13c. Administering Medication

1.1 Scope

This guidance is applicable to all employees and / or others who may administer medication at the school.

1.2 Objectives

To ensure that the school administers medicines in an appropriate manner by:-

1.2.1 Having authorised persons in place to administer the medication

1.2.2 Having contingency plan in place for issues which may arise from the administering of medication

1.3 Guidance

1.3.1 The Bursar and Head of Operations and the Deputy Head will be responsible for the implementation and review of this guidance:

1.3.2 All schools are recommended to adopt the guidance provided by the Department of Health titled "Managing Medicines in Schools and Early Years Settings". (www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings) or Medical Officers of Schools Association guidance titled "Administration of Medicines in Schools" (www.mosa.org.uk)

1.3.3 Under the Human Medicines (Amendment) (No.2) Regulations 2014 schools are allowed to buy salbutamol inhalers, without a prescription, for use in emergencies (in the event of an asthma attack). Schools should follow the guidance in Department of Health document "Guidance on the use of emergency salbutamol inhalers in schools".

1.4 **Staff Training**

1.4.1 All staff are first aid trained.

1.4.2 All staff should undertake the “EduCare – Administration of Medication” training bi-annually and undertake in person refresher training with the Bursar annually. New staff will receive training as part of their induction.

1.4.3 All staff should be trained annually on how to administer medicine at the Lyceum School as part of the schools inset day training.

-Parent consent form
-All medication to be kept in the first aid room
-Complete medication administration log and date.
-All medicine should be stored in the fridge and labelled. Store date, pupil name, consent form completed, contact number.

Reviewed by NW: September 2026
Next Review Date: August 2027

1.5 **Consent**

1.5.1 Parents are requested to provide written consent for the administration of medication before it should be accepted.

1.5.2 The Bursar, Registrar and Receptionist will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the class teachers and First Aiders on a "need to know" basis.

1.5.3 This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

1.6 **Administering Medication**

1.6.1 Any staff administering medicine must check:

- pupil's name
- written instructions and dose
- expiry date

1.6.2 A regularly updated list of children with allergies and special diets is circulated to all staff throughout the year. This is drawn up and updated by the Registrar.

1.7 Medicines

1.7.1 Only prescribed medicines are allowed in school, and parents must complete the Medicine Consent Form.

1.7.1 Prescribed medicines should be administered by the School Receptionist in the first instance or any teacher listed on the school first aid list.

1.7.2 Medicines must not be kept in any classroom – all prescribed medicines must be kept in the first aid room.

1.7.3 In no circumstances are teachers without first aid or administration of medication training allowed to administer any medication, except in a life-threatening situation.

1.7.4 All inhalers must be kept by the class teacher and second inhaler in the first aid room. When off site at the Park, Sport or on trips inhalers must be taken for those children who have them.

1.8 Epi-pen

1.8.1 Epi-pens should only be administered by staff with first aid training and who have taken part in the school's annual epi-pen inset training. The following link is sent out to all staff each September https://www.medicines.org.uk/emc/product/4289/audiovideo

1.8.2 Epi-pens should be kept safely in the classroom away from children. It is the teacher's responsibility to ensure Epi-pens are handed over between lessons and activities. Individual

medical bags will be created for epi pen users and checked by the Bursar and Head of Operations. Medical bags will include:

- Photo & Name
- Consent for School Auto Injectors
- Allergen Plan
- Medical Information
- Contact Information

1.8.3 The pen should be taken on all trips out of the building and carried by the teacher for pupils in Reception to Year 4 and by the pupil from years 5-6. A spare epi-pen should be stored safely in the first aid office and Dining Hall.

1.8.4 All staff are briefed on recognising the signs of someone going into anaphylactic shock during their First Aid training.

1.8.5 Use of Epi-pens should be recorded on the Medication Administration Log.

Please see the school's separate Allergen Policy.

1.9 Asthma/Inhalers

1.9.1 Inhalers should be kept in classrooms under teacher supervision and should be taken on all trips and out of school activities. This should be documented in the trip risk assessment.

1.9.2 If a pupil is having an asthma attack the person in charge should prompt them to use their reliever inhaler if they are not already doing so. It is also good practice to reassure and comfort them whilst, at the same time, encouraging them to breathe slowly and deeply. The person in charge should not put his/her arm around the pupil, as this may restrict breathing. The pupil should sit rather than lie down. If you don't see any improvement or if the pupil appears very distressed, is unable to talk and is becoming exhausted, then an ambulance must be called. Dial 999.

1.9.3 Usage:

- Blue reliever inhaler, take 1 puff every 30 to 60 seconds until you feel better, up to a maximum of 10 puffs. Shake the inhaler between each puff and use a spacer with the inhaler if you have one.
- AIR or MART inhaler (used for both preventing and treating symptoms), take 1 puff every 1 to 3 minutes until you feel better, up to a maximum of 6 puffs.

1.9.4 Use of inhalers should be recorded on the Medication Administration Log.

Legal Requirements & Education Standards

References:

- Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677)
- Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997)

- First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance (Health and Safety Executive, 3rd edition, 2013)
- Health and Safety at Work etc Act 1974
- Health and Safety (First-Aid) Regulations 1981 (SI 1981/917)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471)
- Statutory Framework for the Early Years Foundation Stage (Department for Education, March 2012)
- Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677)
- Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997)
- First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance (Health and Safety Executive, 3rd edition, 2013)
- Health and Safety at Work etc Act 1974
- Health and Safety (First-Aid) Regulations 1981 (SI 1981/917)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471)
- Statutory Framework for the Early Years Foundation Stage (Department for Education, March 2012)
- Vaccines, diseases and immunisations (www.immunisation.nhs.uk)
- Department for Health (www.dh.gov.uk)
- NHS Direct (www.nhsdirect.nhs.uk)
- Department for Health Guidance on the use of emergency salbutamol inhalers in schools (March 2015)