



Part of Brighter Futures Educational Trust

MEDICATION PROTOCOLS POLICY

Policy Number: 57LS

Review Committee: ELT

Type of Policy: Non-Statutory

Review Period: Every 2 years

Approved: November 2025

Next Review: November 2027

Version Control

V1.1	November 2025	New Layout for rebranding. New changes in red.

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1. Medication Protocols

These protocols are applied taking into account the advice given from Hertfordshire LA, external but local professionals (doctor/chemist) as well as the Royal Pharmaceutical society (Handling Medicines in Care)

List of First Aiders at Larwood School:

Ian Reid - Site Manager
Molly Heritage - Teacher
Nic Newman - Behaviour support
Victor Osobu - Physical Education Specialist
Kerry Paul - LASA
Georgina Longcroft - LASA
Rhiannon Kattenhorn - LASA

2. Homely Remedies

A homely medicine is medicine bought over the counter without a prescription. Homely Remedies sent in from home must be in their original box/bottle/container with the dosage instructions clearly marked on them. The medicine must be accompanied by a letter from the child's parent/carer with clear written instructions stating the dosage/amount and times to be administered as well as how long it is to be given for (i.e. length of treatment). All homely remedies needed to be handed into the authorized staff at the school. **Parental consent is required for every "homely remedy" before it can be administered.** The request to administer medication can be downloaded from the school website under the contact section.

If it is an unknown homely remedy a senior member of staff should seek clarification from the local pharmacist that the medication is:

- Suitable for the young person's age.
- Appropriate for the young person's health condition
- Can be used in conjunction with any other medication prescribed to the young person.

3. Paracetamol (or similar)

A bottle of liquid paracetamol is stored in the Medical Room in the fridge. Dosage instructions on the box must always be clearly visible and followed accordingly.

All Paracetamol is to be given as per instructions on the bottle/ box and it should be logged in the Medication and Accident book. Parents will be contacted before paracetamol is given.

If paracetamol is required for longer than 24 hours, care staff should seek advice from the School Nurse Service and if necessary the child should be taken to the G.P or sent home.

4. Consent forms

All consent forms should be renewed at the beginning of each year and upon admission to the school. These will also be reviewed if the medication is changed.

No treatment is permissible without parental written consent.

5. Health care plan/health and intimate care plan

In accordance with the Department of Education document, supporting pupils at school with medical conditions, health care plans are drawn up for pupils who are diagnosed with medical conditions such as epilepsy and diabetes. The parents / carers will be asked to pass on any relevant information to be included on the plan e.g. Any change in medication, allergies, regular medication taken, any therapies or treatment required for their emotional or mental health and any other relevant needs of the child.

These are drawn up staff, the school nurse and other medical professionals.

The Health Care Plans are kept in the front office in a red box folder. Staff should familiarise themselves with the plans for each of the children in their class. If attending the doctor or hospital with a child please take the health care plan with you.

6. Homeopathic remedies

These are to be administered by authorised staff providing the parent provides a box/bottle/container with clear dosage instructions. Parents/Carers must sign a request form before the medication is administered.

Herbal remedies can cause adverse drug effects by interacting with prescribed medication. It is parents/carers responsibility to check with their child's G.P before any herbal remedies are sent in from home. If any child is prescribed "Chinese medicines" clear instructions as to their daily food and drink intake must be given to staff. It is the parent's responsibility to make sure that staff are adequately informed in writing. Staff should phone the local G.P. or School Nurse Service for advice on both the above mentioned medications.

7. Prescribed medication

Any child that is required to take a medication that has been prescribed by a G.P or a consultant will need to complete a form entitled **Request for school to administer medication**. Medication must be given as per instruction on the label. The medication needs to be sent into school in its original packaging with the pharmacists label attached, this is to ensure that the correct medication and dosage is administered to the child. If the medication does not arrive in the original packaging then one of the managers will phone home and explain that we are not able to accept medication like this and that the medication will be sent home at the earliest convenience. A letter will be sent to parents explaining the medication

protocol. Each child has a **Medication Administered Record (MAR)** sheet in a folder that has their daily medication requirements printed on. These are colour coded to the times the medication is needed. These sheets can only be printed by a member of the Care team and counter signed by a senior manager. The MAR sheets are used as a record of the quantity of medication administered. These abbreviations will be used to assist in accurate record keeping.

The date it is received will be written on the box. The medication will then be put in the locked medication trolley or the safe if it is not required straight away.

