GREAT WALSTEAD SCHOOL

Last Revision Date	September 2026
This policy is Reviewed by	Lead Nurse and HSE and Compliance Adviser
Group	Medical
ISI Reference	
Next Review Date	September 2027

Tick which category this document refers to:

ISI requirement to be made available	✓
ISI requirement to be on website	✓
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

It is the parental/guardians responsibility to ensure that their child is well enough to be in school. Parents/guardians are also responsible for informing the school of any medical conditions and medications their child requires and any changes throughout the year via the Parent Portal.

- No medications should be administered to children under the age of 16 without prior written consent from parents.
- **No Aspirin or medications containing Aspirin will be administered to anyone under the age of 16 unless prescribed by a Doctor.**
- **Ibuprofen is not to be given to anyone with asthma unless prescribed by a doctor or consent is provided by a parent.**

Medicines for a specific child (both prescribed and non-prescribed)

Where possible medications should be given outside of school hours, however, it is understood that this is not always possible.

In the instance that prescription medications must be given during school hours:

- Parents/guardians must complete a request for drug storage and administration form on the Parent Portal. If the prescription changes the parents/guardians must complete a new form. Verbal changes will not be accepted.
- Individual medications are kept locked in the pupils medication drug cupboard and are clearly labelled.
-

- Medication must be in the original container as dispensed by the pharmacist and must include clear instructions from the prescriber re dose and frequency.
- On receipt of medications the following should be checked:

  - Name
  - Dose and frequency
  - Name of medication
  - Expiry date
  - Method of administration
  - Possible side effects

- Before any medication is given the medication container, IHP and ISAMS must be checked and cross referenced.
- Any medication that is given must be on iSAMS.

Non-prescription stock medications

Great Walstead School holds several over-the-counter medications outlined in Appendix B. Written or verbal consent must be gained from parents before any of these medications can be administered to pupils. This consent is gained when the parents fill in their child's health Questionnaire.

Administration of non-prescription medications:

- Before any medication is given ISAMS must be checked for parental consent and any possible drug allergies.
- Consent must be sort by a parent/carer; if medication is required before 12 noon to establish if any medication was given to the pupil before school.

- Always read the instructions on the container re dose and suitability regarding child's age.
- Any medication given must be recorded on ISAMS, and the parent informed.

Where a child is regularly requiring non-prescription medication parents should be contacted and a GP's assessment sought.

Storage of Medication

Medications must be stored correctly according to manufacturer's advice to ensure they are at their optimum. All medications except emergency medications (which must be accessible at all times) are kept in a metal locked cupboard in the medical room. Medications that must be refrigerated are stored in a locked fridge between 3°C -7°C. Fridge temperatures are recorded daily in term time.

Emergency medications
AAI`s – Pupils in Year 3 and above and that have a diagnosis of Anaphylaxis, will be responsible for holding 2 in date AAI`s on them at all times. If below year 3 2 AAI`s will be held in the Medical Room in an orange pouch. Pupils in Year 3 and up that have a diagnosis of Asthma will carry their own inhaler at all times. If below Year 3 their Inhaler will be held in the Medical Room.

Controlled Drugs

Controlled drugs are those which are controlled under the Misuse of Drugs Act Regulations 2001 (and its amendments) due to the potential of abuse or risk. Great Walstead School stores, administers, records and disposes of Controlled Drugs in line with these Regulations.

All controlled drugs are to be kept in a locked box inside the locked medication cupboard. Records of controlled drug storage, administration and disposal are kept in a separate bound Controlled |Drug Register which is kept with the controlled drug box. Controlled drugs are to be signed in and out by the parent and the school nurse.

Parents should bring in controlled drugs to the medical room where the school nurse will complete a record of receiving the drug in the controlled drug register under the pupil's name. This will include the name of the drug, the formulation and the strength. A separate page will be used for each pupil.

Controlled drug administration is recorded in the Controlled Drug Register. The date, time and dose administered will be recorded and a running balance kept. When the school nurse is on duty, controlled drugs can be administered without a second checker therefore only one signature is required. Where no nurse is available i.e. in the holidays or school trips, two members of staff are to give any controlled drug, with two signatures recorded.

All controlled drugs must be in their original packaging, with the prescription label clearly visible. The School Nurse must have had sight of the original prescription and saved it to Isams.
If controlled drugs are no longer required and/or expired they should be returned to the parents, or, in agreement with the school nurse, disposed of at a pharmacy by the school nurse. Agreement will include signing the drugs out by both the parent and school nurse.

On residential trips the controlled drugs should remain in the locked Controlled drug box and kept with the allocated member of staff at all times. This should be separate from the first aid bag. Once arrived at destination the controlled drug box must be locked away. Designated members of staff only should have access.

Homeopathic Medications

A letter from the Homeopath should be given to the school nurse along with the medication. The letter should include the pupil's name, DOB, what the medication is for, dose and frequency. Parents should also complete an administration of medicines form on the Parent Portal.

