



ALTRINCHAM PREPARATORY SCHOOL

Administration of Medicines Policy

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Responsible Person:	Mr Nick Vernon – Headmaster
Date of last review:	April 2026
Summary of Changes:	Inclusion of specific EYFS arrangements and the administration of pain relief medication
Date of next review:	April 2028

This policy applies to Altrincham Preparatory School, including the EYFS. It is available to current and prospective parents upon request and is published on the School's website.

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.

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.

4. RESPONSIBILITIES

4.1 Parents

When a pupil joins the school, parents are required to complete a form providing details of any allergies or medical conditions. A request to update medical details is made annually, however, parents should inform the school of any changes on a day-to-day basis.

A child may not be well enough to attend school if:

- They require pain relief at home for a fever or illness and are still unwell on arrival to school
- They have a high temperature, lethargy, vomiting, diarrhoea, rash or other symptoms of illness

In such cases, your son should remain at home until fully well enough to participate without medication.

For instances of diarrhoea or vomiting the child should not return to school until he has been symptom free for 48 hours.

4.2 Staff

Staff must acquaint themselves with pupils' allergies and medical conditions by referring to the medical/dietary lists sent out by the Admissions Registrar. This information must be reviewed prior to school trips.

The Business Operations Manager and designated First Aiders will be informed of staff allergies and medical conditions as appropriate and required. Information will only be shared with prior approval from the relevant staff member.

5. AUTHORISATION

If medication needs to be administered during school hours, then a parent or carer must bring it to the school office at Marlborough Road or hand it to the child's teacher/teaching assistant at Highbury and fill in the Administration of Medication Permission and Record form (Appendix 1). Please note that medication cannot be administered without the submission of this completed form. 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 are required to inform the school of any changes to medication or the type of support required from the school.

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 Auto-Adrenalin Injectors (AAIs), the School may administer an out of date AAI if a valid in-date device is not available.

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 if a valid in-date device is not available.

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. The school will not accept medicines that have been taken out of the container or divided from the original container into two separate containers. The school will not make changes to original dosages on parental instruction.

In all cases the school will check:

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

If the member of staff is in any doubt whatsoever they must either check with the parents or a suitable health professional before taking further action and make a record of the instruction given.

6. 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 bedtime. Parents are encouraged to ask the GP to whether this is possible.

7. 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/carers 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. The parent must inform the school if any medication has been given at home prior to the pupil coming into school.

8. STORAGE OF MEDICATION

All medication, other than emergency medication, will be kept in the school office at Marlborough Road, either in the first aid cupboard or the staff room refrigerator as appropriate. At Highbury 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, AAIs 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.

9. 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. 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.

10. 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.

11. 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 an individual health care plan for such pupils, involving the parents and the relevant health professionals, referring to the Government Guidance "Supporting Pupils at School with Medical Conditions Policy" for further information.

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.

12. 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.

13. SELF MANAGEMENT

Pupils are not permitted to keep any medication with them during the school day with the exception of emergency medication e.g. inhalers.

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. INTIMATE OR INVASIVE TREATMENT

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

16. 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 child's Class Teacher, will ensure that the medical record form is filled in correctly and checked regularly.

17. EMERGENCY MEDICINE

17.1 Emergency Inhalers

In line with "Guidance on the use of emergency salbutamol inhalers in schools", the school will keep emergency reliever (blue) inhalers for the emergency use by children whose own inhaler is not available for any reason.

The pupil must be either:

- Diagnosed with asthma and prescribed an inhaler
- Prescribed an inhaler as reliever medication

They will be stored in the school office at Marlborough Road or the staff room at Highbury 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 the Asthma Policy for more information.

17.2 Pain Relief Medication

It may be appropriate for the school to administer pain relief medication (i.e. Calpol) during the school day (i.e. for headaches). The school keeps a supply of pain relief medication for these purposes.

For pupils in the EYFS setting, parents must inform the school of the following if any pain relief has been administered at home:

- Name of medication
- Exact time the medication was given
- The amount of medication administered
- Reason for the medication

This helps the school to avoid an additional dose of medication being administered too soon and allows for staff to monitor the wellbeing of the child.

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.

A child requiring pain relief at home for a fever or illness may not be well enough to attend school. Children should remain at home to rest and recover until they are fully well and able to participate in daily activities without the need for medication. This helps to ensure the health and wellbeing of all children and staff.

Parental consent to administer pain relief medication is obtained during entry to the school. Before administering any pain relief medication, the parent will be contacted to determine if any pain relief medication has already been given or if the child is on any form of medication that does not allow for pain relief medication to be taken alongside it.

If the pupil's condition worsens, or an adverse reaction occurs, or urgent medical attention is needed, parents/carers will be contacted immediately.

Parents will be informed of any pain relief medication that has been administered including the time it was given and the amount.

17.3 Auto Adrenalin Injectors (AAI)

Parents are required to complete a consent form if their child has been prescribed an AAI. Subject to availability, and wherever possible, the school requests that the two AAIs are provided for each pupil with a prescription.

Subject to availability the school will keep spare AAIs for emergency use by pupils whom parental consent has been provided. The emergency AAI can be used if the pupil's prescribed AAI is not available (i.e. if it has broken or failed to work).

In the event of an emergency requiring the use of an AAI, staff will administer the pupil's pen promptly. Emergency services will be contacted immediately following the administration of the AAI, and parents will be notified promptly.

The school may administer the "spare" AAI in emergencies, but only to a pupil at risk of anaphylaxis, where relevant parental consent has been provided.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) will be contacted and advice sought from them as to whether administration of the spare AAI is appropriate.

The school monitors the expiry dates of AAIs and inhalers that are kept in school but it is the responsibility of the parent to ensure the school is provided with in-date AAIs and inhalers for their child.

18. 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 policy 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.

19. OFFSITE VISITS

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits as long as it is safe to do so. All staff supervising visits should be aware of any medical needs and when planning activities consider how administration of any medication will take place. All pupils with specific medical conditions will be included in the trip risk assessment and all staff on a trip must have read and understood this assessment prior to the trip taking place. This information is for school staff only and should not be shared with any parent helpers. Pupils with medical conditions should always be supervised by a staff member. 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.

If there is a concern as to whether it is wise and indeed safe for a pupil to participate in a particular trip or trip activity, the leader of the trip and/or the parents should seek medical advice from the pupil's GP or consultant and obtain written consent for the pupil to participate in the activities. Staff at the venue should also be consulted to ensure participation would be safe for the pupil.

Travel Sickness – If travel sickness medication is needed for an offsite visit, parents should complete the Request to Administer Medication form. To ensure clarity and safety, the pupil's name, prescribed dosage, time of administration, and any potential side effects should be clearly indicated on the medication container, which must be in its original packaging.

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, where the Group Leader may (at their discretion) permit a pupil to keep their

inhaler with them. Parents will sign a consent form for any medicines which their son needs to take during the visit, plus consent of emergency treatment to be administered.

Appendix 1

Page 1 - Parents to complete



Request to Administer Medication Form

In order for the School to consider whether or not they agree to a request to give your child medicine during the School day it is necessary for you to complete and sign this form.

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 (if appropriate): Yes / No Provide details _____

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: _____

