



ALTRINCHAM PREPARATORY SCHOOL

Administration of Medicines Policy

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Responsible Person:	Mr Nick Vernon – Headmaster
Date of last review:	September 2025
Summary of Changes:	Change of staff
Date of next review:	September 2026

This policy applies to the whole school including the EYFS setting

1. SCOPE

This guidance is applicable to all those involved in the provision of administering medication to pupils within the School.

2. OBJECTIVES

To ensure that there is a clear policy and procedure for staff and parents to follow when a child is in need of medication during school time.

3. GUIDANCE

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. Altrincham Preparatory School is committed to ensuring that children with medical needs have the same right of access as other children. There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication.

The Governors take responsibility for the administration of medicines during school time having taken due consideration of Government guidelines.

The Headmaster will implement the policy on a day-to-day basis and ensure that procedures are understood and adhered to, and that there is effective communication and consultation with Parents, Children and Health Professionals concerning pupils' medical needs.

The majority of teaching and support staff will receive or have available to them:

- Advice and information on common childhood illnesses and conditions;
- First Aid training to ensure that they feel confident to deal with minor everyday injuries;
- Specific information and details regarding particular conditions that may apply to boys in their care.
- Specific training on administering adrenaline auto-injector pens, salbutamol asthma inhalers and any other medicines for a specific health condition i.e. diabetes. This training may be given by a healthcare professional or a parent.

4. ROLE OF PARENTS / CARERS

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming in to school at lunch time to administer the medication. However, this might not be practical and in such a case parents/carer may make a request for medication to be administered to the child at school.

If medicine needs to be administered during school time, then a parent or carer must bring it to the school office at the Prep School or hand it to the child's teacher/teaching assistant at the Pre-Prep School and fill in the Administration of Medication Permission and Record form (Appendix 1). Medication must not be brought into School by the child themselves. If medication is for a short term condition, any remaining medication must be collected from the school office/teacher by a parent or carer at the end of the school day.

Parents will be notified when medication has expired and will be asked to collect it from the school. It is the parents responsibility to provide a replacement if necessary. School will not administer expired medication.

In the case of epipens, school may, in extreme cases school may administer an out of date EpiPen, as a study has found that they remain potent (albeit less so) for four years after their expiration date.

Similarly, if there is in an urgent situation and asthma medication is needed in order to breathe, the school may use an expired inhaler as a supplement until you're able to find an unexpired inhaler or you're able to seek medical treatment. Most inhalers are safe to use up to one year after the expiration date.

5. PRESCRIPTION MEDICATION

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bed time. Parents are encouraged to ask the GP to whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container. Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

An Administration of Medicine Permission & Record form (Appendix 1) must be completed and signed by the parent / carer. Prescribed medication will not be given without the parent's written consent.

Prescribed medication, other than emergency medication, will be kept in the school office at the Prep school, either in the cupboard or the refrigerator as appropriate. At Pre-Prep non-emergency medication is stored in a lockable first aid cabinet in the classroom or in the staff room refrigerator. All emergency medicines (asthma inhalers, EpiPens etc.) should be kept in the child's classroom and be readily available for the child to use. Inhalers should be taken with boys as they move around the school and off site. A second EpiPen for each child who requires one will be kept in the first aid cabinet in the child's classroom, in a box clearly labelled with the child's name and photograph.

6. LONG TERM MEDICAL NEEDS

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils, involving the parents and the relevant health professionals.

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- special requirements (e.g. dietary)

At the beginning of each academic year all parents will be required to up-date this information.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an EpiPen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

7. CONTROLLED DRUGS

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents. Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply and the amount of medication handed over to the school should always be recorded.

Controlled drugs should be stored in a locked non portable container, such as a safe, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, including if the child refused to take it. If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services. The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should not be thrown away.

8. NON-PRESCRIPTION MEDICATION

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to apply a lotion or administer paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

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

If non-prescription medication is to be administered, then the parent/carer must complete a Request to Administer Medication form (Appendix 1), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

9. INTIMATE OR INVASIVE TREATMENT

The school will not, under any circumstances, administer any intimate or invasive treatment.

