



**Merchant Taylors'**  
School

**Policy for Management and Administration of  
Medicine(Including EYFS)**

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**Merchant Taylors'**  
School

## Contents:

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- Aim of the Policy for Management of Medication (Including EYFS)
- Protocol for the Administration of Medication
- Protocol for the Safe Storage of Medication
- Protocol for the use of Emergency Inhalers in School
- Protocol for the use of Emergency Adrenaline Auto-Injector (AAI's) in School
- Protocol for the Misuse of Medication
- Protocol for the Safe Disposal of Medications
- Protocol for the Safe Disposal of Medical Waste
- Protocol for the Safe Disposal of Sharps



## Merchant Taylors' School

# AIM OF THE POLICY FOR MANAGEMENT OF MEDICATION (Including EYFS)

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In developing this policy, the school acknowledges the advice and guidance from the Department of Health, Department for Children, Schools and Families, Department for Education – Supporting Pupils at School with Medical Conditions, Infection Control and the School Nurse. The school recognises its responsibility when dealing with children and their medicines appropriately. This Policy applies to all children including those within the EYFS. All new members of staff will be informed of the policy during their induction period.

### **The responsibilities of Merchant Taylor's Schools**

- To protect pupils and members of staff by ensuring safe working practice.
- To ensure all pupils feel safe and secure.
- To understand the importance and need for alleviating pain and suffering and to treat symptoms appropriately, with medication if required.
- To ensure the prompt return to lessons.
- To ensure the reduction in pupil absence, where possible.
- To recognise and positively welcome any pupil affected by a medical condition, including those who require daily medication, and to assist in the administration of these medicines if required.
- To ensure all pupils on certain medication will have an Individual Health Care Plan/Support Plan if required.
- To encourage, help and support pupils on medication to achieve their potential and to participate in all aspects of school life.
- To encourage all pupils to understand their medication so they can be supported by school and their peers, this may be part of the school PSHE programme.
- To inform staff each year of pupils on medication.
- To inform the catering staff of specific pupils' medication e.g. Insulin
- To provide the following protocols to ensure correct implementation of this policy
  - Administering Medication
  - Safe Storage of Medication
  - Protocol for the use of Emergency Generic Asthma Inhalers in School
  - Protocol for the use of Emergency Adrenaline auto-injectors (AAI's) in School
  - Misuse of Medicines
  - Safe Disposal of Medication
  - Disposal of Medical Waste
  - Safe Disposal of Sharps



## Merchant Taylors' School

- Provision must be made for any medication required for school trips, including those overseas.
- The School Nurse will also provide detailed information on each medicine especially emergency medicine e.g. insulin, adrenaline, asthma inhalers, buccal midazolam and paracetamol. The school will work in partnership with all parties to ensure that the policy is implemented and maintained and to ensure effective communication of the policy.

### **Within EYFS**

- The school must discuss with parents the procedure for responding to children who are ill or infectious.
- There is a team of first aiders across all sites, an up to date list can be found within the First Aid Policy. Should a person who is appointed to look after an individual pupil be absent, another qualified member of the team will assume responsibility for the child.
- Written permission must be obtained from parents for individual medicines to be administered. Where PRN medication is administered to a child, parents must be informed the same day or as soon as reasonably practicable.
- Parents with pupils attending school for assessment/taster days must inform the school of any medical conditions and ensure any medication is brought with them on the day, along with any written consent and instructions for administering these.

Please refer to the First Aid Policy for looking after pupils with a Long-Term Medical Condition. For further information, please contact the School Nurse.



**Merchant Taylors'**  
School

## PROTOCOL FOR THE ADMINISTRATION OF MEDICATION

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### **Aim**

- Protect and safeguard all pupils and staff from the potential dangers of administering emergency, prescribed and/or over the counter medications.
- Ensure that all staff are informed of the correct method of administering medication to the correct pupil.
- Ensure that all medicines are handled safely and securely in accordance with legislative requirements and best practice including ADHD medication and Insulin.
- Facilitate regular school attendance wherever possible and minimise disruption to the education of pupils with medical needs and their medication.

