



Policy and Guidance on the Management of Medicines

DOCUMENT STATUS

Version	Date	Action
Version 1	19/05/2019	Approved by Governors
Version 2	21/06/2023	Minor changes to reflect the medicines are stored in the finance office
	08/12/2025	Agreed

Legal framework

Holly Lodge Girls' College Policy and Guidance on the Management of Medicines follows Liverpool City Council guidelines.

In compiling this policy consideration has been given to the requirements set down in the following legislation and guidance:

LA Guidelines

www.dfes.gov.uk/circulars

www.dfes.gov.uk/medical)

This policy should be read in accordance with the following policies:

Health and Safety Policy

First Aid Policy

There is no legal duty which requires teaching staff to administer or supervise the administration of medicines; this is a voluntary role.

Staff that assist with any form of medicine in accordance with the procedures detailed within this policy and guidance are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that these procedures are followed as described here.

The designated staff at Holly Lodge Girls' College to arrange for Parental consent to administer medicines are the Pastoral Year Leaders.

Exception: indemnity will not be given in cases of fraud, dishonesty or criminal offence.

In accordance with circular 14/96 Holly Lodge Girls' College will ensure that their insurance policies contain appropriate cover for staff willing to support students with medical needs.

Holly Lodge Girls' College will ensure wherever possible that medical needs do not impact negatively on a student's access to their curriculum provision.

Written agreement from parents or guardian will be required prior to administering or supervising the administration of any medicine (form 1).

Verbal messages are not acceptable.

A child under 16 should never be given paracetamol, aspirin or medicines containing ibuprofen unless prescribed by a doctor or with written request/permission from a parent/carer.

Receiving medicine in school

All medicines must be in the original, appropriately labelled pharmacy container (ie must not be decanted).

All medicines MUST be clearly labelled with

- The student's name
- The name and strength of the medicine
- The dosage and frequency
- The expiry date

If there is any discrepancy eg change of dose or change from liquid to tablets, medicine must not be accepted.

If two medicines are required, these should be in separate, clearly and appropriately labelled containers.

On arrival at school or setting, all medicine should be handed in at the designated central area by the parent/carer/student. Unless there is prior agreement with school and parent/carer for the student to carry their own medicine (eg asthma inhalers) and details entered in the medicine record (form 2)

Where possible parents/carers should administer medicine outside school hours eg three times a day can mean morning, after school and bedtime.

Storage of medicine in school

Medicine will be stored in a lockable cabinet/fridge, with the key stored in an accessible but restricted place known to the designated members of staff.

Medicines requiring fridge storage will be kept in a lockable fridge in the finance office.

Once removed from the cabinet, medicine will be administered immediately, never left unattended and locked away immediately after use.

Each student receiving or self administering medicine will have the following documentation:-

- Written request for school to administer or supervise the administration of medicine

- A record of medicine administered kept in a bound book and or an HCP (form 4)
- All students with complex needs will have an HCP (form 4).

These are confidential documents and will be securely stored in a lockable filing cabinet as near to the medicines as possible.

A list will be kept of all students requiring medication in school, who is to administer the medication and where it is kept. The list will be kept in a lockable cabinet – circulated as a private and confidential document.

Administration of medicine

Staff who have volunteered or designated staff should receive training and advice from the appropriate health practitioner. (form 5)

Training will be updated appropriately as agreed by the health practitioner at the initial training.

The individual is responsible for notifying school when their training requires updating and for ensuring this is arranged.

Staff involved in specific complex procedures will receive a certificate that verifies their ability to perform the procedure.

Medicine will be administered in a confidential room eg the medical room.

Before medicine is administered, the student's identity must be established by checking with another competent adult and if applicable the photograph on the student's HCP.

Staff will follow directions for administration provided in writing by the health practitioner or according to the pharmacy label.

Staff will record details of administration or supervision of self administration.

If a student refuses medicine, school must inform parents/carers and the refusal will be recorded.

Self-administration of medicine

Health professionals will assess, with parents/carers and the student the appropriateness of self administration of medicines.

Self administration of medicines will bear in mind the safety of other students and in conjunction with medical advice from the prescriber in respect of the individual student.

Written permission from a parent/carer will be required for the self administration of medicines and the students HCP will contain the details of the medication.

Self administration will only be permitted if the student has been trained and is competent to administer their own medicine.

Holly Lodge Girls' College will carry out a risk assessment prior to agreeing to self administration.

Controlled drugs

Where a student has been prescribed controlled drugs these will be kept in locked storage in accordance with this policy.

Students will be allowed access to them for self-administration if it is agreed by the health practitioner and parent/carer.

