



Brentwood School

Administration of Medicines Protocol

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Relevant to:	Whole School (3-18)		
Relevant Legislation/Guidance:	Independent School Standards Regulations (2014) National Minimum Standards for Boarding (2022) EYFS Statutory Framework (2024) DfE: First aid in schools, early years and further education The Health & Safety (First Aid) Regulations 1981 The Health & Safety at Work etc Act 1974 The Management of Health & Safety at Work Regulations 1999		
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	Risk Assessment Policy	Safeguarding Policy	Trips and Visits Policy

ADMINISTRATION OF MEDICINES PROTOCOL

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INFORMATION FOR PARENTS

Introduction

Brentwood School is an inclusive community that aims to support and welcome pupils with individual medical needs and include them in all school activities.

This protocol applies to day pupils, boarders and the EYFS. Additional Boarding House Medical Arrangements are detailed in the Boarding House Handbook and in Appendix F to the First Aid Policy.

The School's Medical Support Team

- There is a School Doctor of the New Surgery, Brentwood who supports the School medical team. Her primary task is to provide support to boarding pupils, but she also advises the school on other medical matters.
- There are over 150 trained first aiders on the staff including staff trained in paediatric first aid. In addition to this, sport centre staff are also first aid qualified.
- In the Senior School there are four Sanatorium Nurses who are Registered Nurses. Two operate a rota whereby they can offer 24-hour support to boarding pupils as required. A Nurse is present in the Sanatorium from 8am to 6pm and another nurse works from 08:30–4:30/5pm. Outside these hours, First Aid cover is provided by the Sports Centre from 6:30am to 11pm and at weekends. EAS Medical provides medical support during weekend sporting fixtures between the start of the Michaelmas term up until the end of the Lent term. The Sanatorium Nursing team are on-call throughout the Trinity term for sports fixtures.
- In the Prep School, a School Matron and Assistant School Matron provide medical support and first aid from 8am – 4pm. Between 4pm and 5pm the School Matron continues this provision to support Co-curricular activities and Wraparound. Wraparound ceases at 6pm, from 5pm–6pm Wraparound staff who are also all first aid trained are available. Throughout the school day other designated First Aiders across the Prep School (3–11) are available to assist. Pupils participating in sporting fixtures or trips and visits are always accompanied by at least one trained first aider.

If a child is unwell

- When a child appears unwell in the morning, parents should keep them at home as this helps to prevent the spread of infection. A child should not attend a School trip or activity if they are unwell. Absence should be reported via My School Portal.
- It is School policy to follow the Public Health England exclusion guidance, at the discretion of School Medical Staff, in respect of communicable diseases. This can be found at:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

- Pupils with gastroenteritis should remain away from school until they have been symptom free for 48 hours.
- When children are fit to attend School, but require prescribed medication to be given in School, parents should supply the medication in its original container/packaging so that the administration details are clearly visible. The medication must also be labelled with the child's name.
- In the Senior School, medication should be taken, usually via the pupil, to the Sanatorium.
- In Prep, any medication (prescription or non-prescription) will only be administered if the Medication to be Administered form (submitted via My School Portal) is completed by the parent or carer. The form will request important information that will enable the School Matron and assistant Matron to safely and effectively administer medicine. Once the form has been completed, medicine must be provided in a clear plastic bag and be clearly labelled with the child's name and class. Prescription medicine must also be provided in its original packaging with the pharmacist's label clearly visible. It can be given directly to the teacher on duty for pupils in EYFS & KS1 and can be dropped off to the school reception for pupils in KS2.

Information required from parents about a child's medical needs or medication

- As stated in the Parent Contract, parents must complete and submit to the School a medical questionnaire in respect of their child and inform the School of any health or medical condition, special educational need(s), disability or allergy that their child has or subsequently develops, whether long-term or short-term, including any infections.
- Any new medical conditions or changes to existing medical conditions and medication requirements should be notified by parents via the Medical Information update form on My School Portal (My School Portal/ Parents form/ Medical information update).
- **In all cases**, parents must ensure that any long term medication provided to the School is replaced before the expiry date.

Consent to Administer Medicines

- **Non Prescription Medication**

When a child commences the School, parents are asked to give their consent to their child receiving *'over-the-counter medicines kept at the School in the event of him/her becoming unwell or injured.'* All such medicines will be administered taking into account the age of the pupil and dosage instructions on the packaging.

In the Senior school these may include; paracetamol (headaches, period pains etc), Ibuprofen (anti-inflammatory), cold & flu remedies, Piriton (hayfever), Rennie (indigestion) and Loperamide (diarrhoea), taking into account the age of the pupil.

In the Prep School these may include; calpol infant, calpol 6+ (headaches, fever, period pains etc), Ibuprofen (anti-inflammatory), Piriton (hayfever), E45 cream, Anthisan cream and throat lozenges.

