



Administration of Medicines by Staff

Willow Grove Primary School Administration of Medicines by Staff

Willow Grove Primary School believes that parents/carers¹ have the prime responsibility for their child's health and should provide the school with relevant information about their child's medical condition including details on the medicines their child needs. The school will endeavour to support those pupils with medical needs, with due regard to their health and safety and that of all pupils in the school and staff involved.

Medicines should only be taken or administered in school when essential; that is when it would be detrimental to a child's health or medical condition if that were not to occur. If clinically appropriate medicines should be prescribed in dose frequencies which enable them to be taken out of school hours.

The school will administer prescription² medication or medicines that have been prescribed³ by an approved prescriber and the child's parent/carer has granted permission with a written consent form, stating the name and profession of the prescriber and the medical condition it is required for. For over the counter medicines a parent consent form will need to be completed with all details and liaison will take place between the parent/carer and the school nurse.

The medicines must be provided in the original container with the prescriber's instructions for administration and dosage clearly visible on the container and show a clear expiry date. The school will only administer medicines with a written parental consent form, which states the prescriber and the medical condition that the medical condition it is required for.

The school undertakes to administer prescribed medicines only to those pupils when self administration is not appropriate or possible. For those children with a long-term medical need, a health care plan detailing the child's condition, key care and management of emergency situations will be completed and agreed by the parent and staff undertaking the care.

Staff will log any medicines that are administered at school on to the electronic medical system and an email will be sent home to the first Parent/Carer Contact to notify the parent/carer of the day, time and amount of medication that was administered.

Staff will not give prescribed medicines unless there is specific written permission from parent/carer, which states the prescriber and the medical condition that the medication is needed for.

The parent/carer will complete a written consent form (one for each medicine) as soon as the need occurs. The consent will only be updated if the dosage/medication or condition changes. The school will not accept verbal requests for changes in doses or frequency of prescribed medicine.

¹ Here and throughout this document "parents/carers" should be taken to include all those with parental responsibility for a pupil under the age of 16.

² When we use the word 'prescription' we mean written instructions from a medical professional ie doctor, dentist, nurse or pharmacist.

³ When we use the word 'prescribed' we mean medicine that is recommended by a medical professional ie doctor, dentist, nurse or pharmacist.

**Willow Grove Primary School
Administration of Medicines by Staff**

Storage

The school will only store medicines that have been prescribed for a particular pupil in their original container.

Medicines, except those essential in emergencies such as asthma inhalers and adrenaline pens, will be kept in a locked storage unit unless in use.

Adrenaline pens, inhalers and any other medicines that may need emergency access will be stored in an unlocked box in the child's classroom., out of reach of children. Spares will be stored in the medical office with the care plan out of reach of children.

Medicines will be stored strictly in accordance with the product instructions. Those able to be stored at room temperature will be kept in a locked medicine cabinet. Those requiring to be kept cool will be kept in a supervised refrigerator. The medicines will be stored in the Medical Room.

A written risk assessment will be completed in the case of medicines being carried by an individual child or by staff in the case of trips or outings.

Administering medicines

Only staff who have received appropriate training and whose job role states that responsibility will manage and administer medicines. Staff should be aware of the side effects of the medicines they are administering and what to do if they occur

Each pupil who has medicines administered by the school will have a medicine administration recorded on Medical Tracker.

The member of staff administering the medicines should check

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

The member of staff administering the medicine must add details to Medical Tracker. If a child is absent, no medication is administered and so no coding is recorded. If the pupil refuses to take a prescribed medicine they should not be forced to do so. A note should be made on the administration record and the child's parents/carers should be informed as soon as possible after the event.

If there is any doubt about any procedure then the member of staff should not administer the medicine but check with the child's parents/carers or relevant healthcare professional.

Prescribed medicines should not be given to any other person.

**Willow Grove Primary School
Administration of Medicines by Staff**

Replenishing and removing medicines

Requests for new supplies of medicines will be made by either a telephone call, letter or email to the pupil's parents/carers and we will endeavour to notify parents/carers as required.

All medicines will be returned to the parent/carer to arrange safe disposal or are disposed of at school into clinical waste when no longer required or expired.

'Sharps' Policy

Disposal of 'sharps'

Willow Grove Primary School is committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

According to the Management of Health and Safety at Work Regulations 1999, employers are required to undertake suitable and sufficient assessment of risks to staff at work. The Health and Safety at Work Act 1974 is the basis of all health and safety legislation and sets out the legal duties which employers are required to comply with.

The law also applies to risks from sharps injuries. The purpose of this section is to deal with the disposal of sharps and to prevent infection from blood borne diseases.

This section contains details of the process for the safe handling and disposal of sharps, and what procedure to follow in case of a sharps injury. This section should be followed in line with Barton's Health and Safety Policy.

1. Aims

Willow Grove Primary adopts practices that minimise the risk to staff, pupils and others coming into contact with sharps. This section aims to:

- Protect all pupils and members of staff from the danger of exposure to sharps.
- Establish a procedure around the safe handling and disposal of sharps.
- Ensure all members of staff are aware of how and where to dispose of sharps correctly.
- Make members of staff aware of sharps injury and the procedure to follow in the event of an injury.

2. Procedure for handling and disposing of a sharp

Where a sharp is found and must be disposed of, it is good practice for all children to be moved away from the area in order to prevent accidental injuries. If a needle/syringe is found by an individual, they are required to:

- Guard it and get help from the school office via their Walkie-talkie
- Check the surrounding area carefully to ensure that no other syringes/needles are in the vicinity.
- Ensure that there is adequate space to observe the sharp.
- Ensure that it is handled safely by using protective gloves, never bare hands.
- Make sure that they are not barefoot or wearing sandals/open shoes, as injury may occur if the needle is dropped on feet.