The Medicines Act 1968 specifies the way that medication is prescribed, supplied, and administered and places restrictions on dealings with medicinal products, including their administration. Anyone may administer a prescribed medicine, with consent, to a third party, so long as it is in accordance with the prescribed instructions.

Parents and guardians have prime responsibility for their children's health and should give the School sufficient information about their children's medical condition, medication and treatment or special care needed whilst at school.

### **Medication on School Premises and Self Administration**

"Medication" refers to any over the counter remedies given by the school, such as Paracetamol, Ibuprofen and Antihistamines (including Chlorphenamine, Loratadine etc) and / or a child's own medication from home (prescribed and over the counter) to be given in school.

School staff who oversee pupils and their medication (this is a voluntary role) have a duty in common law to act in the same manner as a responsible parent to ensure that children remain safe and healthy while on school premises.

Students are advised **not** to carry on their person, any medication such as "over the counter" pain relief or antihistamines that can be obtained by attending the Medical room.

Students who are responsible for their own emergency medication at home, should be at school. This can include medication such as; Asthma Inhalers, EpiPen's and for Diabetic pupils; Insulin, Glucogel / sweets etc. These pupils are also required to leave spare emergency medication in their respective medical room that should be easily accessible.

### **Staff / First Aider Responsibility**



## Merchant Taylors' School

Employers' Liability Insurance is provided for all staff by the Schools' insurance company for the administration of medication.

- Understand the basic principles and legal liabilities involved when administering medication.
- Have some appreciation / knowledge of the underlying condition and need for treatment; responsibility lies with the staff members themselves, the School Nurse can provide any necessary training.
- Have confidence in dealing with any emergency situation that may arise.
- Undertake a risk assessment in each case before agreeing to administer medication in school i.e. is the administration of the medication crucial to the pupil's welfare, how much technical/medical knowledge / expertise is going to be involved and is intimate contact going to be needed.

Acting in the best interests of both the Pupil and the School, anyone who administers medication will:

- Understand the extent and limitations of their role and ability.
- Adhere to pupil confidentiality.
- Ensure the pupil takes the medication administered immediately, never allow a pupil to take the administered medication away with them before taking it.
- Always explain to the pupil what they are doing.
- Ensure they know the correct identity of the pupil they are administering medication to, checking with another competent adult if necessary.
- Know the normal dosage, side effects, precautions, and contraindications of the medication administered.
- Not alter the method of administration.
- Check the prescription/label on the medication and follow directions for administration.
- Check the expiry dates of medication.
- Know that the pupil is not allergic to the medication.
- Make a clear and accurate record of medication given on a sickness / minor ailment form on the computerised system.
- Ensure that for younger pupils; EYFS up to Year 6, administration of a PRN medication will require a telephone call home and then a sickness / minor ailment form completed on the computerised system which will inform parents in writing and will serve as a clear and accurate record.
- Never force a pupil to accept medication - should a pupil refuse their medication inform parents immediately.
- Ensure medication that is removed from a medicine cupboard / medical fridge is administered immediately, not left unattended for any reason and is returned to its cupboard / fridge once administered.
- Ensure medicine is administered in an appropriate room.
- Be informed of any emergency medications – insulin, adrenaline, antihistamines, reliever inhalers, and Buccal Midazolam and where these are kept.



## Merchant Taylors' School

### School trips/events

- Medication carried by pupil if normal practice.
- Ensure all members of staff have the required pupil's Individual Health Care Plan and know what to do in an emergency should emergency medication be required
- Should a pupil **not** have their emergency medication with them they will **not** be permitted on that School trip/sporting event. If that pupil has spare medication in the School Nurse's Office, this can be taken.
- If the school trip is abroad, certain medications will require a doctor's letter to accompany the medication. For all trips abroad – double medication is required. Please ask the School Nurse for advice.
- Emergency Asthma kits (see Section 4. Protocol for the use of Emergency Inhalers in School) and Emergency Auto-Adrenalin Injectors (see section 5. Protocol for the use of Emergency Adrenaline Auto-Injectors) are available for school trips/sporting events.



