



Beech Hill Primary School

MANAGING & ADMINISTERING MEDICINES IN SCHOOL POLICY 2024 - 2025

Produced by OPUS Pharmacy Services

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Reviewed by	Claire Docherty	Date: 17.09.2025



1. Purpose

1. This medicines policy must be used in conjunction with the medicines procedures and associated forms.
2. This policy sets out our commitments to ensure the safe handling of medicines in our organisation, in line with best practice, guidance and legislation.
3. The medicines procedures set out step-by-step guides that support staff must follow when undertaking medicines-related tasks.
4. The associated forms should be used to record relevant information, to promote best practice.
5. This policy must be followed by all support staff who support pupils with their medicines. Support staff must read and sign to acknowledge their agreement to abide by it.
6. This policy will be reviewed yearly, or following major changes to legislation, by the Medical Coordinator, to ensure that it reflects current working practices, legislation and standards.

2. Our Values

1. We will take a pupil-centred approach and promote each pupil's independence with their medicines.
2. We will ensure that all medicines are administered in a way that respects the dignity, privacy, cultural and religious beliefs of each pupil.
3. We will respect the confidentiality of the pupils we support, including their medical history and information about their medicines.
4. We will provide full training and competency assessment for support staff, to ensure they administer medicines safely and effectively, and keep the pupils we support safe.
5. We will allocate protected time to support staff who administer medicines to ensure they are not interrupted when administering medicines.



3. Our Responsibilities

1. We will always comply with legislation, regulations, guidance and best practice relating to medicines, including (but not limited to):
 - Medicines Act 1968
 - Health and Social Care Act 2008
 - Care Act 2014
 - Mental Capacity Act 2005
 - Equality Act 2010
 - RCN/RPS Professional Guidance for Administration of Medicines in a Healthcare Setting and Professional Guidance for Safe and Secure Handling of Medicines in a Healthcare Setting
 - National Minimum Standards for Boarding Schools (2015)
 - Department for Education statutory guidance “Supporting Pupils at School with Medical Conditions” (2015)
 - Department of Health “Guidance on the use of emergency salbutamol inhalers in schools” (2015) and “Guidance on the use of adrenaline auto-injectors in schools” (2017)
 - Ofsted requirements
2. We acknowledge that prescribed medicines are the property of the pupil to whom they have been prescribed and dispensed.

4. Providing Medicines Support

1. We will ensure that an accurate list of a pupil’s medicines is obtained and kept up to date at all times.
2. We will thoroughly assess the medicines support needs of each pupil we support to ensure that the support they receive is appropriate for their needs.
3. At a pupil’s request, and following an appropriate risk assessment, we will support the pupil to retain responsibility for obtaining, holding and/or taking their own medicines.



4. Where a pupil requires general support, administration of medicines, or administration by a 'specialised' technique (see table on next page), we will support them with their medicines in line with the relevant procedures and their Individual Health Care Plan.
5. Types of Support (These lists are not exhaustive):

General Support	Administration of Medicines	Administration of Medicines by a Specialised Technique (exceptional circumstances only)
<ul style="list-style-type: none"> • Verbal prompts or reminders • Requesting repeat prescriptions from a GP • Collecting medicines from a pharmacy • Returning unwanted medicines to the pharmacy • Opening containers (e.g. bottles, blister packs) at the request of the pupil 	<ul style="list-style-type: none"> • Selecting and preparing medicines for administration • Selecting and measuring doses of liquid medicine • Applying a medicated cream/ointment, ear/nose/eye drops, patches or inhaled medicines 	<ul style="list-style-type: none"> • Naso-gastric administration • Administration through Percutaneous Endoscopic Gastrostomy • Nebulisers • Oxygen • Assisting with insulin pens

6. We will administer prescribed medicines in accordance with the 6 rights of administration. **Please note, we will not administer any non-prescribed medicines.**
7. To ensure the safety of the pupil, we will administer medicines from pharmacy-labelled containers or professionally-filled and sealed monitored dosage systems following the prescriber's written instructions. We are not permitted to administer medicines from dosette boxes filled by others, such as family members.
8. We will keep appropriate records of medicines administration and support.



