

BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

MEDICINE ADMINISTRATION POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Reviewed: September 2025

Next Review: September 2026

Overview

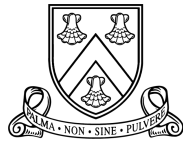
Pupils may at times require medicine to be administered to them. This may be in the form of 'over the counter' (OTC) medicine, medicine prescribed by a doctor, complementary medicine or emergency medicine. Therefore, it is imperative that medicine is administered safely, by the appropriate staff and abiding to all legal policies and procedures. This guidance will demonstrate how safe medicine administration is organised in our school, and the relevant legislation and documentation to support this. No medicine should be administered to a child without gaining consent from a parent or guardian with parental responsibility, unless in the case of an emergency (DFE National Minimum Standards, 2015).

Consent

Parents are given a consent form to sign when enrolling at school which will provide details on some of the basic medicines the school is allowed to store and administer. Parents are required to complete this, and medicines will be administered based on this consent form. Consent forms will be kept securely with the child's medical notes in the surgery. The Head Matron will ensure other relevant staff are aware of any child not consented.

As it is possible children may have been given medication in the morning before they come to school, the member of staff should contact the parent before giving any medication for pain relief unless the child has been in school for four hours or more (paracetamol) or six hours or more (ibuprofen). Staff should be completely reassured that they know when a child has arrived at school/had any medicine by speaking to the child (seniors) or checking with the admin staff to see when they were registered for the day (in case a child has arrived later in school). Should there be any ambiguity then parents should be called before any medication is given.

Parents are required to sign a different form to request staff to administer any other medicine. This could include medicines prescribed by a doctor, such as a course of antibiotics, or others that the parent deems necessary.



In this circumstance, parents will be asked to complete and sign a form (available on the school website or Surgery) at the time which will set out instructions for administering the particular type of medicine as per prescription. The forms will be kept in the Medicines Administration folder in Surgery in the case of other members of staff needing to administer pupil medication. Medicine available changes frequently with the introduction of new policies, protocols, evidence and guidance, therefore medicine administration consent forms will be updated regularly as required. No pupil should be given any medication, prescribed or not, unless a consent form has been signed.

Record Keeping

Any medicine that is administered to a child will be recorded by the person administering it in a Medicine Administration Record (online spreadsheet) (**Appendix 1**). This will be kept in surgery alongside the 'visits to surgery' online spreadsheets (**Appendix 2**), filed each term and kept in accordance with record keeping policies. If a child has been given medicine, it is essential to appropriately contact the parent(s) to inform them of exactly what is documented in the online spreadsheet. This is to ensure that we are promoting safe medicine administration and keeping the relevant people informed. This does not completely apply to the administration of prescribed medicine, as prior to this administration, a separate consent form will have been signed and the parent(s) will need to inform staff of the prescription administration information anyway, therefore will already be aware of the relevant information. However, they do still need to be documented in the online spreadsheet and any additional comments can be relayed to the parents.

We will be working together with the parent(s) so that this also works safely in the reverse situation. For example, we will ask the parent(s) to inform us in writing if they have given their child any medicine that we need to know about, this limits the chances of an accidental overdose, ensures the team are well informed and promotes safe medicine administration. We will be introducing this as part of the medical form, a section whereby parents are urged to inform us if their child has had any medication prior to coming into school that we need to be aware of. All of the above will ensure staff are abiding by the useful guidance set out by MOSA.

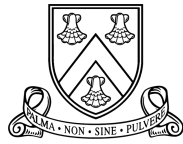
For pupils due to board, the Head Matron or Delegated Person(a trained staff member authorised by the Head Matron) on duty is required to inform the duty house parents of any significant illness, injury, accident or medication given prior to going off duty. The Head Matron is also responsible for ensuring this is the case prior to weekends and excursions out of school.

IMPORTANT information relevant to ANY medicine being administered

There are some vital pieces of information that staff need to always remember and consider when administering ANY medicine to a child or other staff member. Staff must always remember the following:

- **ALLERGIES and CONTRAINDICATIONS**

Staff must always consider any allergies a child may have or any other reason they may not be able to have a certain drug i.e. ibuprofen in brittle asthma.



It is important to ask the child, but most importantly, ask for the Head Matron to check in a child's medical records or emergency care plans. If in doubt, staff are advised to not administer, and seek advice from the Head Matron or parent(s).

- **UNEXPLAINED ANAPHYLACTIC REACTIONS**

There is always the potential that anyone will experience a severe allergic reaction, even if they have had no previous history. If this occurs, in an emergency call 999 and administer first aid/Basic Life Support

The Five R's

1. **Right route**

This is how the medicine is administered e.g. oral paracetamol needs to be administered via the mouth, topical antihistamine cream needs to be administered onto the appropriate area of skin.

2. **Right person**

Always ensure you know who you are administering the medicine to, to ensure it is correct and appropriate.

