LOCHINVER HOUSE

Administration of Medicines & Controlled Drugs Policy

This policy applies to all pupils from Nursery to Year 8.

Lochinver House School aims to implement and maintain an effective management system for the administration of medicines to all pupils in our care, in order to ensure that the School provides support to individual pupils with medical needs.

The School promotes ongoing communication with parents to ensure that the specific medical needs of all pupils are known and met. Parents must inform the School if their child develops a medical condition which will require medication to be taken at School and of any changes to the medication required. The School requests that parents administer any medication before and after the School day. However, it is understood that this might not be practicable and, in such cases, parents can request for medication to be administered at School. Similarly, it is appreciated that some medication requires more frequent administration to follow the prescriber's instructions. Parents can again request for this medication to be administered in School.

Medication will not be administered to a pupil without obtaining prior written permission from parents.

Where a pupil has long-term or complex health needs, the School Nurse will liaise with the parents to produce a health care plan. The health care plan will be implemented and reviewed annually by the parents. Parents are responsible for communication of any changes to the health care plan through the School Nurse. Once the health care plan is implemented, the School Nurse will be responsible for making sure the plan is adhered to.

The School Nurse has overall responsibility for the administration of medicine within the School. She will provide guidance on the administration of medicine during school trips and off-site activities. Where it is identified that the administration of prescription medication to a pupil requires technical, medical or other specialist knowledge, training tailored to the individual pupil will be sought and undertaken by appropriate staff from a qualified health professional, in order to enable this.

All Early Years employees are trained in the Administration of Medicines and in the event of the School Nurse being unavailable, will ensure medication is administered in line with this policy and best practice. Staff who are leading a school or a designated teacher on a trip will have undertaken the Administration of Medication course.

Parents of all pupils are required to complete a form before their child joins the School, giving consent to the administration of non-prescription medication (Calpol, Piriton and Ibuprofen). A copy of which can be located in Appendix 3 of the School's First Aid and Medical Provision Policy and Procedure. This is entitled 'Consent Statement to General and Emergency Treatment and First Aid'.

Parents of pupils who require medication prescribed by a doctor must discuss this with the School Nurse and complete a 'request for school to administer medication form', available from the School Nurse, prior to the administration of the medication. The School Nurse will attempt to contact a parent prior to administering non-prescription medicines to pupils. If this is not possible and it is deemed necessary for the pupil's wellbeing, as long as consent has previously been given, the School Nurse will administer and inform parents as soon as possible.

A treatment record is kept on SchoolBase of all medicines administered to pupils. The reason for administration if not prescribed, will be noted by the administering employee. Following the administration of any non-prescription medication the School Nurse will email, telephone or send a communication note home to parents, stating the name of the medication, the dosage, time and employee responsible for its administration.

The School will not administer any prescription medication unless it has been prescribed for that particular pupil. All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Employees administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects, and the written instructions on the container before providing the medicine to the pupils. If any employee is in any doubt over the procedure to be followed, parents will be contacted before any action is taken.

In case of any reaction, where antibiotics are prescribed the pupil should have received at least two doses prior to asking the school to administer the medication. Alternatively, parents are asked to stipulate that the pupil has previously taken the antibiotic, with no adverse effect.

Employees may only administer non-prescription medication (Calpol, Piriton and Ibroprufen) if parents have already provided their written consent for this to happen in relation to specific medicines. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the medication in the past.

No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

Wherever possible or practicable, pupils receiving medication will be asked to attend the Medical Centre to receive their treatment.

If a pupil refuses to take medicine, employees will not force them to do so, but will note this in the records and follow agreed procedures. The procedures may be set out in the individual child's health care plan. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, then the School should call the emergency services.

Medicines are always securely stored in accordance with individual product instructions. The School will carry out a risk assessment to consider any risks to the health and safety of the school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely. All medicines will be stored in the original container from which they were dispensed, together with the prescriber's instructions for administration.

Pupils are not allowed to carry their own medication during the school day.

Individual asthma inhalers for pupils in Reception are stored in their classroom medical box. There is an emergency asthma inhaler kit containing, A list of names and photographs of pupils with asthma, medication and administration devices located in the emergency cabinet in the Theatre Foyer as well as in the First Aid cupboard in the Dining Room. It can be used if a pupil's own inhaler cannot be located and if a parent has given prior consent.

Medication to be administered during the School day must be handed directly to the School Nurse in the medical centre. If the School Nurse is unavailable medication should be passed over to the school secretary in the front office. For pupils attending Morning Club, medication should be handed directly to the Morning Club Manager who will ensure it is passed directly to the School Nurse. Medication will be returned via the class teacher or Teatime Club staff at the close of the School day.

In the event of an emergency related to the administration of medicine, the School Nurse should be called as soon as possible, if not already present. If the School Nurse does not consider she is able to deal with the presenting condition, then any first aid or medical procedures being provided should be continued, whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Employees should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the School site.

Pupils on an off-site visit/event will be accompanied by a member of staff who has received appropriate training to assist with or administer the medication in accordance with this policy. All Early Years Foundation Stage (EYFS) staff hold a full paediatric first aid qualification.

A member of staff will carry any medication, individually labelled. The class teacher will take responsibility for collecting and returning any prescription medication to the School Nurse.