10. We will monitor pupils who take medicines for changes in their condition, including allergies, and liaise with health professionals.
11. We will store medicines safely and securely.
12. We will undertake risk-based audits - both internal and external - at regular intervals, and at least monthly. Actions will be taken as appropriate and documented.
13. We will monitor for errors / incidents through regular auditing of medicines and processes, and will properly investigate any identified errors.
14. We support a “just culture” where medicine errors/incidents are dealt with in a constructive manner to identify what went wrong.

5. Administration of essential prescribed medication:

- ❖ All essential medication should be brought into the school by the parent or carer, **not the pupil**, and should be delivered personally to the school office.
- ❖ All essential medication must be prescribed. Parent/Carers must complete a medication form (school office) or school will **not** be able to administer the medication.
- ❖ Essential medication to be taken orally should be supplied with an individual measuring spoon, eye drops should be supplied with a dropper.
- ❖ Parents/Carers should always inform the School Office if any of the information which was given submitted on the medication form changes, e.g times of medication. School will always administer medication on the times stated on this form unless informed otherwise.
- ❖ Any prescribed inhalers brought into school, should be kept in a secure place which is readily accessible to those children so they can be used when needed.
- ❖ **PLEASE NOTE THAT PARENTS/CARERS WILL NEED TO COMPLETE A MEDICAL FORM BEFORE THEIR CHILD IS ABLE TO USE AN INHALER. A SPACER IS ALSO REQUIRED WITH AN INHALER.**
- ❖ If a pupil brings into school any medication for which the school has not received written notification, the staff of the school will not be held responsible for that medication.



6. Training and Competency Assessment

1. We will ensure support staff who are supporting pupils with their medicines receive accredited medicines training, which will be updated in line with the training pathway.
2. We will undertake competency assessments for support staff following initial training and then every year thereafter, or more frequently, if necessary (e.g. following a medicines error), and in accordance with the training pathway.
3. We will ensure senior staff who are responsible for assessing the competency of support staff are trained and competent to undertake this task.
4. We will maintain records of all support staff training and competency assessments relating to medicines handling and administration.
5. We will provide additional training for specific medical conditions, medicines or skills, where required.
6. We will support staff where they do not feel they have received sufficient training or are not competent to undertake any medicines-related task.



7. Infectious Diseases:

Children with infectious diseases must not be at school. They should only return when they feel well, and must stay away longer if there is still a risk of infection. In the case of a vomiting and/or diarrhea bug, the child should stay away from school for a period of 48 hours since the last bout- **this is non-negotiable**. If you are unsure about whether or not your child is well enough to return to school, please telephone the school. Some diseases such as Chickenpox, German Measles and Slapped Cheek Disease (parvovirus) can be dangerous to unborn babies and the school has a duty of care to both staff and parents to notify them if there are such cases in school.

8. Bumped heads:

Parents will be informed by phone if their child receives a serious bump to the head at school, although the chance of serious injury is highly unlikely this is just intended to alert parents to look out for any warning signs should the bump be more serious than expected. All such injuries will be seen by a qualified first-aider. If a child receives a bump to the head and it's not serious your child will be given a sticker and a note to notify parents.

9. Sunscreen:

Children will spend approximately a third of the time they are at school outdoors, so sensible measures need to be taken to protect children from the damaging effects of the sun. An application of good sunscreen (SPF of 15-20) at home in the morning should provide sufficient protection for children at school. In summer parents may wish to give children a small amount to re-apply during the lunch break and send their children to school with a sunhat and extra water. Children should apply their own sunscreen under the supervision of an adult unless in Early Years. The supervising adult will ensure that the appropriate amount is applied.

PARENTS ARE RESPONSIBLE FOR ENSURING THAT DATE EXPIRED MEDICINES ARE COLLECTED FROM SCHOOL AND RETURNED TO THE PHARMACY FOR SAFE DISPOSAL. AUTO INJECTORS AND INHALERS SHOULD BE COLLECTED AT THE END OF EACH TERM.

Agreed by the Governing Body – January 2023



10. Implementation & Use

1. We will comply with all information in this policy.
2. We will ensure that all members of support staff who are involved in the handling of medicines have read and understood the Policy Pack.

Policy Signed Off By: J Eatock

Date: 16th September 2024

Review Date: September 2025