- **Prescription Medication**

The Senior School does not normally seek specific written consent from parents for the administration of prescribed medicines, where, in the opinion of the School's Medical Staff, the pupil is capable of understanding the nature and possible consequences of the treatment. Parental consent will only be sought if, in the opinion of the Sanatorium Nurse, the child does not have sufficient understanding or there is a query or concern relating to the prescribed medication.

- The Prep-School will require Parents to complete the Medication to be Administered Form via My School Portal, without completion of this form any medication provided will not be administered.

- **Emergency Medication**

As stated in the Parent Contract, if a child requires urgent medical attention while under the School's care, we will, if practicable, attempt to obtain the prior consent of a parent. However, if it is not practicable to contact a parent, we will make the decision on the parent's behalf, if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner (including anaesthetic or operation, or blood transfusion – unless parents have previously notified the School that they object to blood transfusions).

Parents must keep emergency contact information up to date, via the Form Tutor or via the School Office in the Prep.

Self-Administration of Medicines

- Children should not bring painkillers or any other non-prescription drugs into School. The School Medical Team has a stock of over-the-counter medication and pupils should go to the Sanatorium (in the Senior School) or the Medical Room (At the Prep School) if these are required.
- In the Prep School, pupils will only be given non-prescription drugs such as Calpol or Piriton, if parental permission has been granted or if the School requests permission via email. A record will be made and parents will be informed.
Emergency medication is kept in the Medical Room but pupils do collect it, and carry it with them, for specific activities such as food technology lessons, sports activities and off-site trips and visits. KS1/EYFS emergency medication is kept in a box in the classroom, children carry it with them when leaving the classroom for lunch and other specific activities such as forest school.

- In the Senior School where a pupil does need to carry their own medication, such as hay fever remedies, this must be only a dosage appropriate for their personal single daily use. In each case the Sanatorium staff should be notified. Senior School pupils are expected to carry and administer their own emergency medication (such as inhalers, insulin or adrenaline auto-injectors eg EpiPens), where their parents or guardians and health specialists determine they are sufficiently competent. Any spare medication, individually labelled, should be provided to the Sanatorium (or to the Trip Leader on trips or sporting fixtures) for those occasions when a pupil may have forgotten to bring their own or in an emergency. All medication provided must be within any given expiry date

Adrenaline auto-injector (AAI) devices held by the school:

- Following a change in regulations from the 1st October 2017, schools are now able to purchase an adrenaline auto-injector (AAI) device without a prescription, for emergency use in children who are at risk of anaphylaxis when their own device is not available or not working (e.g. because it is broken, or out-of-date).

In accordance with the School's Allergy Management Policy and First Aid Policy, the School stores spare AAIs for use in medical emergencies across both the Senior and Prep School sites. Please refer to these policies for more detail.

- The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. When notified that a pupil has been prescribed an AAI, consent is obtained from parents to administer the school's emergency AAI if ever needed. This is recorded on ISAMS.
- Any AAI(s) held by a school should be considered a spare/back-up device and not a replacement for a pupil's own AAI(s). Current guidance from the Medicines and Healthcare Products Regulatory Agency (MHRA) is that anyone prescribed an AAI should carry two of the devices at all times. Younger children may not be able to carry pens on their person therefore their pens will be held safely by the school. Full details are available in the Allergy Management Policy.

School Trips or activities

- Where **prescribed** medication is to be taken on residential trips, parents are asked to give their specific written consent and specify any medical conditions and prescribed medication to be taken.
- For other trips outside the locality of Brentwood, the School will provide parents with information about each specific trip or activity before it takes place, and up-to-date medical and emergency contact information will be sought.
- As pupils, except those in KS1 or EYFS, may be taken off-site without notice for local trips during the school day, parents must ensure that they keep the Sanatorium (san@brentwood.essex.sch.uk) (copied to the Head of Year) or the Prep School Matron

(prepmatrons@brentwood.essex.sch.uk) informed of any relevant medical concerns or medication that must be taken off-site with their child.

- In the Prep School, pupils who require prescribed medication such as inhalers or adrenalin auto-injectors eg Epipens should collect them from the Medical Room where they are signed out before participating in away sports fixtures or other off-site visits. Prior to departure, the member of staff in charge of the fixture/trip will check all required medication is present against school records held on iSAMS. Medication should be returned and signed back in on return from the fixture/trip.
- For non local trips, parents will be reminded to provide up-to-date medical and emergency contact information, and for residential and trips incurring a charge, parents will be requested to provide specific written consent and details of any medical conditions, prescribed medication and an administration schedule. This information will be collected and reviewed by the designated Trip Leader and the School Medical team
- It may not always be possible to store medication provided for administration on trips in accordance with instructions.