A - ABSENT FROM SCHOOL

R - REFUSED

M - MISSED THE TIME FOR MEDICATION

NM - NO MEDICATION AT SCHOOL

L - TAKEN MEDICATION LATE

A senior member of staff should be notified if a child has missed or refused their medication and a decision will be made as to whether the parent/carer needs to be informed. The procedure for administering medication is written on a separate document so that it can be followed as medication is being administered.

A whole school medication list, with colour coding has been drawn up. When updates occur this will be e-mailed to all the staff in the school.

8. Disposal of medication

An arrangement has been made with the Local Pharmacist in Archer Road. He will dispose and sign for any medication. A form has been designed for this.

Controlled Drugs (Medication)

Controlled drugs are those that have been agreed as potentially addictive or dangerous and thus required special provisions if they are used.

- Controlled drugs must be kept in a lockable metal cupboard which is secured to the wall.
- The above cupboard must be locked at all times.
- Controlled drugs coming into school must be signed in by a member of the care team and witnessed. The name of the child, quantity of medication and type must be entered into an individual controlled drug register. Records should be kept of the Pharmacist's name and address, date medication was prescribed.
- Each child will have their own controlled drugs register.
- The total balance of drugs in stock will be recorded in the controlled drugs register.
- Controlled drugs will be administered by two staff, who should double check the dose and quantity and both should sign the MAR sheet and the controlled drug register.
- If a dose is refused both staff should witness and sign for the disposal of the medication.

- Stock checks are ongoing; two members of staff should note all quantities and make the appropriate entry in the register. Weekly checks will be undertaken by the Deputy Head of Care and another person.

9. Transfer of Medication

Medication should be put in an envelope in its correct packaging with the child's name and amount of tablets written on the front and then give it to the escort. They will then hand it to the staff attending the front door who will log it in the Medication Log Book where they are counted and signed for. A member of the care team will check the amount and what the medication is. This is written in the medication in and out book and then double counted and signed.

10. Administering of medication

Any staff carrying out the administering of medication will be trained by the Site Manager or Miss McMeekin, and will only take responsibility for this when it is deemed that they are competent with the procedure. Each child has his photo with his name printed on it which is on the MAR sheet and this ensures everyone gets the right medication. Each day there is a designated person responsible for the administering of the medication. If a child requires medication during class time: this will be given by a member of the class team. This will be under the advice and training by the school nurse, or those named above.

Each term we have a meeting with all the staff who administers medication in school. This is to ensure that we continue using good practice.

A whole school medication list with dietary needs, prescribed medication, medication taken at school and at home is distributed to all staff in the school.

11. Administration of medication outside of school

It may be necessary from time to time to administer medication outside of school e.g. school journey, dining room, and classroom or when out on trips. A designated person should be responsible for giving out the medication. Medication is transported around school in a locked trolley.

Each child who is administered medication in school will have their own medication pot which will have the child's name, time medication should be administered and the name of the medication. These will be given by care staff with the correct dosage still in its original packaging to the person in charge. It is preferable that the teacher / designated person witness that the correct dosage is administered. It will be the responsibility of the teacher / designated person to come to the medical room on their return to sign the medication sheet.

Whenever possible the procedure should be followed as per the administration policy.

On school journeys staff must be mindful of where to store the medication bearing in mind Health and Safety issues.

12. Changes to medication

If there are changes to a child's medication following a doctors or consultants appointment; it is the parents responsibility to let the school know and to complete a new form.

13. Asthma

People with Asthma have airways that narrow as a reaction to various "triggers". The narrowing or obstruction of the airways causes difficulty in breathing, which can be alleviated with treatment.

Asthma attacks are characterized by coughing, wheeziness and difficulty in breathing out. This may cause distress and anxiety, and serve attacks skin and lips may become blue.

All pupils' asthma condition will be monitored by their own G.P and the parent/guardian will need to keep the school up to date with any change. We can then follow the latest information and help to monitor the child's condition and keep the parent/guardian informed e.g. peak flow.

Asthma inhalers are kept in class. Each child will have their own inhaler in their class for easy access. These will be kept in a box with both their name and photo on it.

Staff will be made aware of young people who are asthmatic.

- A whole school medication list which has highlighted all children on medication is given to all members of staff.
- This information is also kept up to date on the medication board in the staff room.
- On off-site visits staff will take all inhalers required

14. Other professionals involved in health care

To promote the pupils health and wellbeing, we will make every effort to engage any health care professional to ensure they have access to any services that they may need. Below is an overview of the regular professionals that Larwood has access:

School Nurse

The school nurse can be contacted if the school has any concerns about a child's health or for advice / referrals for other services. A child's pre-existing condition e.g. epilepsy, anaphylactic reaction, etc. will be discussed at the pre-admission meeting and the school

nurse will be contacted to attend a future meeting. Any training required for these conditions will be given by the school nurse to the care staff and any other staff likely to be involved with that individual child.

