Administration of Medicines

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

Whenever possible pupils who need to take medicine:
- twice a day should do so prior to coming to school and when they get home,
- three times a day should take it before school, when they arrive home and before they go to bed.

If the need to take medicine during school time is unavoidable it would be helpful if parents could make arrangements to come into school and administer the medicine themselves.

As a last resort school will administer medicines but only when parents have noted our ‘Administration of Medicines’ form and completed the appropriate agreement Form 1 (see attached).

Pheasant Bank Junior School cannot accept medicines that have been taken out of the container as originally dispensed, or make any changes to the prescribed dosages. Medicines must always include instructions with
- The name of the child
- Name of the medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any possible side effects
- Expiry date.

We can only accept medicines brought into school by a responsible adult.

Short term prescription requirements should only be taken to school if it is detrimental to the child’s health if it were not administered in school.

The school will only store, supervise and administer medication that has been prescribed for an individual child. We cannot administer medicines that have not been prescribed.

2. Procedures for managing prescription medicines on school visits

School will endeavour to ensure that children with medical needs are able to participate fully and safely on school visits.

If staff are concerned they will seek parental views and medical advice from the health service or child G.P.
3. The roles and responsibilities of staff managing the administration of medicines.

Any staff responsible for a child with medical needs will be made aware of what is expected of them.

School will designate a minimum of two people responsible for administering medicine to a child.

4. Parental responsibilities in respect of their child’s medical needs.

It is the parents responsibility to provide the head with sufficient information about their child’s medical needs if treatment or special care is needed.

Parents are expected to work with the head teacher to reach an agreement on the schools role in supporting their child’s medical needs, in accordance with the school policy.

If a child is acutely unwell then it is the responsibility of the parent to care for that child at home.

It will require only one parent or carer to agree to or request that medicines should be administered.

Prior written agreement must be obtained from the parents or carers for any medicines to be given to the child (see attached Form 1)

Staff should not give non-prescribed medicines to a child.

5. Children with long term or complex medical needs.

Where there are long term needs a health care plan should be agreed and completed. (see attached Form 2). This will involve the parents, and any relevant health care professionals.

All involved will agree how often this plan will be reviewed according to the child’s needs. This will be at least annually.

Other people involved in the health care plan may include

- Headteacher or head of setting
- Parent or carer
- Child (if appropriate)
- Teacher and support staff.
- Staff trained in how to administer medicines.
- Staff trained in how to administer emergency procedures.
6. Children carrying and taking their prescribed medicines themselves.

Children at Pheasant Bank Junior School will not be allowed to take care of their own medicines with the exception of inhalers which treat asthma.

7. Staff training in dealing with medical needs.

Pheasant Bank Junior School will ensure that staff involved in administering and managing medicines in school receive the appropriate training.

Staff who have a child in their class (or are responsible for them at play or lunch time) with medical needs will be informed about the nature of the condition and when and where the child may need extra attention. All staff would be aware of the likelihood of an emergency arising and what action to take if one occurs.

School will ensure that it has a sufficient number of support staff who manage medicines as part of their duties. This will be specified in their job description. Teachers’ agreement to this responsibility must be voluntary as it is not part of their conditions of employment.

8. Record Keeping

Parents should tell the school about any medicines that their child needs to take, must complete all associated agreement forms (Form 1 and Health Care Plan) and provide details of any change required to the medication.

The appropriate form should be filled in for short term and long term administration of medication.

It is the parents’ responsibility to monitor when further supplies of medication are needed; not the schools.


Medications will be stored in accordance with the product instructions.

The container will be clearly labelled with the name of the child and the dosage and frequency to administer.

Where the child needs two or more prescribed medicines these will all be in separate containers. Medicine will not be transferred from its original container.

Emergency medications such as inhalers and adrenaline pens should not be locked away and children should know where their own medicines are.
Medicines needing to be refrigerated should be kept in an airtight container and clearly labelled. These medicines will be stored in the staff room fridge where access by children is limited.

10. Disposal of Medicines.

Parents are responsible for disposing out of date expires or unwanted medicines.

Sharps boxes should always be used for the disposal of needles.

11. Hygiene and infection control.

All staff should be familiar with normal precautions for avoiding infection and should follow basic hygiene procedures.

When taking care of spillages of blood or other body fluids and disposing of dressings or other equipment staff will use disposable gloves.

12. Access to the schools emergency procedures

School should have in place arrangements for dealing with emergency situations.

Guidance on calling the emergency services will be displayed next to the telephones in school.

All staff will be made aware who is responsible for carrying out emergency procedures if needed.

A member of staff will always accompany a child to hospital and stay until the parent/carer arrives.

Health professionals are responsible for any decisions on medical treatment when parents are not available.

Staff should never take children to hospital in their own car; it is safer to call an ambulance.

Individual health care plans should include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency (e.g. at lunch time)
13. Risk assessment and management procedures

School will provide individual risk assessments for pupils or groups with long term medical needs.

Staff will be made aware of the health and safety issues of dangerous substances and infection, and ensure that the risk to the health of others is properly controlled.

14. Standard Operating Procedures

Pheasant Bank Junior School have agreed the following standard operating procedures.

SOP2 Anaphylaxis – Symptoms and Treatment
SOP4 Asthma
SOP7 Calling Emergency Services
SOP19 Impetigo, Conjunctivitis