10. ADMINISTRATION OF THE MEDICATION

Medicines will only be administered by members of staff who are first aid trained and have completed online Administration of Medication in Schools training. This will usually be the office staff at Prep or the Teaching Assistants at Pre-Prep, but in their absence another appropriately trained member of staff may carry it out. In addition, appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an EpiPen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all appropriately trained staff will be maintained by the Business Operations Manager who will also maintain a record of staff trained in specialist medication for children with Health Care Plans.

When a member of staff administers medicine, they will check the child's Request to Administer Medication Form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form. For long-term medication, an Administration of Medication Continuation Sheet (Appendix 2) will be used as necessary.

Parents should ensure that they are familiar with the advice and guidelines the school provides with respect to health, in particular diseases caused by infectious and contagious organisms. The school expects Parents to respect the advice and guidelines.

The school expects that normally parents will administer medication to their children and will inform the school of any doses of medication given to the child before arriving at school. School will NOT administer the first dose of any medication and will not normally administer medication within the first four hours of a school day.

11. RECORD KEEPING

Any requests for medicine to be administered must come from a parent in writing on the school's Request to Administer Medication Form, and each request will be considered on an individual basis.

The Form will include:

- name of parent and contact number
- name of child and class
- name of medicine

- name of doctor who prescribed it as well as contact details
- how much to give
- how it should be kept and stored
- how it is to be administered
- when to be given
- any other instructions

The Form will end with the consent statement '*The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with School Policy. I will inform the school in writing of any changes to the above information.*'

This must be signed and dated by a parent or someone with parental control before any medicines are administered.

A separate form must be completed for each medicine to be administered.

The School Record for the Administration of Medication (Appendix 1) must be completed in every instance that the medication is administered. It will be kept in the school office.

The form will record:

- name of the pupil
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The school office will keep the record and, in conjunction with the Headmaster and the boy's Class Teacher, will ensure that the medical record form is filled in correctly and checked regularly.

12. EMERGENCY MEDICINE

In line with "Guidance on the use of emergency salbutamol inhalers in schools" March 2015, the school will keep emergency reliever (blue) inhalers for the emergency use of children whose own inhaler is not available for any reason. They will be stored in the school office at Prep or the staff rooms at Pre-Prep along with appropriate spacers. Parents must sign a Consent form to consent to their child being allowed to use the emergency inhaler. These will be kept in the school office. Refer to Asthma Policy.

If a boy develops a high temperature whilst at school, parents will be called to collect their son. However, if the temperature reaches above 38 degrees, Calpol may be administered in order to prevent a febrile convulsion. Verbal consent will always try to be attained. However, by signing a pre-arranged consent form, parents give permission for school to act in the best interests of a child and therefore Calpol may be administered if the school are unable to get hold of parents. Parents will always be informed of any action taken.

13. SELF MANAGEMENT

It is important that as children get older they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils.

Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action). Children should know where their medicines are stored.

14. REFUSING MEDICATION

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

15. TRAINING

The Governors are committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

The Governors fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Governors' guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The Governors will meet any claims in these circumstances.

16. OFFSITE VISITS

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma. An emergency inhaler will also be taken in the event that a child does not have one with them.

Travel Sickness - Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete a Request to Administer Medication form.

Residential visits – All medicines which a child needs to take should be handed to the Group Leader in charge of the visit. The only exception are asthma inhalers, which should be kept by the child themselves. The parents will sign a consent form for any medicines which they need to take during the visit, plus consent of emergency treatment to be administered – see example form in Appendix 5.

17. DISPOSAL OF MEDICINES

The Business Operations Manager will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. If any child requires regular injections (eg. Insulin), they will have their own sharps box which can be taken offsite with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.

Appendix 1

Page 1 - Parents to complete



Request to Administer Medication Form

In order for the school to consider whether or not they accede to a request to give your child medicine during the school day it is necessary for you to complete and sign this form. Once the completed form has been received by the school office or your son's class teacher you will be informed whether or not the School will administer the required medication.