## Merchant Taylors' School

# PROTOCOL FOR THE SAFE STORAGE OF MEDICATION

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### **Aim**

- Protect and safeguard all pupils, staff and visitors from the potential dangers of having medication within the school.
- Ensure all staff and pupils are informed of the legal requirements for correct and safe storage of medicines within the school.
- Ensure medicines are handled safely and securely in accordance with legislative requirements and best practice.

All medication must be stored strictly in accordance with product instructions and in the original container in which dispensed. Pupils should know where their own medication is stored and who holds the keys.

### **Medicine cabinets/storage**

- All medicines except 'emergency medication' must be stored in a locked cupboard in a designated area.
- Medicines will be kept in the medicine cabinets in the Medical Room at MTBS, MTJB, MTGS and Stanfield. The Ian Robinson Sports Centre's (IRSC) also has a first aid room with a medicine cabinet.
- Some pupils will be allowed to be in charge of their own medication, therefore keeping it on themselves for self-administration.
- All medicines must be clearly labelled with pupils' details e.g. name, date, medication, instructions for administration.
- Emergency medication e.g. Insulin, Adrenalin, Salbutamol Inhalers must be in designated cupboard/box which is clearly labelled from outside. These cupboards must not be locked for ease of access. Spare insulin will be kept in the fridges within the Medical Rooms
- Should a pupil need ADHD medication or Insulin (controlled drugs) whilst at school, then a daily record must be kept of the medication and it must be stored separately in a locked box within the locked medicine cupboard
- 'Emergency Asthma Kits' are available in each Medical Room, IRSC, PE Offices and PE staff can acquire a spare inhaler for events not on site, should they require it. Please also refer to the Medical Protocol for the Use of Emergency Inhalers
- If a School Nurse/Assistant is unavailable and the Medical Room at MTBS is locked, the caretaker will have spare keys to both the School Nurse's office and the Medical Room





## Merchant Taylors' School

- Adrenaline Auto-Injectors kits are available in each Medical Room and dining room. Please refer to the Medical Protocol for the Use of Auto Adrenalin Injectors (AAI's) in School.
- Keys to access medication cabinets in each Medical Room are now stored in a lock box with a key code. Nursing staff, Reception staff and Caretakers know the code.
- All staff must know location of all medicine cupboards.
- Contents of medicine cupboards will be checked and cleaned by the School Nurse/Assistant.
- Expiry dates will be checked by the School Nurse/Assistant and if necessary letters will be sent to parents reminding them of expiry dates (though this is the parent's responsibility) – especially regarding emergency medication e.g. EpiPen's, Inhalers, Buccal Midazolam and Insulin
- For Stanfield and Junior Boys; pupils with inhaler medication have classroom 'boxes' available for ease of access. Adrenaline/Insulin medication is kept in the Medical Rooms (not locked away).
- All checks must be documented by the School Nurse.

### **Refrigerated Medication**

There are refrigerators in each medical room on all sites for any medication that needs to be refrigerated. Items should not be stored in a domestic fridge unless absolutely necessary e.g. medical fridge is not working.

- Refrigerators are checked daily by the caretakers to ensure the correct temperature.
- Refrigerated medication must be clearly labelled.
- All staff must know location of the fridges in the appropriate School.
- Fridges are cleaned, and contents checked by School Nurse.
- All checks must be documented by School Nurse.



## Merchant Taylors' School

# PROTOCOL FOR THE USE OF EMERGENCY INHALERS IN SCHOOL

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### **Aim**

In developing these guidelines, Merchant Taylors' Schools acknowledge the advice and guidance from The Department of Health, Asthma UK and the School Nurse. This protocol is to be used in conjunction with the First Aid Policy – Protocol for the management of an Asthma Attack. This protocol also applies to all children with the EYFS. All new members of staff will be informed of this protocol during their induction period.

