy supports the legal requirement for providers of the Early Years Register and applies to all school staff, in conjunction with the First Aid Policy.

Administration of Medication requires effective, regular communication between parents and school staff; written permission is required for administration of any medication, as well as consent to emergency medical treatment. Individual Health Care Plans will be provided for long-term and complex health needs. Medication is stored securely in specific locations at school, and all medication administration is recorded.

Aims

Our aim is to implement and maintain an effective management system for the administration of medicines to all pupils in our care to ensure we provide support to individual pupils with medical needs.

Applicability

This policy applies to all pupils at Avondale Preparatory School, including pupils covered by the Early Years Foundation Stage (EYFS). Providers on the Early Years Register must meet the legal requirements set out in the *Statutory Framework for the Early Years Foundation Stage*.

This policy is addressed to all staff and covers the administration by staff of medication to children in the care of the school. It should be read in conjunction with the First Aid Policy and procedures for managing children who are ill or infectious.

We take necessary steps to prevent the spread of infection and act appropriately when children are unwell.

This policy has been carefully crafted to promote and maintain the good health of all children in our care. It outlines our responsibility to gather accurate and up-to-date information about each child's medical needs and any required medications. To ensure this information remains current, we regularly review medication permission forms. For instance, a child's medical needs may change over time, such as no longer requiring medication, needing a different dosage, or requiring additional forms.

For children in the Early Years Foundation Stage (EYFS), even if a parent or carer has signed a permission form, we will contact them by telephone prior to administering medication to confirm the need. This additional step ensures the safety and well-being of the child while providing reassurance to parents and protecting the school.

Our policy applies to every instance of medication administration. We require that parental permission is obtained at the beginning of any medication regimen and remains valid throughout its duration. Written parental consent will always be obtained before the administration of any medication.

Parents are encouraged to keep their child at home if they are acutely unwell or infectious to prevent the spread of illness within the school community.

This policy incorporates our systems for obtaining and updating information about a child's medical and medication needs. These systems include:

- **Allergy/Medical Condition Form:** For ongoing medication or health conditions requiring regular monitoring.
- **Request to Administer Medication Form:** For short-term medication needs.

By adhering to these procedures, we ensure that our approach to medication administration remains thorough, up-to-date, and focused on the health and safety of every child in our care.

Communication with Parents

Parents are required to:

- Inform the school at admission and registration of any known medical needs.
- Notify the school if their child develops a medical condition requiring medication during school hours.

The school requests that only essential medication be taken during the school day and that medicines are administered at home whenever possible.

Written parental consent is mandatory before administering any medication, and the school maintains detailed records of all medication administration.

For medications stored on-site (e.g., epi-pens, asthma inhalers), expiry dates are tracked, and parents are notified when replacements are needed. It is the parent's responsibility to ensure all medications are in date and appropriately labelled.

In certain cases, such as when a very young child is prescribed antibiotics, parents or carers may be asked to keep the child at home for 2–3 days. This precaution is to monitor for potential adverse reactions to the medication and to prevent the spread of infection to others, particularly if the child is taking antibiotics for the first time.

Within the Early Years Foundation Stage (EYFS), the designated key person is responsible for the proper administration of medication to children under their care. This responsibility includes:

- Ensuring the parent or carer completes the appropriate consent form.
- Verifying that medicines are stored securely and appropriately.
- Maintaining accurate and complete records of medication administration in line with established procedures.

If the key person is unavailable, a nominated member of staff will assume responsibility for overseeing medication administration. It is the duty of the Nursery lead to ensure that these procedures are consistently followed.

As children grow older, they may be able to carry their own medication, provided it is deemed safe for both the child and others. This decision will be guided by medical advice from the prescriber and consideration of the child's individual needs. If a child is unable to carry their own medication, a staff member will keep it in close proximity to the child to ensure accessibility.

Parents are required to complete and sign a consent form to authorise their child to carry their own medication. This ensures the school is informed and appropriate safeguards are in place.

Individual Health Care Plans (IHCPs)

For pupils with long-term or complex health needs, an Individual Health Care Plan (IHCP) is prepared in consultation with parents.

The IHCP:

- Details emergency procedures for specific conditions.
- Is reviewed annually or as needed based on changes communicated by parents.

The First Aid Coordinator is responsible for ensuring compliance with the IHCP.

Training

We ensure that there are members of staff who are appropriately trained to administer medicine in line with the school's curriculum. They will provide guidance in line with the administration of medicine on school trips, which will be stored in first aid kits.

Where it is identified that the administration of prescription medication to a pupil requires technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be undertaken by appropriate staff from a qualified health professional. For example, the use of an EpiPen.

Medical Records & Consent

Parents of all pupils must complete a permission form upon admission, consenting to emergency medical treatment or advice from qualified professionals.

For prescribed medication, parents must complete a *Consent for Prescribed Medicines Form*. All medication must:

- Be provided in its original container with the prescriber's instructions.
- Align with the dosage and administration instructions provided in writing.

Records of administration include:

- Pupil's name.
- Medication name and strength.
- Date and time of dose.
- Dose given and method.
- Signature of the administering staff member.

Prescription & Non-Prescription Medication

Only medication prescribed for the pupil by a licensed professional will be administered.

Non-prescription medication, such as pain relief, will be administered only with prior written consent and for a specific named medicine. Aspirin or ibuprofen will only be administered if prescribed by a doctor.

We encourage pupils to manage their own asthma inhalers from a very young age. Asthma medication is always kept in or near children's classrooms until children can use it independently and it must always be taken on school trips/ events

Administration of Medicine

All medicines supplied to the school by parents must be provided in their original container as dispensed by a pharmacist and must include the prescriber's instructions for administration. Prior to administering any medication, staff will verify the following:

- The pupil's name.
- The name and strength of the medication.
- The prescribed dose.
- The expiry date.
- The method of administration.
- The time and frequency of administration.
- Any potential side effects.
- The written instructions provided on the container.

If staff are uncertain about the correct procedure or have concerns, they will contact the parents for clarification before taking any action.

Refusing Medication

If a pupil refuses to take their medication, staff will document the incident in the medical records and inform the parents as soon as possible.

Staff will not force a child to take medication under any circumstances but will follow the procedures outlined in the child's Individual Health Care Plan (IHCP) if applicable.

Parents will be informed of the refusal on the same day.

If refusal to take medication results in a medical emergency, staff will not delay in contacting emergency services.

The school reserves the right to review a pupil's attendance if refusal to take prescribed medication poses a significant risk to their own health or the safety of others.

Children with anaphylactic conditions must have immediate access to their prescribed EpiPen at all times. The EpiPen will be carried by the teacher or designated staff member responsible for the pupil. Duplicate EpiPens will be stored securely in accordance with the school's medication storage policy.

Storage of Medication

All medicines are securely stored as per product instructions. Emergency medications (e.g., inhalers, EpiPens) are accessible to the pupil or a supervising staff member.

Controlled drugs, such as Ritalin, are stored in a locked, non-portable container, with administration and remaining medication witnessed by two staff members, one being the First Aid Coordinator.

Parents are required to collect all medicines at the end of the day. They are responsible for ensuring that any date-expired medication is collected from the school.

We will keep medicines securely and locked and only named staff will have access, apart from EpiPens and Asthma pumps, which need to be with or near pupils who need them.

Emergency Procedures

In the event of an emergency related to the administration of medication, the First Aid Coordinator should be contacted immediately, unless already present. If the First Aid Coordinator assesses that they are unable to manage the condition, they should continue administering first aid or medical procedures while another staff member contacts emergency medical services.

This protocol does not limit any staff member's responsibility to contact emergency services directly in the event of a serious medical emergency. In such cases, staff should dial 999 for emergency assistance without delay.

Once emergency services have been contacted, staff will ensure clear arrangements are made for coordinating with ambulance personnel upon their arrival at the school.

Off-Site Visits & Sporting Events

If a pupil attending an off-site visit or sporting event is unable to self-medicate, they will be accompanied by a member of staff who has received appropriate training to assist with or administer their medication in line with this policy.

For pupils requiring preventative medication, such as for asthma during sports, if they are competent to self-medicate, they are responsible for carrying their medication with them. If they are not sufficiently competent, a member of staff will carry the medication on their behalf, clearly labelled with the pupil's name. Pupils must ensure that attending staff are informed that they will be self-medicating and make them aware of any specific requirements, such as asthma inhalers.

All medication for a pupil will be stored in a sealed, clearly labelled plastic bag or box, displaying the child's name, a photograph for easy identification, and the name of the medication. The box will also contain a signed consent form from the parent and a proforma for staff to record when the medication is administered. Upon returning to school, this proforma will be attached to the medication record book for the parent to sign.

If emergency medical treatment is required, such as a hospital visit, the medication box/bag will accompany the child to ensure continuity of care.

Review

This policy is reviewed annually and following any incident or complaint.