All staff from September 2026 have received training in administration of EpiPens to children who suffer an Anaphylaxis episode. EpiPen's are stowed in a named orange emergency bag in the dining room, this bag contains 2 named EpiPens and a Care plan which parents have signed consenting to the administration of an EpiPen and/or antihistamine and/or inhaler to their child.
Staff will take part in Annual anaphylaxis drills and structured on-line training from "The Allergy Team"
If a child suffers an Anaphylactic reaction for the first time and spare EpiPen's are in the school, they may be administered following the advice of the emergency services.
Individual EpiPen bags go with the child on a fixture or if they are leaving the school site- this is the responsibility of the teacher in charge to ensure that they are signed in and out of school.

Controlled Drugs Procedures

These procedures outline how Lochinver House School (the 'School') manages the storage, administration and record keeping of Controlled Drugs on School premises.

'Controlled Drugs' are those prescribed in the United Kingdom by a General Medical Council approved practitioner.

These procedures should be read in conjunction with

- The Misuse of Drugs Regulations, 2001.
- NICE Guidelines 2016 "Safe Use and Management".
- Controlled Drugs (Supervision on management and use) Regulations 2013, Department of Health.
- Standards for medicines management, Nursing Drugs Policy.

These procedures apply to all School medical room staff and designated and appropriately trained teaching and administration staff.

The following principles will be adhered to by staff handling controlled drugs:

- The School will only administer controlled medication that has been prescribed by a doctor registered with the General Medical Council.
- Controlled Drugs must be brought to the medical room by a parent/guardian and not by a pupil. The receipt of controlled drugs is managed by the School Nurse, and recorded in the School's Controlled Drugs Register.
- All controlled drugs are stored securely.
- Members of staff administering these medicines sign the Controlled Drugs Register to record the date, time, and dosage of medicine.
- The pupil signs the Controlled Drug Register confirming the administration of the medicine.
- All administered controlled drugs are documented on SchoolBase.
- The School Nurse monitors the administration and storage of controlled drugs closely.

The School medical room staff ensure compliance with published guidelines on the use of Controlled Drug Registers by applying the following measures:

- The Controlled Drug Register ('CDR') is kept in a bound book format.
- There is a separate page for each strength and form of an individual drug.
- Each page specifies the name, strength, and form of the drug at the head of the page and all entries on that page must relate to that drug only.
- Each entry is in chronological order.
- Each entry is legible and written in indelible ink.
- If a mistake is made, then it is crossed through with a single line so that it can still be read.
- The CDR is kept on the premises to which it relates.

- The CDR is available for inspection by an authorised person

In the CDR it will also state:
- Date CDs are received
- Amount received
- A second signature against each entry
- Date drug issued to a patient
- Name of patient receiving drug
- Dosage administered
- Form in which the drug is issued
- Name and signature of witness if possible
- Running balances

The Controlled Drug Register will be preserved for two years.

School Trips
Parents are required to complete the "Consent form for Administration of Controlled Medication" (Appendix 1).

Staff on school trips are made aware of all relevant information regarding the medical needs of pupils under their care. They are given training in the administration of controlled medication on school trips and must completed the Administration of Medication in Schools training. Controlled medication is provided in a lockable container, and it is the teacher's responsibility to ensure that this is kept securely and administered in accordance with written documentation provided by the School Nurse.

Disposal of Controlled Drugs
- All controlled drugs that are out of date or no longer required are returned to the local pharmacy for destruction.
- The medication will initially be signed out of the CD book by two trained members of staff and recorded again in the Medicines Disposal Book which will accompany the medicines to the pharmacy.
- A record of receipt, signed by the receiving pharmacist, will be obtained and retained in the medicine's disposal book which is held in the School Medical room.
- Parents / guardians are requested to collect any outstanding Controlled Drugs from the medical room.

This Policy and its procedures will be reviewed and updated by the Full Governing Board on an annual basis.

Reviewed By	Head & Deputy Head Academic/Operations
Approval Body/ Committee	Full Governing Body
Last Review	Autumn 2026
Next Review	Autumn 2027
Policy Linked To	Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), First Aid Policy, Health and Safety Policy. Allergy and Anaphylaxis Policy

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

Appendix 1

CONSENT FORM FOR ADMINISTRATION OF CONTROLLED MEDICATON

All prescribed medicines must be in the original packaging/ container as prescribed by the Doctor.

Date	
Child's Name	
Date of Birth	
Reason for Medicine	
Prescribed by Consultant	Yes/ No
Name/ Type of medicine/ strength (as described on the container)	
Dosage -method	
Frequency- when to be given	
Duration of medicine	
Any other instructions	
EMERGENCY CONTACT 1 Details and relationship to the child.	
EMERGENCY CONTACT 2 Details and relationship to the child.	
I understand that I **must deliver** and **collect** the medication directly to/ from a Registered Nurse in the Medical Room at Lochinver House School.	

PTO

We/I give consent to the School Nurse **OR** Trained First Aiders with the "Administration of Medication in Schools" training and deemed competent to administer the controlled drug in accordance with School policy.

If the Consultant/ Medical Practitioner alters the dosage of controlled medication, we **MUST** receive a letter from the prescribing consultant with written instruction of the alteration.

Date……
Signature(s)…….
…….

Please note in the unlikely absence of the School Nurses AND designated First Aiders it will be necessary for the Child's parents to attend school to administer medication to their child.