3. **Right time**

Always check the last time the child had the particular medicine, whether this is with the child, the parents, or via the online spreadsheet. Often younger children do not remember, so always ensure you are gaining this information from the most appropriate source. If in any doubt, it is safer not to administer unless in an emergency. Always give medication at the correct time according to the particular medicine in question.

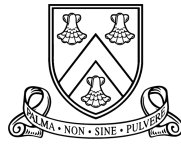
4. **Right dose**

Ensure the dose is correct in accordance with the medicine administration guidelines. Use medicine syringes for small amounts of liquids.

5. **Right drug**

Remember to consider the medicine you are going to administer. Ensure it is appropriate for the symptoms you are wishing to treat e.g. paracetamol for a headache is an appropriate choice of drug. If in any doubt, do not administer. Seek advice from the Head Matron, with experience of administering a variety of different medicines for various symptoms. The online site, NHS medicines A-Z <https://www.nhs.uk/medicines/>, is also used for reference

If a drug error or adverse drug reaction was to occur, it is essential to respond appropriately to the child's medical needs primarily first. Once/if the child is safe; the incident needs to be reported to the Head Matron or DSL/DDSL who will escalate this further. If the Head Matron or DSL/DDSL is unavailable, staff are advised to contact 111, GP or A&E for advice. An incident form will be completed, the parent(s) will be informed and appropriate action taken.



All staff who may be required to administer medicine to children or other staff must receive training annually, this will be in the form of an online course on medicine administration and in person training with The Head Matron about the medicines we stock and safe practice for their administration and recording.

Over The Counter (OTC) medicine

- All medicine will be locked away safely in a cupboard. Duty staff will be able to access a key via a Key Safe in the surgery.
- A list of the available OTC medicine can be found on a printed sheet on the locked medicine cupboard, as well as in the medicine administration folder located in the surgery. **(Appendix 3)**. In administering any of these OTC medicines we follow the guidelines of medication as per manufacturers' guidance which can be found online or on the leaflet provided with the meds. The online site, NHS medicines A-Z <https://www.nhs.uk/medicines/>, is also used for reference. The OTC medicines available will be based on what is most essential in this particular setting and what can legally be administered in this setting.
- Medicines will be checked once a month to ensure they are all in date for the following month and safe to use. A record of this can be found in our online Google Document / Sheets.

Self-administration of medication

- A tool is in place to assess the child's ability to self-medicate, once discussion has been made with the relevant individuals i.e. the child, parents, Head Matron and house parents (if applicable) **(Appendix 4)**.
- An agreement form would then be signed and any self-administrations recorded appropriately on the online spreadsheet. This form needs to be signed by parents and a copy sent in to school, either by email or a hardcopy for Head Matron and child to check through and then sign together.

Prescribed medication

- If a child requires a medicine to be taken during school hours, parents are asked to contact the Head Matron to discuss and arrange beforehand
- Parents will be required to complete a brief, additional consent form for this specific medication
- Prescribed medication will only be given to the pupil whom it has been prescribed for, and this will be checked against the consent and instruction from the parent(s)
- They will always be locked safely away in the cupboard once confirmation is made the medicine is in its original container with the original dispensing label.
- If staff are in any doubt about a prescribed medication, they must not administer and seek advice from the Head Matron.
- Prescription medication may come in with a child from home, or in the case of a boarder it may be that the doctor has prescribed it and school has collected it from pharmacy.



- When administering prescribed medication, administered by checking the child with the dispensing label and the instructions provided to you on the consent form given by the parents.
- Any prescribed medication that is no longer required and is not collected by a parent, will be disposed of correctly.(either returned to a pharmacy or hazardous waste bin by the Head Matron)
- All of the above also applies to any herbal remedies or medicine that has been distributed by a homeopath or other holistic therapist.
- The only exception to the above is prescribed EMERGENCY medication, which is discussed below.

Administration of emergency medication

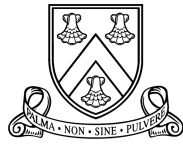
- In emergency situations, staff may be required to administer medication that would not normally be given without special policies. For example, if a child is having an exacerbation of asthma, staff are able to give a salbutamol inhaler stored in the Surgery if the child's own is not available
- Where children have an EpiPen prescribed by their GP for severe allergic reaction, staff who have received annual training from our First Aid Trainer can administer it in the event of an anaphylactic reaction.
- For any children who have emergency medication, a care plan will be written. These will be available in the emergency medication folder in surgery and duplicated for key staff/locations (e.g. on trips, with houseparents) as appropriate.
- . Care plans will explain when, how and what emergency medication to administer.
- Emergency medication will be stored safely, but in an accessible place. Emergency medication and care plans will be given to the relevant members of staff when children go on trips.
- All relevant members of staff will be trained in administering emergency medication via regular first aid courses and also specific training from the Matron - please refer to the First Aid and General Health Care Policy .