**Willow Grove Primary School
Administration of Medicines by Staff**

- Handle only one item at a time. Where there are multiple sharps, they should be carefully separated using a stick or implement. They should not be flicked or picked up casually with a grabber.
- Handle the needle/syringe using a pincer tool and place it into the sharps box if available. There is not currently a sharps box in school. If a child needs this, parents / medical staff are providing a portable sharps box that goes home with the child for parents to dispose of.
- Inform the appropriate staff, particularly the Head Teacher, school office, site manager and cleaners.
- Log the incident with details of when and where the sharp was found.
- (Where the individual is a pupil), inform the nearest staff member and never touch the object.

2.1 Safe disposal of sharps

- Ensure that any sharps are disposed of quickly and safely. An item must not be discarded in a manner so as to cause injury to others.
- The user of the sharp object is responsible for disposal of it themselves and must not hand it to anybody else for disposal. It should not be passed from hand to hand.
- The individual should wear gloves while picking up discarded needles.
- Sharps are to be held in the centre of shaft to prevent injury.
- The sharps box should be taken to the needle and not vice-versa.
- Used syringes/needles must not be re-sheathed by hand before disposal.
- All sharps must go directly into a sharps bin. Wherever appropriate, a sharps bin must be provided. This will be confirmed in individual care plans.
- Report any needlestick injury as soon as possible and seek medical attention.

2.2 Sharp boxes

Sharps boxes might not always be available and will only be ordered on the advice of care plans / medical specialists

If no sharps box is available, items should be disposed of as advised on the care plan

- Sharps should be discarded straight into a sharps box which complies with British Standard 7230.
- The boxes should be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'.
- They must be kept off the floor and out of the reach of children.
- Parent's/carer's are in charge of the disposal of the box.
- Sharps boxes must not be filled above the designated fill line on the outside of the box.
- Once filled, boxes must be sealed immediately and removed by a clinical waste contractor or a specialist collection service. Sharps boxes used for ongoing medical conditions in individual children will be sealed and collected for disposal by the parent(s). Parents / carers may take sharps home daily if advised on the care plan to do so.

**Willow Grove Primary School
Administration of Medicines by Staff**

3. Sharps injury – process and procedure

'Sharps' includes objects or instruments which could potentially cut, prick or cause injury. This includes needles, blades or other medical instruments.

3.1 Risks of sharps injury

According to the Health and Safety Executive (HSE), a sharps injury can potentially cause infections such as blood borne viruses (BBV) including Hepatitis B (HBV), Hepatitis C (HCV) and the human immunodeficiency virus (HIV).

- An injury can occur when an individual is in contact with a contaminated sharp which is infected with blood or bodily fluid. It may also occur when sharps are not stored or disposed of properly.

3.2 Sharps injury

The HSE provides the following advice in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water.
- Wash the wound using water and soap.
- Do not scrub the wound while washing.
- Do not suck the wound.
- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice as effective prophylaxis medication is available.

3.3 Measures to prevent sharp injuries

- The Site Manager will inspect school grounds regularly to ensure that discarded sharps are detected and disposed of as quickly as possible.
- Use tongs/rubbish grabbers to pick up or move rubbish.
- Do not manually compress rubbish bags as they may contain syringes/needles.

4. Training

The appropriate staff who are administering using sharps must be trained in:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are in compliance with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

5. Reporting

- Any accidents, injuries, or near misses of any sort **MUST** be reported to the school office.
- It is the responsibility of the injured person to report their injury unless they are incapable of doing so.
- If in doubt always obtain medical advice

**Willow Grove Primary School
Administration of Medicines by Staff**

Emergency Procedures

Individual health care plans should include how to manage the pupil in an emergency as a result of administration or non-administration of medicines.

Administering Medications on Residential Trips

On residential visits, staff will take the following (or equivalent) over the counter medication for use in an emergency: Calpol, Nurofen for Children, Piriteze and or Piriton. Parents/Carers will be required to complete a Permission to Administer Medication on a Residential Visit form, in which they will either give or decline permission for staff to administer Calpol, Nurofen for Children, Piriteze and or Piriton (or equivalents) if their child needs it during the residential visit. This medication will be given to the child if staff, acting in 'loco parentis', believe the child has a medical need that requires it.

All use of medications whilst on a trip will be recorded in line with this policy and reported to the parents upon return.

This policy will follow the guidance of Bedford Borough Council / NHS Bedfordshire (see appendix).

Willow Grove Primary School
16th March 2026

Epi-pen advice:

https://assets.publishing.service.gov.uk/media/5a829e3940f0b6230269bcf4/Adrenaline_auto_injectors_in_schools.pdf

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A Questions and Answers Guide to the Administration of medicines in schools & colleges (including over the counter (OTC) medicines, salbutamol and adrenaline auto injectors)

The following questions and answers (Q&A) document has been developed in conjunction with Bedford Borough Council, Central Bedfordshire Council, Cambridgeshire Community Services NHS Trust and Bedfordshire Clinical Commissioning Group (BCCG). The information reflects the statutory guidance and nonstatutory advice in the Department for Education ([DfE Supporting Pupils at School with Medical Conditions guidance](#)) and the Statutory Framework for [the Early Years Foundation Stage guidance](#) and local and national health care policies and should be used in conjunction with these guidelines.

While the document refers to schools the guidance is equally relevant to colleges, nurseries and child minders.

Key Advice on Managing Medications on School Premises

All schools will have an effective policy in place on giving medicines to children in your setting, it should reflect the following details:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child under 16 **should be given prescription or non-prescription medicines without their parent's/carers written consent** – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed. **A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.**
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Schools should only accept medicines if these are in-date, labelled, provided in the original container (for prescribed medicines a pharmacy dispensing label) and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.