The Human Medicines (Amendment) (no 2) Regulations 2014 allows schools to keep a Salbutamol inhaler for use in emergency, although this is not a requirement, Merchant Taylor's welcomes this guidance and does provide these inhalers throughout our school sites. The inhaler can be used if the pupil's inhaler is broken or empty.

### **Guidance**

The Department of Health have issued the following guidance on the use of these inhalers:

- The School Nurse/Assistant will be responsible for the supply, storage, care and disposal of the inhalers in line with the Protocol for the Administration of Medication, including EYFS
- The School Nurse/Assistant will be responsible for an asthma register – a list of all pupils that have been diagnosed with asthma or have been prescribed an inhaler.
- The School Nurse/Assistant will be responsible for having written consent for the use of the emergency inhaler for each pupil
- The School Nurse/Assistant will be responsible for the Individual Health Care Plans/Support Plans
- The School Nurse will provide support and training for staff in the use of the emergency inhaler
- The School Nurse/Assistant must be informed of any pupils requiring the emergency inhaler, records must be kept.

The School Nurse will provide an emergency asthma kit for staff leaving the school premises for school trips or sporting events alongside a first aid kit. Both must be returned afterwards to ensure availability for the next trip/sporting event. Kits will also be located (not locked away) within each Medical Room for emergencies.



## Merchant Taylors' School

### **Contents of the Emergency Asthma Kit:**

- A Salbutamol metered dose inhaler
- Two single use plastic spacer/cardboard spacer compatible with the inhaler
- Instructions on how to use the inhaler and spacer
- Manufacturer's information
- A record of when the inhaler has been used and by whom
- School Nurses mobile number.

The emergency Salbutamol Inhaler should only be used by children for whom parental consent has been agreed, who have been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

To prevent cross-infection, the plastic/cardboard spacer should not be reused – it can be given to the pupil to take home or kept in the Medical Room with their name on. The inhaler can be reused, provided it is cleaned afterwards by the School Nurse

**In the event of an asthma attack or breathing difficulties in a pupil who does not have asthma, call 999/112 immediately and advice will be given regarding the administration of the emergency Ventolin/reliever inhaler.**



## Merchant Taylors' School

# PROTOCOL FOR THE USE OF EMERGENCY ADRENALINE AUTO-INJECTORS (AAI's) IN SCHOOL

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### Aim

In developing these guidelines, Merchant Taylors' Schools acknowledge the advice and guidance from The Department of Health, Allergy UK, Anaphylaxis Campaign and the School Nurse. This protocol is to be read in conjunction with the First Aid Policy – Medical Protocol for Anaphylaxis'. This protocol also applies to all children with the EYFS. All new members of staff will be informed of this protocol during their induction period.

From 1<sup>st</sup> October 2017, the Human Medicines (Amendment) Regulations 2017 allowed schools in the UK to buy adrenaline auto-injector devices (known as AAI's) without a prescription to use in an emergency on pupils who are at risk of a severe allergic reaction (known as anaphylaxis) but whose own device is not available, not working, broken or out-of-date **or** for a pupil who is only prescribed antihistamine medication but develops anaphylaxis. Schools are not required to keep emergency auto-injectors, but Merchant Taylors' has welcomed this guidance and will provide these throughout our school sites. Emergency AAI's will be kept in the Medical Rooms and within the Dining Rooms.

In the event of a possible severe allergic reaction/anaphylaxis in a pupil who **does not** have a diagnosed allergy, call **999 / 112** immediately and advice will be given regarding the administration of the emergency AAI.

