



# Administration Of Medicines Policy

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Version	Document Title	Status	Author	Approved by	Date	Review Date
0.1	Administration of Medicines Policy	Final	School Clinic Team	Principal/Vice Principal	October 2024	August 2025
	Regional Director		Principal			Vice Principal
	Head of Foundation Stage		Head of Primary			Head of Secondary

## Purpose

The purpose of this policy is to ensure the safe administration of medication to pupils during school hours, including on school trips and in the early years. This policy outlines the procedures and responsibilities for administering medicines at Newlands School.

## Scope

This policy applies to all staff, pupils, and parents at Newlands School.

## Responsibilities

### School doctor

Ensure the implementation and compliance with this policy.  
Oversee the training and competency of staff administering medication.

### Nurses

Administer medication as per the policy and only when trained.  
Maintain accurate records of medication administered.

### Parents

Provide written consent for the administration of medication.  
Supply medication in its original container with clear instructions.

## Procedures

The 10 R's of drug administration will be used at all times when administering medications i.e., right person, right medication, right time, right dose, right route, right documentation, right reason, right to refuse, right client education and right assessment.

### Written Consent

Obtain written consent from parents for administering both prescription and non-prescription medication to pupils.

### Individual Healthcare Plans

Develop individual healthcare plans for pupils with medical conditions, outlining their medication needs and responsibilities.

### Training

Ensure staff receive appropriate training before administering medication or performing healthcare procedures.

## Self-Administration

Encourage pupils who are competent to manage their own medication under supervision.

## Refusal to Administer

Staff have the right to refuse to administer medication. In such cases, alternative arrangements should be made.

## Safe Storage

### General Storage

- Medicines should be stored securely, but be readily accessible to pupils when necessary.
- All school medications and those brought to school by students will be kept in the school clinic in a locked cupboard or locked refrigerator.
- As per DHA School Health, all medication required by students must be accompanied by a doctor's prescription.
- The cupboard will be locked at all times and the keys will be kept out of students' reach.
- A list of all medications and their expiry dates, recommended dose, side effects will be kept in the cupboard
- Epi-pens are to be stored in a dark place at room temperature. Each Pen will be clearly labelled with the student's name and expiry date

### Refrigerated Medicines

- Store medicines requiring refrigeration in a secure and dedicated refrigerator.
- The refrigerator temperature will be kept between 2 and 8 degrees Celsius. Medication requiring this temperature will be stored there. E.g., Glucagon and Adrenaline.

### Spare Auto-Injectors

- Epi-pens are to be stored in a dark place at room temperature. Each Pen will be clearly labelled with the student's name and expiry date.

## Record Keeping

Use the designated templates to record all instances of medication administration.  
Retain records for as long as the pupil remains at the school.

## School Trips

- Ensure medication administration aligns with statutory guidance on supporting pupils with medical conditions.
- Obtain prior written consent for administering non-prescription medicines on trips.

## **Communication**

Before administering any of the medication to student, parents will be notified, and verbal consent will be obtained. However, in case of emergency and if parents are not contactable it will be at the discretion of school clinic doctor to medicate the child (E.g., High grade fever, Allergic reaction, Injuries).

## **Review**

This policy will be reviewed annually or as needed in response to changes in regulations or school circumstances