The school nurse carries out Developmental checks to children in Reception Class. These include:

- Height
- Weight
- Audiology
- Optical (distance)

This is done in conjunction with a parents/guardians questionnaire and any queries will be discussed with the school nurse with the parent / carers consent.

15. Larwood medication dispensing procedures

- Medication room is always locked.
- The keys to the medication trolley is kept by the care team and a set is kept in the key safe in the workshop
- Collect Controlled Drugs book, MAR Sheet (medical administration record) sheets and checklist (which is now colour coded). Each MAR sheet contains a record of all medication and has a photograph of the child attached.
- Take Controlled Drugs books and medication trolley to the hall. (medication trolley will need to be unlocked from the wall)
- A jug of cold water and a cleaning tray to wash utensils will be supplied by the Kitchen staff.
- Medication is administered by two staff.
- One member of staff administers medication while the other uses the checklist. **See controlled drug section below.**
- Staff administering the medication should use hand sanitizing gel.
- Medication is kept in individual boxes with the child's name on it.
- Staff administering medication shows the box to the other member of staff and they check the details.
- Medication should be checked against the MAR sheet i.e. dosage, medication to be administered. Medication should also be checked against the Daily Medication checklist. The medication should then be given and you should check that the child has taken the meds.
- MAR sheet should be initialed.

Controlled drugs e.g. Equasym XL & Methylphenidate are administered differently. The tablets should be administered and witnessed by two people and they must both sign the controlled drug register and the MAR sheet. An ongoing record of quantities should also be completed.

- When medication has been given, the checklist is ticked and initialed.
- This procedure continues until all medication has been administered.
- Medication trolley is then returned and secured to the wall in the medical room.
- Key is returned
- Medication room is then locked.

16. First aid policy and protocols

These guidelines have been written in conjunction with Managing Medicines in Schools and Early Years Settings and the Hertfordshire Managing Medication in Schools procedure.

As part of the administration process when a child starts at the school, there are a number of forms in the Admission Pack that the parent/carer is required to complete. The following forms, entitled **Emergency Consent Form** and **Medical Consent Form** are paramount to these guidelines and procedures. For any further information, see Hertfordshire County Council Health and Safety Manual: Policies and Guidance. **If you have any worries do not hesitate to bring it to a senior member of staff.**

17. First aid

There are a number of staff who are trained to administer first aid at work and staff cover various areas of the school. This includes different age-related areas of the school, as well as boarding.

If a person has been hurt in an accident, then the following procedure is followed. We will:

- Carry out any necessary emergency first aid in line with training
- Inform senior management
- Take them to the G.P. or hospital if required.
- Contact parent / carer giving information of accident and any injury. In the case of a member of staff who needs to go to hospital, we will contact a member of their family or as they request.
- Complete the First Aid and Accident Book and put on behaviour watch.

First Aid Boxes are found in the

- Kitchen
- Bottom class corridor
- Top class corridor
- Chill out
- Upstairs corridor
- Pathways
- Cookery Room
- Reception

- Trust vehicles
- Two portable in Reception
- Trust office

A list of staff who are trained in first aid procedures is attached at the end of this document. It is also posted around the school in various locations.

Please note that if you notice things are missing or you have used the last one. You are responsible to let Miss McMeekin know so they can be replaced. Miss McMeekin is responsible for the maintenance of the first aid boxes.

18. Calling the emergency services

In case of a major accident, it is the decision of the trained first aider or SLT if the emergency services are called. Staff are expected to support and assist the trained first aider.

The Headteacher or Deputy Headteacher should be informed at all times. Parents/guardians should be contacted immediately. If the casualty is an adult, their next of kin should be called immediately.

19. Headlice

Staff should not touch or examine a child for headlice. If you suspect a child or children have headlice we will inform parents / carers. A standard letter should be sent home with all the children in that class where the suspected headlice is.

20. Chicken pox and other diseases and rashes

If a child is suspected of having chicken pox, measles etc. you should look at the child's arms and legs. Chest and back will only be looked at if you are concerned. A First Aider should be called and two adults should be present. The child should always be asked if it is ok to look.

