



# AZBUKA Russian-English Bilingual school

## ADMINISTERING MEDICINES Policy

PERSON RESPONSIBLE: Head Teacher/First Aid Designated Officer  
Approved by: Governors of AZBUKA Foundation  
Approved: September 2025  
DATE OF NEXT REVIEW: September 2026

We acknowledge that under the standard terms and conditions for the employment of school staff there is no legal duty for them to administer or to supervise a child taking medication. Supporting pupils at school with medical conditions clearly states that 'Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

The school have a large number of staff trained in pediatric first aid as well as fully qualified first aiders; however in an emergency, swift action must be taken by any member of staff to assist any child or staff member as teachers and school staff have a common law duty of care. This duty of care also extends to staff leading activities taking place off site, such as visits, outings, or field trips.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, volunteer personnel will be expected to undertake sufficient and suitable training and to achieve the necessary level of competency before they are able to administer medicines.

Medicines will only be administered that have been prescribed by a doctor or some other authorized person and where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines will not be administered by staff (except in single cases if necessary) but parents/carers can make arrangements at lunch time to administer the medication to their child.

Medicines administration **Consent form** must be signed by the parent. Record of Medicines Administered must be signed by the member of staff administered medicine, by the member of staff witnessed administering medicine and the parent.

**We ensure all school personnel /designated First Aid members of staff:**

- are trained in first aid;
- will attend periodic first aid refresher training;

- are trained in how to administer medication (EpiPen) in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or EpiPens.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

## **Responsibility for the Policy and Procedure**

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure designated persons undertake suitable and sufficient training;
- ensure designated persons achieve an expected level of competency after a period of training;
- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### **Role of the First Aid Designated Officer**

The officer will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher, designated persons, school staff, healthcare professionals, social care professionals, local authorities, parents and pupils;
- ensure the following information is supplied by the parent/carer:
  - ☐ Name and date of birth of the child
  - ☐ Name and contact details of the parent/carer
  - ☐ Name and contact details of another nominated adult who is contactable at all times
  - ☐ Name and contact details of GP

- ☐ Name of medicines
- ☐ Details of prescribed dosage, time, frequency
- ☐ Date and time of last dosage given
- ☐ Consent given by parent/carer for staff to administer medication
- ☐ Expiry date of medication
- ☐ Storage details

- ensure all medications are kept in a secure place and accessible to the designated persons;
- ensure all medications are kept cool in a secure fridge (whenever appropriate);
- provide guidance and support to all staff;
- provide regular training to all school personnel on how to use EpiPen in the case of an Emergency;
- ensure a designated person will attend all educational visits in order to administer medications;
- ensure pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- train all school personnel to **call 999** when:
  - ☐ child is experiencing allergic reaction to paracetamol;
  - ☐ inhaler does not help;
  - ☐ child had an EpiPen injection;
  - ☐ it has been an error (medication given to a wrong patient or double dosage has been given as an error);
  - ☐ if a child need to b taken to hospital, a member of staff should stay with the child until the parent arrives.

## Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- be aware that they have the right to decline administering medicines to pupils;
- dispose of needles and other sharps, hazardous waste, infectious fluids in the yellow hazardous waste disposal bucket in line with local policies;
- not give any prescription or non-prescription medicines to a child without their parent's written consent;
- never give a child under 16 should medicine containing aspirin unless prescribed by a doctor;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be aware of the designated school personnel who can administer medications;

- listen carefully to all instructions given by the teacher;
- be allowed to carry their own medicines, whenever possible, or should have easy and quick access to their medicines;
- ask for further help if they do not understand;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

## **Role of Parents/Carers**

Parents/carers must:

- provide written permission by completing the Administering Medications Consent Form;
- provide sufficient medical information on their child's medical condition;
- only provide prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage;
- collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term;
- support school and take the responsibility on administering medications whenever necessary;
- never give their child under 16 medicine containing aspirin unless prescribed by a doctor.

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- the parents open days
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
  - ☐ Health and Safety
  - ☐ Medical and First Aid

- general information about medication
  - administering medications
  - safe use and storage of medications
  - dealing with emergencies
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction