



BABINGTON

HOUSE SCHOOL

The Medications Policy

Babington House School

Date of Policy	Review Date	Reviewed By	Approved By
May 2026	May 2027	Michelle Da Silva School Nurse	SLT

Safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development at Babington House School.

All systems, processes and policies operate with the best interests of the child at their heart.

Every Child Matters									
Health and Self care	✓	Safety	✓	Learning and Development and Behaviour for Learning		Parent Links		Transition and the Community	

Early Years Foundation Stage Overarching Principles						
A Unique Child		Positive Relationships		Enabling Environments		Children develop and learn in different ways and at different rates

RELATED POLICIES
First Aid Policy
Safeguarding Policy
Health and Safety Policy
Allergy and Anaphylaxis Policy
Health and Safety Policy – EYFS

Aims of this policy

- Ensure all staff are aware of policies pertaining to medication and their responsibilities in the administration of medicines to pupils and that they always comply with these requirements.
- Ensure all information on pupils' health needs are up to date and stored correctly. Ensure all staff are aware of our procedures for administering prescribed and non-prescribed medications to pupils.
- Ensure the procedures for administering and storing prescribed and non-prescribed medications.
- To outline the roles and responsibilities of parents, nurses and school staff in the management of short term and long-term medical conditions at school and on school trips.

Management of Health and Medication Records

- All written records such as, the medication log must be legible, and a list of signatures should be kept of staff to deem competence to administer medication following the training required. Ensure each pupil has an individual electronic health record stored securely by school admin team and School Nurse via ISAMs pupil manager.
- Hard copies of documents, such as medical reports, letters or care plans are uploaded to ISAMs and a paper copy locked away in the medical room.
- Pupils with specific health needs may require an individual care plan. Care plans will be developed with parents and the School Nurse and must be reviewed annually or as circumstances change in line with the pupil's health record.
- Care plans detail the medical condition which requires ongoing care or emergency intervention, the treatment plan or care strategies required to support the pupil in school.
- The individual care plan is stored on pupil's health record and shared with staff and teachers as appropriate, with the consent of the parent and pupil, this ensures consistent and comprehensive care.
- Individuals with designated responsibility for medication must be appropriately trained to ensure competence to undertake this role.
- All health and medication records must be correctly completed, up to date and available for inspection at any time.
- Records should provide a complete audit trail of medication coming in and out of school.
- All medical and health records must be kept for at least 8 years from the date of the last entry or until the pupil reaches 26 years of age. Records Management Code of Practice. NHS England

Non-Prescribed Medications

- If pupils are unwell or have an injury, they may be able to receive treatment whilst at school. The School requires written consent from parents/guardians on an annual basis to administer the paracetamol and antihistamine.

When administering non-prescribed medications, staff should follow these procedures:

a) Consider whether drug administration is necessary or whether another intervention e.g., heat/cold therapy would offer relief from symptoms until medication can be given at home by the pupil's parent.

b) For Pupils in EYES and KS1 check whether the pupil has received any medication earlier in the day . This is to check that no other medication was given before school and that they are happy for the dose of medicine to be administered.

c) The medication administration will then be recorded on ISAMS, and in the Over the counter (OTC) medication stock logbook, and the parents informed via email.

d) The pupil should then be monitored to ensure beneficial effect.

Storage of Medications in School

- Emergency medications are readily accessible to all pupils who need them and stored in unlocked cupboards. Emergency Ventolin kits are in the canteen, PE first kit bags and at Main Reception.
- Emergency EpiPen kits are in the medical Room, Main Reception and in the Canteen. There is also a mobile kit that is used for away days and sporting events, this is kept in the sports office.
- All emergency packs go under a monthly safety check, and expiry dates monitored by school nurse. In the absence of school nurse this will be a designed person from the area where kits are located.
- A Diabetic Emergency Response kit is pupil prescribed and will be located in the Medical Room fridge.
- All KS1, KS2 and senior asthmatics are required to carry their own inhalers in their own medipacs around the school and to each class/lesson.
- EYFS pupils' inhalers will be kept in their school classroom medical cabinets, where it is easily accessible to all staff. The use of a spacer device is encouraged; therefore, administration should ideally be supervised by the staff so that technique can be observed.
- EYFS pupils with possible anaphylactic reactions should have their own medipac and this is stored in the unlocked medical cabinets in their classrooms.
- Where a pupil moves around the school e.g. lunch or assembly or attends an educational visit the medipac will be taken with the pupil by school staff.
- All other pupils and Seniors with possible anaphylactic reactions should always carry their own Adrenaline Auto Injector (AAI) pens in their own medipacs with them around school.
- All individual care plans for pupils who require emergency medication should be included in their own medipac. This is to help staff in an emergency.
- All medications other than inhalers and Adrenaline pens are kept in locked cupboards in the Medical Room.

