



# Safe Administration of Medicines Policy

Date: May 2025

Review date: May 2026

Approved by the Advisory Board: May 2025

Linked with other policies:

- Health and Safety
- Supporting Children with Medical Needs
- Privacy Notice
- Confidentiality policy
- Safeguarding incorporating Child Protection

Signed:

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174  
Rookery Farm, Reynolds Lane, Potter Heigham, Great Yarmouth NR29 5LY

## Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
1	May 2022		New policy
2	May 2023	P3 1 <sup>st</sup> paragraph	Staff names removed and clarification added regarding FAW/EFAW
		P5 Inhalers	Clarified that spare inhalers kept in office must be named
		P5 Audit	Added: A daily count of controlled medication is carried out etc
		P5	Data Protection paragraph added
3	May 2024	P3	[List of first aiders] added 'Medical Room'
		P4 PRN medication	'Pupil Asset' changed to 'our MIS'  Recording: no longer on the G Drive, now logged on CPOMS
		P5	Sentence added re. general use inhalers
4	May 2025	P3 1 <sup>st</sup> paragraph	FAW changed to EFAW. Added Safe Administration of Medicines training.
		P5 paragraph 4	Paragraph 4 added re. expiry checks and disposal.

Staff who have completed and are up to date with their Emergency First Aid at Work (EFAW) qualification and Safe Administration of Medicines training have the role of First Aiders and are primarily responsible for the management of administration of medicines to students. However administration of medicines may also be carried out by any school staff trained in Emergency First Aid at Work (EFAW). A list of these staff is displayed on the office notice board and in the Medical room.

### **Controlled Drugs**

Medication cannot be given to any student without completion of the 'Parental Agreement for Administering Medication' form (see Appendix 1) from their parents or carers. A blank form is available on the school website or can be provided by the school office. Completed documentation is kept in the 'Medical forms and logs' file in the school office. This form must state the following information:

- Student's Name
- Year group
- Any known allergies
- Name of medication, dosage and time to be taken.

Any medication brought into the school must be taken directly to the school office and the office staff responsible for the management of medicines will store the medication in the locked cabinet in the medical room, ensuring the box is clearly marked with the student's name. The key to this cabinet is kept securely in the office.

### **Medication Administration**

Two members of staff (at least one to be trained in First Aid) are present when administering medication, and details checked and recorded based on the '10 Rights of Medication Administration'\* (as applicable to a school setting):

#### The 10 Rights of Medications Administration

1. **Right person** – check name stated on the box matches the student
2. **Right medication** - check the name of the medication, and expiry date.
3. **Right dose** - Check the dosage on the box matches the dosage as stated on the parent/carer's consent form.
4. **Right route** - as prescribed
5. **Right time** - Double-check that you are giving the prescribed at the correct time. Confirm when the last dose was given as recorded on the MAR
6. *Right education (not applicable to school setting)*
7. **Right documentation** - Ensure the MAR sheet is double-initialled after the medication has been administered
8. **Right to refuse** – it is the expectation that students will take their medication as prescribed by their GP and as requested by their parents/carers. However, if after all reasonable attempts to administer the medication the student still refuses to accept it, this is recorded on their Medical log and the parent/carer advised.
9. *Right assessment (not applicable to this setting)*
10. **Right evaluation** - ongoing observations if required.

*\*in accordance with the Medicines Act 1968*

**The staff members administering the medication must observe the student taking the medication in front of them.**

**PRN (as needed) Medication** (eg. Non-prescription analgesic such as paracetamol)

- This is primarily administered by school First Aiders or those staff who have completed EFAW training.
- These must only be administered if prior consent has been obtained from the student's parent/carer, as recorded on our MIS system.
- A record of each PRN administration is logged on CPOMS.
- If the medication has been requested by the student less than 4 hours from the time of arrival at school, it must be checked with the student's parent/carer if they have had any medication already that morning before administering.

**Recording**

Medicine administration is recorded in the Medical Log, kept in the school office, under the correct date on the form and must state:

- Time of administration
- Initials of member of staff who has administered the medication plus the witnessing member of staff.
- Number of remaining tablets in box

**Medication Administration Off-site (eg. School trips)**

Staff who are first-aiders may administer medication to students when off-site if at the time a student's medication is due to be given. This should be witnessed by a second member of staff and a form completed (see Appendix 1) which should be submitted to the office immediately on return to school.

