



Administration of Medicines Policy

Full Governing Body with oversight for this policy	
Policy to be approved by the Full Governing Board	May 2026
Policy / Document due for review	May 2027

Khalsa Primary School – Southall Administration of Medicines Policy

Background

At Khalsa V.A. Primary School we aim to create an ethos where all the children are cared for and children's health is paramount. We have a duty to take reasonable care of children and this includes the possibility of administering medicine.

In this document the word "medicine" is used to include "medicines and prescribed drugs", the term "medication" is used to refer to a person's particular dose of medicine and the term "administration" means the acts involved in giving or applying the dose of medicine.

The only medicines that should be administered are those where clear written instructions are provided by the parent or carer and are in accordance with the instructions of the child's doctor. Appendix 1 provides an example of a form to be completed by the parent or carer, informing the school of all relevant details. Oral instructions from the child must not be accepted.

In most cases the responsibility for managing the administration of medicines should be assigned to one nominated person, preferably a person who is able to act safely and promptly in an emergency situation and someone who is well organised and has the ability to maintain simple records. Backup staff should be arranged for when the member of staff responsible is absent or unavailable. In the first instance and thereafter at reasonable intervals, the nominated person should carry out an assessment of the risks that are entailed.

Records should be kept of all the medicines administered at school by the person responsible and s/he should record all the relevant details. No member of staff should be asked to administer medicines unless s/he has received appropriate training and guidance. S/he should also be aware of possible side effects of the medication and what to do if they occur. For the more commonplace medicines, appropriate training should entail familiarisation with this Code of Practice.

Parents and staff must be kept informed of the school's arrangements for the administration of medicines and they should be informed of any changes to these arrangements.

Advice on medication

Children suffering from short-term ailments who are clearly unwell should not be in school and Headteacher's are within their rights to ask parents or carers to keep them at home. Some parents may seek to send children to school with non-prescribed medicines (e.g. cough mixtures) and generally speaking schools cannot be expected to accept responsibility for administering medicines of this nature. In cases where medicines are brought into school, younger children should not be expected to take responsibility for them. Medicines should be brought and collected by parents or carers.

Children with **chronic illness or disability** may need to take prescribed medicines during school hours in order to lead a normal and happy life. In some cases, age-appropriate doses of analgesics such as Paracetamol may be given to secondary age children. Preferably these should be administered by the nominated person and only for certain conditions e.g. headaches. In these cases, it is good practice for the person responsible to ensure that the child swallows the tablets and to record the relevant information. This will ensure that if the child is requesting frequent treatment, this is recorded and can be brought to the attention of parents. **(A pupil under the age of twelve should never be given aspirin unless prescribed by a doctor).**

Inhalers for Asthma

These are often used to prevent wheezing (following exercise) as well as treatment for wheezy episodes. Each case should be considered separately, but older children are often able to decide for themselves when to take the inhaler and can carry it with them and self-administer an appropriate dosage. **If a pupil is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place and supervise its use.** The inhaler should be clearly marked with the individual pupil's name. The use of inhalers by younger children should be recorded. The medical profession has confirmed that inhalers are very safe and unlikely to cause harm to a child using another child's inhaler by mistake.

Anaphylaxis

This is an extreme allergic reaction requiring urgent medical treatment. When such severe allergies are diagnosed, the pupils concerned are made aware from a very early age of what they can and cannot eat and drink and, in the majority of cases, they go through the whole of their school lives without incident. The most common cause is food - in particular nuts, fish and dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form, the condition can be life threatening, but it can be treated with medication. This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

Medication and control

In the most severe cases of anaphylaxis, people are normally prescribed a device for injecting adrenaline called an epi-pen. The device looks like a fountain pen and is preloaded with the correct dose of adrenaline and is normally injected into the fleshy part of the thigh. The needle is not revealed and the injection is easy to administer. It is not possible to give too large a dose using this device. In cases of doubt, it is better to give the injection than hold back. Responsibility for giving the injection should be on a purely voluntary basis and should not, in any case, be undertaken without training from an appropriate health professional.

Health care plans

Each pupil who suffers from anaphylaxis should have a health care plan that gives more detailed information relating to the pupil and the condition, since each pupil's symptoms and allergens will vary. The school, parents and health professionals should be involved in preparing the health care plan. It also contains information about staff indemnity.

If appropriate, the school may wish to increase the information contained on the health care plan (for example, more family contacts and details of staff trained to use the epi-pen).

Antibiotics

A child taking antibiotics can recover quickly and may be well enough to attend school but it is essential that a course of treatment is completed. It is helpful if, where possible, medication can be prescribed in dose frequencies that enable it to be taken outside school hours. Parents should be encouraged to ask the prescribing doctor or dentist about this.

Storage of medicines & drugs

It is the responsibility of the Headteacher to ensure medicines are stored safely. Medicines must be kept in the container supplied, which must be clearly labeled with the name of the child and instructions for use. Medicines stored by the school must be locked away. Some medicines (e.g. liquid antibiotics and insulin) may need to be kept in a refrigerator. It may be impracticable for these medicines to be locked away but they should be placed in a sealed airtight container and clearly marked 'medicines'.

A standard procedure should be followed when administering medicines:

- Refer to written instruction received by school
- Check prescribed dose
- Check expiry date
- Check prescribed frequency of medication
- Measure out prescribed dose and check the child's name
- Complete and sign record when child has taken or has been given medicine
- If there is uncertainty, do not give the medicine but check with the child's parents/carers or doctor

Appendix 1

Example of a form to be completed by the parent or carer to request that a school take responsibility for the administration of medication in school.

To the Parent or Carer: Khalsa Primary school will not give your child medication unless you complete and sign this form and the Headteacher has agreed that the school staff can administer the medication. The medication must have the prescription label bearing the child's name along with the correct measuring tool (i.e. spoon/syringe).

To the Headteacher:

School: Khalsa Primary School

Administration of prescribed medication

Details of child

Name:

Class..... Condition or Illness:

Medication

Name and type of Medication (as described on the container):

.....

How long will your child take this medication:

.....

Full Direction for use:

Dosage and method: Timing:

.....

Other information:

.....

Declaration

I confirm the above information is correct

Name of Parent/Carer: Daytime

Tel No:

Signature(s): Date:

.....

Relationship to pupil:

.....

For office use only:

Please complete the information below when administering medication.

Date given	Time given	Dosage given	Name of person giving medication	Name of witness

Appendix 2
Emergency Planning
Request for an Ambulance to Khalsa Primary School

Dial 8999, ask for ambulance and be ready with the following information.

1. **Your telephone number:** 0208 574 9045
2. **Your location as follows:** Khalsa Primary School, Norwood Green Road, Southall, Middlesex UB2 4LA
3. **What the A - Z reference is**
4. **Give exact location in the school**
5. **Give your name**
6. **Give brief description of pupil's symptoms**
7. **Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the pupil concerned.**

Speak clearly and slowly and be ready to repeat information if asked.