- OTC Stock medication is stored and recorded separately to Pupils own prescribed medications.
- All Oral Stock medication in use will be audited by the school nurse weekly to monitor stock levels and make sure all open oral OTC medication is accounted for.
- All medications, except for inhalers and Adrenaline pens should be collected by parents at the end of term. Any unclaimed medicines will be sent to the pharmacy for destruction along with any that expire.
- Any medication in the Medical Room that requires refrigeration, should be stored in the Medical Room fridge. The temperature of the fridge should be checked and recorded daily and is maintained between 2 to 8 degrees Celsius.

Disposal of Medication

- Any medications to be disposed of due to no longer being required or expired must be recorded in the medication log as required.
- Any medication to be disposed of by parents but where this is not possible the School Nurse will dispose of at the local pharmacy using the correct procedures. This must be documented and signed for the audit trail.

Administration of medication

- When a medicine is administered by staff, the following procedure will be followed:
 1. Check what the pupil has been prescribed - on the drug administration chart and the medicine label.
 2. Check the identity of the pupil
 3. Ask whether the pupil wants the medication
 4. Make sure no one has already given it.
 5. Prepare the correct dose for the time of day.
 6. Give the medication and offer a drink of water.
 7. Sign the medication book
 8. Input medication administration on Isams
- Staff administering medication to pupil should receive training by the school nurse on how log and administer medication in accordance to policy.

- These staff will be designated to cover the school Nurse for administration of medications in her absence.
- All staff that have been trained will have their signature or initial on file for tracking and audit trails.
- In the case of Controlled Drugs (CDs), and all prescribed medications, the administration will be recorded in the Prescribed Medication folder. The number of tablets remaining will be checked to see that it tallies with previous administration and the number documented.
- If the medication is syrup form, volumes will be calculated by the volume noted in the bottle and the amount given per administration.
- In the event of incorrect tallies or lost medication without any record of dropping or spilling medication an incident form should be completed and noted in administration book.
- In the situation of handling CDs they must be checked by two staff.
- No medication will be given covertly in school to any pupil by staff

Parental Responsibilities

- Prescription medications should be delivered to the School Office by the parent/guardian (NOT the pupil) in the original packaging, with the pharmacy label attached, and stating:
 - The contents/ name of the medication
 - The pupil's name
 - The dosage
 - The method/route of administration
 - The expiry dates
- The parent/guardian must have completed a medication consent form to enable staff to administer the medication. The form should state the pupils name, name of medication, what time and dose would they like administering.
- It is the responsibility of the parent/guardian to inform the school of any changes to the pupil's treatment and to monitor the supply and expiry date of all medications, including inhalers and Adrenaline pens.

Pupils with Long Term Medical Conditions

- All parents of pupils with a long-term medical condition will be asked to fill out a Health Care Plan for their child. The Health Care Plan will detail useful information regarding medication, triggers, individual symptoms, and emergency contact numbers. Copies of the Health Care Plan are kept on isams, and in hard copy form in the Medical Room with the pupils medication.
- A copy of the Health Care Plan is available to any member of staff responsible for school trips and parents are asked to consent to all information contained in

their child's Health Care Plan being shared openly with all those involved in their child's education and care.

School Trips

- The school will make every effort to continue the administration of medicine to a pupil whilst on school trips away from the school premises. However, there may be times when it will not be possible to include a pupil on a school trip and this decision will be made by the SLT.
- Staff on school trips will be made aware of all relevant information regarding the medical needs of pupils under their care. They will also be given training in the administration of medication and emergency procedures.
- On all school residential trips, the trip lead will carry a number of over-the-counter medications (OTC) in a medication pack. This is to help to support the children and their medical needs while away from home.
- Parental consent will be checked on iSAMS to confirm if the child can receive OTC medications such as paracetamol prior to the trip. In the event consent has not been provided, parents maybe contacted for consent approval or decline.
- A School Trip Medications Log will be provided in the medication pack. The trip teachers/staff should record when medications are given, this will be returned to the Medical Room.

Refusal to Take Medication

- If a pupil refuses to take a medication, then an entry should be made on iSAMS, a refusal form completed and parents informed.

Administration of Generic Emergency Auto-injectors and Inhalers

- From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.
- The emergency salbutamol inhaler should only be used by pupils, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
- The emergency salbutamol inhaler can also be used if pupils own prescribed inhaler is out of reach, lost empty or broken.

- October 2017 the Human Medicines (Amendment) Regulations 2017 allows all schools to buy adrenaline auto-injector.
- In the Department of Education guidance of Auto-injectors (AAI's) states that spare emergency adrenaline auto-injectors can be used if the pupil's own device fails, is broken, is out of date or mis-fires.
- Part of these regulations also state that any person is legally allowed to administer adrenaline to save a life in an unforeseen emergency

Drug Administration Errors

- Any drug administration error must be recorded fully on an incident/accident form and uploaded on the pupil's health record as soon as possible after the incident occurred.
- Medication Errors must be reported to the School Nurse and the Headteacher. Clinical advice to be sought to ensure the pupils well-being and safety.
- The School Nurse will advise on next steps depending on severity of the incident. This could be advice from NHS 111, a GP doctor or A&E as appropriate.
- The pupil's parents/carers must be informed.
- School Nurse will need to identify why the error happened and action required to prevent errors occurring again, e.g. Additional training or review of the process.