If a child has ongoing medical needs

- Parents should discuss individual medical needs with the School at the earliest opportunity.
- The School Medical team will implement a Care Plan that is issued by either the child's health-care specialist and agreed by parents or made by the School Medical team in conjunction with parents. If parents have any concerns over their child's medical needs, they should contact the appropriate medical team as well as the Head of Year.

INFORMATION FOR STAFF

Confidentiality

- The School Medical Team must always be advised of any medical issue or concern raised with a member of staff.
- In accordance with the School Doctor's and Nurses' professional obligations, medical information about pupils, regardless of their age, (including information held on iSAMS or registers prepared by the Nursing Team) will remain confidential. However, in providing medical and nursing care for a pupil, it is recognised that, on occasion, the School's Medical Staff may liaise with the Headmaster, the Deputy Head (Pastoral) and other academic staff, boarding staff and parents or guardians, and that information, ideally with the pupil's prior consent, will be passed on as necessary.

- With all medical and nursing matters, the School Medical Team will respect a pupil's confidence except on the very rare occasions when, having failed to persuade that pupil or his or her authorised representative, to give consent to divulge, the doctor or nurse considers that it is in the pupil's best interests or necessary for the protection of the wider school community to breach confidence and pass information to a relevant person or body.¹
- Where there are potential Child Protection issues, confidentiality should never be promised and the Designated Safeguarding Lead for Child Protection should be advised without delay. These are named in the Safeguarding Policy.
- Where it is important that staff are made aware of a pupil's medical information, careful consideration should be given as to how this is achieved to ensure that it is targeted to those who need to know.

Authority to Administer Medication

- As a general rule, staff shall not administer any medication that has not been prescribed for that particular child by a doctor, dentist, nurse or pharmacist.
- Medication will usually be administered by the School Medical Team.
- In their absence, or on a School trip or activity, Teaching Staff may administer only:
 - Medication prescribed for that child where written parental consent has been received or appropriate permission from a medical professional or
 - Such over-the-counter medication such as pain and fever relief as is provided by the School's Medical Staff (in first aid bags) and only if parents have already provided their written consent for this to happen and only if there is a health reason to do it.
- No child shall be given medicine containing aspirin unless specifically prescribed for that particular child by a doctor.
- All administration of controlled drugs is done under the supervision of a named member of staff and the drugs are kept under secure conditions.
- If in doubt, guidance should be sought from the School's qualified medical team.

Procedure for the Administration of Medicines

When issuing a medication the following checks should be carried out:

- That the medication is stored correctly, refrigerated if necessary;
- The reason for giving the medication should be established;

¹ *Boarding Schools' Association Briefing Paper no.4 Medical Protocols and Practice*

- There is prior permission (collected on enrollment) from a parent, legal guardian or child who is deemed competent, giving staff permission to administer each and every medicine, including over-the counter medicines;
- The child's identity;
- Whether the pupil has taken any medication recently and if so what medication, to establish how long before they can take anymore;
- Whether the pupil has taken the medication before and if they have any known allergies to any medications;
- The medication is in date and prescribed for the child (unless over-the-counter);
- In the case of over-the-counter medicines, whether permission for its administration has been withheld;
- The pupil should be watched, as they take the medication by the person issuing it;
- A record is maintained of all medication administered in School;
- The pupil's name, reason for the medication, the medication issued, the dosage, the date and time must all be recorded on the Pupils individual iSAMS account and initialled by School Medical Team or staff member administering, whether prescription or over the counter medication;
- If a child refuses the medication, this will also be recorded;
- Senior School pupils are responsible for collecting medicine at the end of each school day, (other than controlled medication which must be collected by a parent) from the Sanatorium. Where medicine is not collected, the Sanatorium staff will contact the parents.
- In Prep 7-11, the pupil may collect medication from the Medical Room. In Prep 3-7, the parent may collect medication from the classroom teacher.
- **IF THERE IS ANY CONCERN OVER THE ADMINISTRATION OF ANY MEDICINE, A MEMBER OF THE SCHOOL MEDICAL TEAM WILL MAKE EVERY EFFORT TO CONTACT PARENTS ON EMERGENCY CONTACTS.**

Individual Health Care Plans (IHCP)

- Where a child has an IHCP, this will be recorded on iSAMS, Edukey and the Staff Information Drive-Medical Information- Care Plans folder..
- The School Medical Team maintains a register of all pupils with asthma, diabetes or who carry adrenaline auto-injectors eg EpiPens or have other serious medical conditions. This list is available via iSAMS/Staff Information Drive- Medical Information and is accessible only by staff, for staff to consult when taking pupils off-site or for certain activities, such as science experiments.