Offsite administration

If medicines are required on school trips because the timing of administration cannot be changed, medication should be administered from the original container.

Oxygen

Oxygen should only be administered by staff who have been trained in this area, including issues related to flow rate, dose, symptoms control and oxygen saturation levels. This will be detailed in the Individuals HCP as recommended in the Oxygen Information Manual for Use in Schools (Alder Hey NHS Trust 2008)

Oxygen cylinders will be stored in a secure place away from naked flames and free from grease as detailed in the Oxygen Information Manual for Use in Schools (Alder Hey NHS Trust 2008).

Safety chains or a stand will be used to ensure that non-portable cylinders are safe.

Emergency medicine

Emergency medicine is subject to the same request and recording systems as non-emergency medicine eg signed consent and or and HCP.

Consent and HCP to be kept with the medicine

The HCP will be checked and reviewed at least annually.

It is the parent/carer responsibility to notify school of any change in medication or administration.

Disposal of medicines

Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Parents/carers should also collect discontinued medicines at the end of each term. If parents/carers do not collect all medicines they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents/carers on prescription from the student's GP. Collection and disposal of the boxes will be arranged with the Liverpool City Council's Environmental Services.

Form 1

Request for the administration of medication in school

The School will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

Details of student

Surname.....

Forename(s).....

Address.....

Date of Birth.....

Year.....

Condition or illness.....

.....

.....

.....

Medication

Name/type of medication (as described on the container)

.....

Date dispensed

.....

How long will your child take this medication?

.....

Full directions for use:

Dosage and method.....

.....

Timing.....

.....

Special precautions.....

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Side effects.....

.....

Procedures to be taken in an emergency

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.....

.....

Contact details

Name.....

Telephone number.....

Mobile number.....

Relationship to student.....

Address.....

.....

I understand that I must deliver the medicine personally to

.....

and accept that this is a service which the school is not obliged to undertake.

Signature.....

Print name.....

Relationship to student.....

Date.....

I agree that

Will receive

Every day at

Administered by.....

This arrangement will continue until

Signed (Headteacher).....

Date.....

Form 2

Request for a student to carry their own medication

This form must be completed by parents/carers

Students name.....

Date of birth.....

Address.....

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Condition/illness.....

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.....

Name of medicine (as stated on the container)

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Side effects.....

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procedures to be taken in an emergency

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Contact information

Name.....

Telephone number.....

Mobile number.....

Relationship to student.....

I would like my child

To keep her medication on her for use as necessary.

Signed.....

Print name.....

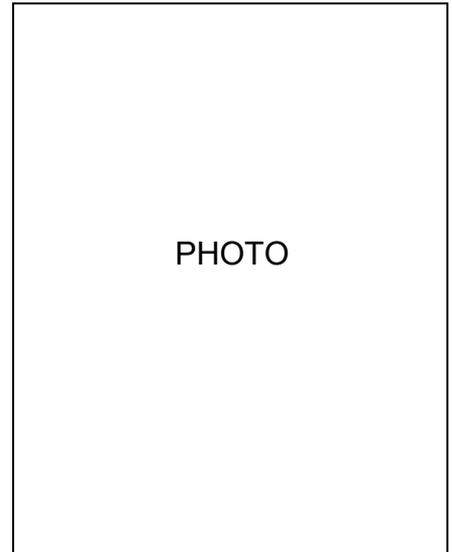
Relationship to student.....

Date.....

Form 4

Healthcare Plan for a Pupil with Medical Needs

Name.....
Date of Birth
Condition
.....
.....
.....
Year
Date.....
Review Date



CONTACT INFORMATION

Family Contact 1

Name.....
Phone No (work)
Mobile/home
Relationship

Family Contact 2

Name.....
Phone No (work)
Mobile/home
Relationship

Clinic/Hospital Contact

Name.....
Phone No

G.P.

Name.....
Phone No

Describe condition and give details of pupils individual symptoms:

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.....
.....
.....

Daily care requirements (including lunchtime, break, sports activities and offsite activities)

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Describe what constitutes an emergency for the student, and the action to take if this occurs

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Follow up care

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Who is responsible in an emergency (state if different for on and off site activities)

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.....

Form completed by

.....

Form copied to

.....

.....

Form 5

Staff training record – administration of medical treatment

Name.....

Type of training received.....

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Training Provided by

.....

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I confirm that

Has received the training detailed above and is competent to carry out any necessary treatment.

Trainers signature.....

I confirm that I have received the training detailed above

Staff signature.....

Print name

Date.....

Review date.....