For the inspection of other rashes the same procedure should be followed. If we suspect the rash be contagious (scabies, impetigo, conjunctivitis) parents / carers should be informed and a request that children are treated before returning to school. In most cases once treatment has begun it is safe for the children to return to school. If more than one child is suspected to have the same disease/rash a letter should be sent home to all parents, to inform them as to allow them to spot symptoms early so that treatment can begin, thus avoiding the further spreading of the disease/rash.

It is the Headteachers duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the Health Protection Unit (HPU).

21. Bodily fluids

Dealing with bodily fluids

- Always cover any open wounds on your own hands with a waterproof adhesive dressing.
- Disposable gloves (Unpowered latex or vinyl) must be worn when dealing with bleeding / cleaning up bodily fluids.

Actions to be taken after direct contact with blood/bodily fluids

- Wash the area with soap and water.
- If contact is made with lips, mouth, tongue, eyes or broken skin, wash thoroughly with clean cold tap water.
- The hands should be washed using soap, water and dried with paper towels.
- Any incident in which another's blood may have entered a person's bloodstream through a cut or abrasion or by splashing in the mouth or eyes should be reported to a doctor.

22. Cleaning and washing

- All spillages of blood, feces and vomit should be cleared up as quickly as possible, wearing suitable protection. When spillages do occur, clean using a product suitable for the affected surface which combines both detergent and disinfectant (and use in accordance with the manufacturer's instructions).
- Mops should NEVER be used for the cleaning up of blood and bodily fluid spillages, use disposable paper towels. For vomit spillages a powder may be found in the Medical Room.
- Soiled (blood / bodily fluids) laundry should be washed separately at the hottest wash the fabric will tolerate. Protective gloves and where appropriate protective clothing, should be worn when handling soiled laundry. Soiled children's clothing should be bagged to go home, NEVER rinsed by hand.

23. Waste disposal

Protective gloves, and where appropriate protective clothing, should be worn when disposing of contaminated waste.

Contaminated waste at Larwood School is disposed of using a yellow bag found in the medical room or put into a sanitary bin.

Sharps disposal

All sharps must be correctly and safely disposed of in a UN approved sharps container and collected by a dedicated collection service.

This has been taken and adapted from the Hertfordshire Protection from blood borne viruses September 2016

24. Monitoring and review

This policy will be monitored by the Head of Care and reviewed in accordance with any new guidance given.

Additionally, the Head of School and Head of Care will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this.

The safeguarding Trustee will additionally monitor the process undertaken during Health, safety and well-being learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Head Teacher of the school

This policy will form part of a period of induction of any staff member who is new to the school.

Appendix 1: Medication Letters and Forms



Larwood School
Where we belong

Part of Bayline Values Educational Trust

Registered Office
Larwood School, Larwood Drive, Shevington, S64 5BZ
Email: office@larwoodtrust.org.uk
Telephone: 01263 255533
Website: www.larwood.org.uk

MEDICATION/EMERGENCY CONTACT FORM

Declaration

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, if considered necessary by the medical authorities present. I will inform Larwood School of any change in the above information. I understand the extent and limitations of the insurance cover provided and that despite all reasonable precautions, accidents may still happen.

In the event of my child having to leave the premises or be returned home from an activity due to events such as illness, accident, unforeseen circumstances or behaviour, I wish them to be directed to:

1) Name: _____
 Relationship to child: _____
 Telephone no: _____

2) Name: _____
 Relationship to child: _____
 Telephone no: _____

Emergency Contacts

These are very important to us. If your child becomes ill during the day, we need to be able to contact you or someone acting for you who are able to collect your child.

Please give two emergency contact numbers.

Name	Relationship to child	Telephone Number	Place of Contact






Very occasionally a child needs urgent medical treatment and then it is essential that we or the hospital are able to get in touch with you. It would also help if you indicate any medical conditions your child has which you feel the school should be aware of.

Name of Doctor

.....

Address

.....

Telephone Number

.....

Medical Condition of child (including details of regular medications and dietary requirements)

.....

.....

.....