- **It is important that medical needs notified to staff by parents are then forwarded to the relevant medical team without delay so that records may be updated and protocols put in place where necessary.**

Training

- Where it is identified that the administration of prescription medication to a child requires technical or medical knowledge, appropriate individual training from a qualified health professional, tailored to the individual child, will be undertaken by appropriate staff.
- First Aid trained staff are expected to complete refresher training.
- All staff are required to complete training on allergies and anaphylaxis via the School's online training platform and to renew this every three years.
- Additional training on supporting pupils with medical conditions is also available to staff via the School's online training platform and staff are enrolled either on request or where such training is deemed necessary to support arrangements that are already in place.

Medical Records and Consent

- Parents are required to fully complete a Medical Health Questionnaire before the pupil joins the School in which parents consent to the administration of 'over-the-counter' medicines kept at the school in the event of (the child) becoming unwell or injured'.
- If a pupil does not have a completed Medical Health Questionnaire one of the School Medical Team will contact parents for permission to give any medication and treatment.
- Where parents have not given consent or have withheld consent to a particular medicine or treatment this is recorded on iSAMS.
- Written records of all medication administered to every child are retained by the Sanatorium Staff in the Senior School and by the School Matron in the Prep and EYFS. Relevant records can be provided, subject always to the laws of data protection, to parents on request.
- Where staff administer first-aid or medicine that has been pre-requested, whilst away on a trip, visit or fixture, this must be recorded on the appropriate version (Senior or Prep) of the Google Form.
- As stated in the Parent Contract, if a child requires urgent medical attention while under the School's care, we will, if practicable, attempt to obtain the prior consent of a parent. However, if it is not practicable to contact a parent, we will make the decision on the parent's behalf, if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner including anaesthetic or operation, or blood

transfusion – unless parents have previously notified the School that they object to blood transfusions.

Controlled Drugs

- Some medicines are controlled by the Misuse of Drugs Act and may be prescribed as a medication for use by children e.g. Ritalin (Methylphenidate).
- If a child were to be prescribed a controlled drug as medication and required it to be administered whilst they were in School then the procedure for the administration of medicines would be the same as any other medication but with the addition of the controlled medication being stored in the School's wall-mounted locked medicine cabinet in the Sanatorium office and a second member staff present when the drug is administered. In the Prep School and EYFS, controlled drugs are stored in a wall-mounted locked medicine cabinet. Both Boarding Houses also have locked and wall-mounted medicine cabinets.
- Only named staff would have access and authority to administer it to the child for whom it had been prescribed. A record will be kept for audit and safety purposes in a "Controlled Drug Recording Book";
- Special arrangements would be put in place for the administration of controlled drugs on trips or activities;
- Once a controlled medication is no longer required then it will be returned to the parent to arrange for safe disposal. If this is not possible then a member of the School Medical Team will ensure that it is returned to the dispensing pharmacist.

Storage of Medication

- Medicines provided to the school are always securely stored in accordance with individual product instructions;
- Medicines provided on trips should be stored appropriately where possible;
- All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration;
- Pupils who do not carry and administer their own emergency medication must know where their medication is stored and how to access it;
- The School medical team is responsible for the safe and appropriate disposal of out of date medicines.

Off-site activities

- Before taking pupils on Day trips (including to the Local area), residential or adventurous activities up-to-date details of medical conditions and medication must be sought from parents.
- Where specific consent is not required for day trips, letters informing parents about the trip must advise them to inform the Trip Leader of any medical condition or medication of which they should be aware.
- Before any trip or sporting fixture one staff member must be designated to take responsibility for medical issues including:

- consulting the list of pupils with medical needs (predominantly adrenaline auto-injectors eg EpiPens, asthma pumps or insulin) held on iSams;
- liaising with the School Medical team over pupils with medical needs;
- Collecting and returning the first aid bag from the Sanatorium, or Medical Room in the Prep and EYFS;
- Collecting in from pupils, storing appropriately, dispensing and recording the administration of medicines on Evolve (as follows).

- Where First Aid is administered, it must also be recorded. Where possible this should be done straight away. First aid administration will be recorded via the Google Form icon 'Trips First-Aid' available on a school iPad. Where an iPad is not available staff can access it via school bookmarked sites list using a laptop or desktop. The form should be completed by the staff member administering First Aid. Details will then be made available to the School Medical Team who will update records as appropriate on iSAMS.
- Where prescription medicine or non-prescription medication such as hayfever relief or regular paracetamol is administered (for a non-emergency), this will be recorded on a trip specific spreadsheet. The spreadsheet will allow the responsible trip staff to record the administration at regular intervals as required. The form should be completed by the staff member administering the medication. The record will then be shared with the School Medical Team.

- Staff in charge during sporting fixtures should ensure that details of serious medical conditions (such as anaphylaxis, asthma, diabetes) are readily available in the event of a child requiring emergency medical attention.

- If staff have any concerns about pupils with medical needs or disabilities they should discuss this with the School Medical team (and the Head of Learning Support at the Senior School or the Director of Learning Support and SENDCO at the Prep where appropriate) in the first instance.