The Department of Health have issued the following guidance on the use of these AAI's: -

- The School Nurse will be responsible for the supply, storage, care and disposal of the AAI's in line with The Medical Policy for School Medicines including EYFS
- The School Nurse/Assistant will be responsible for the AAI register – a list of all pupils that have been diagnosed with an allergy and have consent to use the Emergency AAI.
- The School Nurse will be responsible for having written consent for the use of the AAI's for each pupil
- The School Nurse/Assistant will be responsible for the Individual Health Care Plans/Support Plans
- The School Nurse will provide support and training for staff in the use of the AAI's
- The School Nurse must be informed of any pupils requiring the emergency AAI's, records must be kept
- The School Nurse will review all policies and protocols if a reaction has occurred



## Merchant Taylors' School

- The School Nurse will provide an emergency AAI kit for staff leaving the school premises for a
- school trip or sporting event alongside a first aid kit. Both must be returned afterwards to ensure availability for the next trip/sporting event. Kits will also be located (not locked away) within each Medical Room for emergencies.

### **Contents of the Emergency Anaphylaxis Kit (Small Orange Bag)**

- An AAI- dose of 150 mcg (0.15mg), for children under 6 years of age
- OR**
- An AAI - dose of 300mcg (0.3mg), for children aged 6+ years of age
- AND**
- Instructions on how to use the AAI
  - Instructions on storage of the AAI
  - Manufacturer's information
  - A record of monthly checks
  - Anaphylaxis Management Plan
  - An administration record/documentation
  - School Nurse's mobile number

Emergency AAI's **MUST** only be given to pupils, for whom written parental consent and medical authorisation for the use of the emergency AAIs has been obtained.

**Any used AAI MUST be taken to A&E with the pupil.**



**Merchant Taylors'**  
School

## PROTOCOL FOR THE MISUSE OF MEDICATION

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### **Aim**

- Protect pupils, staff and all visitors from potential dangers of having medication within the school
- Inform all staff and pupils of the legalities of medication misuse

### **The Misuse of Drugs Act 1971**

- This Act controls the availability of drugs liable for misuse.
- It provides the provision for drugs to be classified into 3 groups - A, B, and C.
- The class in which a particular drug falls will determine the penalty which may be imposed for an offence in respect of that drug. The classification refers to the enforcement of the law, rather than the lawful handling of drugs, determining police powers, mode of arrest, trial and sentencing.
- The Misuse of Drugs Act 1971 – makes one personally liable.
- It is an offence to allow unlawful use of controlled drugs on premises.
- The supply, possession, administration and storage of some medicines are controlled by the Misuse Drugs Act 1971 and associated regulations. This is of relevance to schools as they may have a pupil that has been prescribed a controlled drug e.g. Ritalin or Insulin which may need to be administered during the school day.
- The Misuse of Drugs Regulations 2001 allows 'any person' to administer the drugs listed in the Regulations, for whom it has been prescribed.
- A pupil who has been prescribed a controlled drug may legally have it in their possession e.g. Insulin in case of Emergency.
- It is permissible for schools and settings to look after a controlled drug where it is agreed that it will be administered to the pupil for whom it has been prescribed.
- Where pupils have been prescribed controlled drugs, all staff need to be aware that this type of medication must be kept in safe custody.
- Pupils can access these medications for self-medication if it is agreed that this is appropriate.

**MISUSE OF A CONTROLLED DRUG, SUCH AS PASSING IT TO ANOTHER PERSON FOR USE, IS AN OFFENCE.**



**Merchant Taylors'**  
School

## PROTOCOL FOR THE SAFE DISPOSAL OF MEDICATION

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### **Aim**

- To protect and safeguard all pupils, staff, visitors and the environment from the potential dangers and hazards that medication could pose within the Schools.

### **Guidance**

Department of Education and Skills guidelines state – ‘Staff should not dispose of medicines’, therefore:

- Medicines should be returned to the pupil’s parents whenever
- the course of treatment is complete
- labels become detached or unreadable [NB special care should be taken to ensure that the medicine is returned to the appropriate parents]
- instructions are changed
- the expiry date has been reached
- the end of term
- Sharps boxes should always be used for the safe disposal of needles/AAls/inhalers. Please refer to the Medical Protocol for the Safe Disposal of Sharps.
- No medicine; liquid or tablet should be disposed of into the sewerage system via toilet, sink or in general refuse. Current waste disposal regulations make this practice illegal
- Left over medication should not be stored over holiday periods in schools
- Empty medicine bottles/boxes should also be returned to the parent and not placed in a general rubbish bin. This is to protect the pupil by the Data Protection Act
- If medication cannot be returned to the pupil’s parent, please inform the School Nurse, who will take to a local pharmacist for correct disposal
- All medicines returned to parents or taken to the local pharmacist for safe disposal must be documented and signed for.