Pupil's Personal Medication

Pupil's may also bring in their own medication if it is something they require frequently i.e. anti-histamine for the summer months. This is acceptable, but the same procedure is applicable in these situations as to those relating to prescription medicines. Pupils' own medication will also be locked away safely and labelled accordingly.

Medication from other Countries

The School will not administer any medication unless it has been correctly translated into English. The risk of harm due to incorrect translation is significant, therefore parents are to be informed of this prior to their child starting at Brockhurst. The GP will be contacted and alternative English equivalent of medicines can be prescribed to boarders for the purposes of safe medicine administration.



EYFS

Pupils in the EYFS are able to have medicines administered to them by trained staff if it is completely necessary and if they have been given parental consent on their admission paperwork. This must be following an assessment from the Matron or other trained staff. Usually, only prescription medicine should be administered. Parents will always be contacted prior to the administration of any medicine unless it has already been requested, as it is likely the child is unwell and may need to be collected. Staff will not give any medication to a child from EYFS under any circumstances without parental consent for that day, given on that day, and prior to the medication being given. The administration and medicines management regulations set out in this guidance also apply to the EYFS. If an EYFS pupil is requiring long-term medication regularly this must be discussed with the Head Matron.

Staff

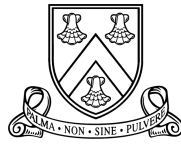
Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

Staff Training in Medicines Management

Only appropriate members of staff will administer medicines at the school. Staff who administer medicines will have completed the following online course; [Administration of Medication in Schools](#). Staff receive refresher training on medicine administration from the Head Matron on a yearly basis and a record of this training is kept on the training matrix. The staff are selected based on their roles and also receive First Aid training regularly.

The training session covers the following topics:

- The “Homely Remedy” (BSA) medications are available in surgery- ‘over the counter’
- Storage of medicines
- What the medications in surgery can be used for
- Dosages, side effects, contraindications of the medications used in surgery
- Consent for ‘over the counter medicine’ and pupils own medicine
- Self-administration
- Monthly checklist of dates of medicine
- Recording administration of medicine
- Informing parents/ other staff of administration of medicine
- Taking medicine on school trips
- Where to access further information on medicine
- What to do if worried/ have a question r.e. the administration of medicine
- Drug errors
- Chronic conditions



The Head Matron has a duty of care to ensure that medicine administration and management is delivered safely, effectively and within the children's best interest. Therefore, the Head Matron and the team of staff trained to deliver medicine are within their rights to refuse to administer or deal with any medicine/ situation involving medication that they feel unsafe or inappropriate to do so. This will be at their discretion but pupils and staff will be given a formal explanation.

Should any member of staff who has not been trained in medicine administration be required to administer medicines (eg; trips or in the boarding setting) clear instructions and guidelines are given by the Head Matron.

This policy and its implementation are monitored termly by the DSL and reviewed annually by the SLT.

Appendices

Appendix 1: List of medicines available in surgery

Medication available in surgery

- Paracetamol suspension 250mg/5ml
- Paracetamol suspension 120mg/5ml
- Paracetamol tablets 500mg
- Ibuprofen suspension 100mg/5ml
- Ibuprofen tablets 200mg
- Ibuprofen tablets 400mg
- Dioralyte oral rehydration sachets
- Cetirizine Hydrochloride 10mg tablets
- Bonjela mouth ulcer treatment
- Vaseline
- Sudocrem
- Savlon
- 'Difflam' benzydamine throat spray
- Arnicare cream
- 'Anthisan' Mepyramine Maleate 2% cream
- Throat Lozenges e.g. Strepsils / Jakeman's
- Radian B muscle rub
- Deep Heat muscle pain relief spray
- Rescue remedy gummies
- Kwells / Kalms / Stugeron tablets (travel sickness)
- Chlorphenamine Maleate syrup 2mg/5ml
- Lactulose 3.335g/5ml oral solution

Can the pupil open their medication and access this on their own? Yes No

Comments:.....

Will the pupil have access to a watch/clock to ensure they take their medicine at the correct times? Yes No

Comments:.....

Does the child understand how to dispose of unwanted medication? Yes No

Comments:.....

Is the pupil aware of any specific instructions related to administration of their medication?
i.e inhaler technique Yes No

Comments:.....

Any additional information required/added? Yes No

Comments:.....

It can be confirmed that.....has successfully met the criteria of the self-medication tool. Therefore, is deemed to have Gilleck competence and is able to self-medicate for the stated medication unless other re-assessed as not competent.

Head Matron

Name.....

Date.....

Signature.....

Matron/House Parents in agreement

Name.....

Date.....

Signature.....

Pupil

Name.....

Date.....

Signature.....

Parent/Guardian

Name.....

Date.....

Signature.....

Appendix 5 : Reference list

First aid and General Health Care Policy : [add link](#)

MOSA - <https://www.mosa.org.uk/>