Parental details:

Surname: _____ Forename(s): _____

Contact telephone numbers: Mobile: _____ work: _____

Pupil details:

Surname: _____ Forename(s): _____

Class: _____ Date of Birth: _____

Condition or illness: _____

Doctor's details:

Name: _____ Tel. number: _____

Surgery: _____ Is a doctor's note provided? _____ Yes / No

Medication:

Name/Type of Medication: (as described on container): _____

For how long is your son to take this medication: _____

Date dispensed: _____

Full directions for use:

Dosage and method: _____

Timing: _____

Special precautions: _____ Side effects: _____

Self Administration: _____

Procedures to take in an emergency: _____

Emergency contact details:

Surname: _____ Forename(s): _____

Contact telephone numbers: home: _____ work: _____ mobile: _____

Relationship to pupil: _____

'The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with School Policy. I will inform the school in writing of any changes to the above information'.

Signed: _____ Date: _____ Relationship to pupil: _____

Page 2 - School to complete

SCHOOL RECORD FOR THE ADMINISTRATION OF MEDICATION.

Pupil details:

Surname: _____ Forename(s): _____

Class: _____ Date of Birth: _____

Condition or illness: _____

Date: _____ Medication handed to: _____ (staff member name)

Medication:

Name/Type of Medication administered: (as described on container):

Has Parental request form been signed?

Yes / No

N.B. if the Parental request form not signed, no medication is to be administered.

Is the medication in its original packaging and a prescription label attached?

Yes / No

N.B. if there isn't a prescription label attached then the parent must explain why the child needs the medication. A decision will be made by the school as to whether the medication is needed in order for the child to attend school. All medication must be in its original packaging.

Date and time of administration:

Date	Time	Medication	Amount	Side effects	Initials

Date on which administration finished: _____

Appendix 2

Name of Pupil

Medication and Dosage

Appendix 5



Educational Visit: Parental Consent [Name of Trip and Date]

Please complete and return to your son's class teacher by **[Date]**.

Pupil Name: **Class:**

1. I give permission for my son to attend the visit to **[insert name of place]** from **[insert dates]**.
2. I agree to impress upon him the necessity to behave responsibly and to help the leaders to ensure the safety of everyone on the visit.
3. I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school. I am also aware that the school's educational visits are always well organised with a particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for pupils as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

4. Medical & Dietary Declarations

a) Does your son have any condition or medical treatment requiring special medical attention? **Yes/No**

Please give further details:

My son will / will not* (please delete as appropriate) bring any medication with him.

My son will bring the following medication with him in a clear sealed and labelled plastic bag:

The administration / dosage instructions are

.....
.....
.....

b) I authorise **[insert name of Group Leader]** to give my son paracetamol (Calpol) if she/he deems it to be necessary **Yes/No**

c) Does your son have any special dietary requirements? **Yes/No**

Please give details:

d) Does your son have any allergies? **Yes/No**

Please give details:

e) When did your son last have a Tetanus injection? Date.....

f) I confirm that I will inform the school if my son has been in contact with any contagious or infectious diseases, or suffered from a contagious or infectious disease in the *four weeks prior* to the trip.

5. Declaration:

I confirm that my child is in good health. I agree to inform [insert name of Group Leader] of any change in medical condition, and I give consent to any administration of medication or blood transfusion as may be considered necessary, by medically qualified persons, as well as any first aid required, during the visit.

In the event that neither parent can be contacted, I authorise [insert name of Group Leader] to sign on my behalf any written form of consent required by the hospital authorities and I confirm the above details to be correct to the best of my knowledge.

6. Hazardous Activities:

I understand the nature of the potentially hazardous activities and have appreciated that the school has made and will make every effort to ensure the safety of pupils during these activities, and that the school has obtained all the required safety management certification, and instructors' qualifications, for the activities.

7. Water Activities:

I consent to my son taking part in water activities.

8. Emergency Contact Arrangements:

I have read and understood the contact arrangements, and have provided an emergency contact number below:

9. Contacts:

Contact telephone numbers:

Work:

Home:

Mobile:

Home Address:

I will/will not* be at the above address during the period of the trip to [insert name of place] *delete as necessary

Alternative Emergency Contact:

Name:

Address:

Telephone number

Name of family doctor:

Address:

Telephone number

Signed Date.....

Printed

One copy of this form will be left at school.

The trip leader will take one copy of this form on the visit.