**Merchant Taylors'**  
School

## PROTOCOL FOR THE DISPOSAL OF MEDICAL WASTE

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### **Aim**

- To safeguard the Health and Safety of all pupils, staff and visitors
- To safeguard pupils, staff and visitors against contamination from hazardous medical waste

### **Definition of medical waste**

- Discarded human blood, blood components and bodily fluids
- Discarded waste material that is contaminated with human excretions and exudates.

### **Medical waste bins**

- Located in all Medical Rooms at MTBS, MTGS, MTJB's and Stanfield – white self-contained bins with yellow nags.
- These bins are under contract and will be emptied according to its requirements.
- Contract details are kept and dealt with by Mr A Beattie, Estates Management.
- If a medical waste bin is full before emptying date, please contact Estates Management.

It is of great importance to contain medical waste correctly, to do this we must use the supplied medical waste bins and medical waste bags appropriately

### **What to use a medical waste bin for**

- Any item soiled with blood.
- Any item soiled with human waste/bodily fluids.
- If away from a Medical room waste bin then please place any soiled item in a bag and take directly to a medical bin.
- Any soiled bedlinen should be placed in yellow bags and given to Concept Hygiene for disposal

### **Do not use medical bins for**

- NEEDLES/SHARPS or GLASS
- Paper hand towels used for hand washing
- Plaster/dressings/antiseptic wipe wrappers
- Paper and general rubbish
- Any rubbish that is **not** soiled.





**Merchant Taylors'**  
School

## PROTOCOL FOR THE DISPOSAL OF SHARPS

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### **Aim**

- To protect and safeguard all pupils, staff and visitors from the dangers of exposure to sharps
- To ensure staff are informed of how to handle and how to dispose of sharps correctly

### **Individual Responsibility**

- It is an individual's responsibility to ensure that sharps are always handled safely.
- It is an individual's responsibility to dispose of sharps correctly and safely.
- It is a criminal offence to discard an item in such a manner as to cause injury to others.
- Individual's responsibility is part of the Health and Safety at work Act 1974
- It is an individual's responsibility to undertake a risk assessment in accordance with COSHH 1999 regulations

### **Sharps Boxes**

- Ensure the sharps box complies with British Standard 7320; is yellow and clearly marked 'DANGER', 'CONTAMINATED SHARPS' and 'DESTROY BY INCINERATION'
- Ensure that the designated sharps boxes used are suitable for the intended purpose and that they are clearly labelled as sharps containers.
- Sharps boxes are located in the Medical Rooms at MTBS, MTGS, MTJB and Stanfield
- The sharps box must never be filled beyond three-quarter capacity, or over the manufacturers marked line. Once this is reached it must be sealed immediately
- Do not put fingers/hands inside the box as this may lead to injury.
- Ensure date and place of origin are written on the box
- Ensure sharps boxes are sealed correctly before transfer
- The School Nurse will arrange for correct disposal i.e. incineration via Estates Management, not through the general rubbish stream
- If on a school trip abroad, take closed box to local chemist before flight home – do not attempt to take full box on aeroplane

### **Disposal**

- Do not pass sharps from hand to hand
- Keep handling to a minimum
- All sharps must be discarded directly into a sharps box
- Needles must not be re-sheathed by hand or bent or broken
- Wear gloves if picking up sharps as these provide better grip



## Merchant Taylors' School

- Hold sharps in the middle to prevent injury to finger/hand
- Use tongs / tweezers if available to grip the sharp
- Do not place in the yellow medical waste bags or in the medical waste bins found in the Medical Rooms and IRSC.