The medication should be clearly labelled with the pupil's name and have an expiry date. The medication will not be administered if the above is not complied with.

Overseas Medication

No overseas medication can be administered in this school; a UK equivalent prescription from a GP is required.

Administration to save a life

Under Article 7 of the Prescription Only Medicine (Human Use) order 1997 for the purpose of saving a life certain medications can be given in extreme emergencies without a patient group directive (PGD), a patient selective directive (PSD) or direction from a doctor. This applies to the use of adrenaline in an anaphylactic reaction.

Recording

Prescription or pupil's own medication will be administered and recorded on ISAMS.

Stock medications administered are also recorded on iSAMS

Stock

The School nurse is responsible for maintaining stock medication. The School nurse must inform parents when a child's own medication has expired or run out. It is the parents/guardians responsibility to provide new medication.

Stock medication is signed directly onto isams when received. Stock medication is counted and the amount is recorded during administration and when medication is disposed of.

Disposal

If medications are no longer required and/or expired, they should be returned to the parents or pharmacy for disposal. Drugs in need of destroying should be taken to a registered pharmacist for safe disposal; a record of this to be kept in the drug book. Sharps should be discarded in a sharps bin.

Adverse Reactions and Drug Errors

In the event that a pupil has an adverse reaction to a medication the following protocol should be followed:

- The child must be assessed by the School nurse, if not available a qualified first aider. If necessary further treatment sought.
-
- Outside of school hours contact NHS 111.

- **However, if life threatening call 999 immediately.**
- The child's parents must be informed by the school nurse, or, the first aider in charge.
- A Medical incident report form must be completed (appendix C) and must be given to the Headteacher and HSE and Compliance Office
- Full details should be recorded on the child's ISAMS computer records.
- Where appropriate RIDDOR must be contacted to ascertain whether the incident is reportable and if necessary reported. This will be determined by the Director of Finance and Operations.
- Following the incident, the pupil's medications omissions should be updated.

School Trips and Sporting activities

It is the trip organiser's responsibility to complete an off-site form and provide registers of all staff and pupils going on the trip. The School nurse will double-check this information and inform the trip organiser of any other medical information required. A bespoke 1st Aid kit will be made up.

Bags for fixtures and day trips are prepared the day before the trip with both the School nurse and another person (trip leader or gappie – for fixtures). To ensure that the correct medication for the pupils are included in the correct bags, The trip leader must ensure that the pupil has their own emergency medication if applicable, or they are unable to go on the trip.

For residential trips, the trip organiser or allocated First Aid Lead (if different) and the School Nurse will complete a trip booklet (includes pupil omission, conditions and any dietary medications to be given whilst on trip.
Staff are required to sign the booklet when any medication is administered to pupil whilst on the trip this includes both school stock or personal medication.

All medication must be returned to the School nurse when they return from the trip.

Appendix A

Request for Administration and Storage of Pupils' Medication

Please complete this form if your child requires the storage and the administration of medication to them during the school day. The School nurse should be notified immediately if there are any changes to the medication and/or dosage. Medications should be brought in as follows:

- Prescribed medication should be in its original packaging, clearly labelled by the pharmacist with the child's name, the name of the medication and the instructions for use.
- Non-prescribed medications must be in their original containers with the manufacturer's instructions.
- Failure to do so will mean the medication **cannot** be administered.

Child's Name: ……..……..

Form: ……DOB: ……

Medication Information

Name/type of medication (as described on the container): …….

Expiry date: …….

Reason for taking medication: …….

How long will your child need to take the medication? ……..…….

Dosage: …….

Method: …….

Time/s when the medication should be given: ……

Special Precautions: ……

Are there any side effects that the school needs to know about?

……

Signed: …… Date: …….

Appendix B

Medication	Use	Alert	Y	N
Oral Medications:				
Paracetamol	Fever and pain			
Ibuprofen	Anti-inflammatory & fever & pain	May not be suitable for asthmatics or anyone with gastric history		
Chlorphenamine	Anti-histamine	May cause drowsiness		
Cetirizine Hydrochloride	Anti-histamine	May cause drowsiness, caution in renal / hepatic problems		
Kwells	Travel Sickness	Not suitable for under 5s, however I do consent once my child is over 5 years. Caution in renal / hepatic problems, may cause drowsiness		
Throat lozengers	Sore throat	Not suitable for children under 3, however I do consent once my child is 3 years		
Rescue remedy pastilles	Anxiety or trauma	*May contain gluten		
Skin:				
Eurax	Itchy skin			
Sudocrem	Cuts/grazes/minor burns			
Arnica cream	Bruising			
Anthisan	Bite and Sting cream	Do not use on eczema		
Vaseline	Dry/cracked skin			
Epaderm	Dry/cracked skin			
Sunscreen	UV protection	Factor 30 or above		
Sterile cleansing wipes	Cleaning wounds			
Nasal:				
Olbas oil	Nasal inhalation			
Eye:				
Saline irrigation wash	Eye irritation/discomfort			
Mouth:				
Bonjela junior	Mouth ulcers			