**Medication Administration Errors**

This may include:

- Administration without a valid authorisation
- Student administered the wrong medication / dose / route
- Student administered an out of date medicine
- Medication administered to the wrong student
- Inappropriate use of "PRN" medicines (eg. Painkillers)
- Medication administered late / early (it is recognised in the context of administering medication in school that the time of administration may vary slightly. However where it would have a significantly detrimental effect on the student, this would constitute an error)

In the event of an error the Head Teacher or member of the SLT must be informed immediately and the student's parent/carer contacted. It may also be necessary to contact the student's GP for advice.

The details of the error are logged (see appendix 3)

### **Epinephrine auto-injectors**

All staff are informed if any of the students require an epinephrine auto-injector as part of their medical requirements. Permission is sought from the student's parents to enable all staff to receive training from the local Health Authority.

Depending on the age of the student and following discussion with parents, it may be deemed suitable for the student to carry an Epinephrine auto-injector in a safe container in their own bag, thus alleviating additional stress caused in an emergency situation.

An Epinephrine auto-injector clearly labelled with the student's name must be stored in the office and must accompany the individual student on any off-site journey, such as leaving the premises for sport, attending college, school day trips or residential trips.

### **Inhalers**

All students requiring a prescribed inhaler for respiratory conditions (eg. Asthma) must provide a consent form from the parent/carer in order to bring it into school. The student should keep the inhaler with them during the school day.

In certain cases a spare (named) inhaler may be kept in the school office for a student.

If travelling off-site, the school staff with responsibility for the group/trip must ensure that the student has the inhaler in their possession.

A record of students requiring inhaler medication is available from the school office.

The school holds two 'general use' inhalers; these may be taken off-site for trips, PE etc providing one is kept on the school premises at all times.

### **Epilepsy Medication**

All staff are trained in Epilepsy awareness (updated yearly) and a contingent of staff also receive annual training in the administration of emergency Epilepsy medication (eg. Buccal Midazolam) in accordance with the student's care plan.

In the event of any student requiring specialist medication, training will be sourced at the very earliest opportunity for any staff who may need to be involved in the administration of said medication.

### **Checks and Disposal**

Regular checks of expiry dates are made of any medications held on site (as detailed above).

Named/prescribed medication that has expired is returned to the parent/carer for disposal.

Any medications purchased by the school that have expired are returned to the local pharmacy for disposal.

### **Audit**

The School will carry out a bi-annual medication audit to ensure consistency of good practice.

This will include reviewing any student care plans to ensure they are up to date and reflect any change of needs applicable.

A daily count of controlled medication is carried out at the point of administration and is logged on the Medication administration log, as detailed above (see "Recording").

### **Data Protection**

The school processes personal data collected in accordance with its data protection policy. We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately.



**Parental agreement for school/setting to administer medicine**

The school will not give your child medicine unless you complete and sign this form, as stated in the Safe Administration of Medicines Policy.

**Name of School/Setting:** All Saints School, Lessingham      **Date:**.....

**Child's Name:**.....

**Year group:**.....

**Name and strength of medicine:**.....

**How much to give (i.e. dose to be given):**.....

**When to be given:**.....

**Any other instructions:**.....

**Any known allergies:**.....

**Number of tablets/quantity                      to be given to school**

**Note: Medicines must be the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact:

Name and phone no. of GP:

Agreed review date to be initiated by *[name of member of staff]*:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

**Parent's signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

Medication or treatment administered off-site (eg. School trips)							
Date	Time	Forename	Surname	Name of medication or nature of injury	Dose/treatment given	Reason	Staff initials

**Medicine Administration Error report**

Name of Student .....Year group .....Date of Birth .....

Date of incident/error .....Time .....

Person reporting the error.....

Type of error (please tick):

- ☐ Administration without a valid authorisation
- ☐ Student administered the wrong medication / dose / route
- ☐ Student administered an out of date medicine
- ☐ Medication administered to the wrong student
- ☐ Inappropriate use of "PRN" medicines (eg. Painkillers)
- ☐ Medication administered late / early
- ☐ Other (give details) .....

Please give any further details as appropriate .....

Name of parent/carers contacted.....date/time .....GP contacted yes/no

Member of SLT alerted..... date/time.....

Action Taken.....

Result/consequence of error.....

Steps taken to ensure error is avoided in future.....

Signature of person completing this form..... Print Name:.....date.....