Does your child wear glasses?
 Yes/No

Does your child wear a hearing aid?
 Yes/No



Part of English Future Education Trust
Registered Office
Larwood School, Larwood Drive, Stevenage, SG1 5BZ
Email: admin@larwoodherts.sch.uk
Telephone: 01438 234333
Website: www.larwood.org.uk

MEDICATION EMERGENCY CONTACT FORM

Name: DOB:

Medical Information

- a) Does your son/daughter suffer from any medical conditions requiring treatment or medication?
YES/NO
(if details)..... yes please give
(if details).....
- b) Has your son/daughter had any contact with infectious diseases in the last four weeks to your knowledge?
YES/NO
(if details)..... yes please give
(if details).....
- c) Is your son/daughter allergic to any medication?
YES/NO
(if details)..... yes please give
(if details).....
- d) Has your son/daughter received a tetanus injection in the last five years?
YES/NO
Date:
- e) Has your child had all their childhood inoculations?
YES/NO
- f) Is there any medical condition that we should be aware of, if it should become necessary to restrain your child?
YES/NO
- g) Has your child had all developmental checks?
YES/NO



Executive Headteacher: Pierre von der Merwe
Acting Headteacher: Bronco Ozobu

- h) Are there any conditions we need to be aware of?
YES/NO
(if yes please give details)
.....

Medication

Name/Type of Medication (as described on the container)
.....

For how long will your child take this medication.....

Full Description of Use

Dosage and Method.....

Timing.....

Special Precautions.....

Side effects.....

Self-Administration.....

Procedures to take in an Emergency.....

I understand that I must deliver the medicine to school and hand over to a member of staff and accept that this is a service which the school is not obliged to undertake.

Headteachers Permission

Signed: Date:

Administration of Antiseptic Wipes and Plasters

I give permission for my child (.....) to receive the above medical attention by staff at the school and obtain details from the school nurse if required

Signed:

Print Name:

Relationship to Pupil:

Dear Parents / Carers

We are updating our medication records. Please could you complete the attached form detailing all medications prescribed to your child and any medical conditions that your child may have. Please complete and return even if your child does not take any medication.

Thank you for your co-operation and please feel free to contact us if you require any other information.

NAME OF CHILD:

DATE OF BIRTH:/...../.....

Medication	Dosage	Medical condition	Allergies

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname: Forename:
Address:
M/F: Date of Birth: Class/Form:
Condition or illness:

MEDICATION

Name/Type Medication:
(As described on the container)

For how long will your child take this medication:

Date dispensed:

FULL DIRECTIONS FOR USE:

Dosage and method:

Timing:

Special Precautions:

Side Effects:

Self-Administration: Yes / No

Procedures to take in an Emergency:

CONTACT DETAILS:

Name: Daytime Telephone No:

Relationship to Pupil:

Address:

I understand that I must deliver the medicine personally or give it to the taxi driver/escort and accept that this is a service which the school is not obliged to undertake.



Executive Headteacher: Pierre van der Merwe
Acting Headteacher: Bianca Osobu

REQUEST FOR CHILD TO CARRY HIS/HER MEDICATION

This form must be completed by parent/carer/guardian

If staff have any concerns, discuss request with school healthcare professionals.

Name of School/Setting:

Child's Name:

Group/Class/Form:

Address:

.....

Name of Medicine:

Procedures to be taken in an emergency:

.....

.....

Contact Information

Name:

Daytime Phone No:

Relationship to child:

I would like my son/daughter to keep his/her medicine on him/her for use as necessary

Signed:

Print Name:

Date:

If more than one medicine is to be given, a separate form should be completed for each one.



Executive Headteacher: Pierre van der Merwe
Acting Headteacher: Bianca Osobu

Dear Parents /Carers

If you require the school to give your child any medication the following guidance needs to be followed:

TEMPORARY OR OVER THE COUNTER MEDICATION

Please provide written permission regarding medication giving detail of the type of medication, the dosage and time that it is to be given. You can download the "REQUEST FOR SCHOOL TO ADMINISTER MEDICATION" form from the school website in the section 'contact us'. If you are unable to do this then a letter with the detail above and signed by you will be needed before we can carry out such a request. The school will send the above form out to you later that day. This medication needs to be given to the taxi driver / escort asking them to hand it to the member of staff receiving the children at school.

LONG TERM PRESCRIBED MEDICATION

- A health care plan will need to be completed as soon as possible. This will be written by the school, checked by the school nurse and then sent out to be signed by parent / guardian
- All medication should be:
 - In the original packaging with the pharmacists label attached
 - With the name of the medication printed on it
 - The child's name printed on it
 - The dosage to be administered printed on it
 - How regular it is to be given printed on it
 - The expiry date printed on it
- These boxes should be placed in an envelope with child's name, what medication it is and the quantity written on the envelope.
- It should be given to the taxi driver / escort asking them to hand it to the member of staff receiving the children at school.
- If there are any changes to your child's medication please inform the school as soon as possible

If you do not follow these guidelines it may become necessary for the school to refuse to give any medication to your child, as we cannot ensure their safety. This would mean you would have to make alternative arrangement(s) for your child to receive their medication.

Yours sincerely