



KING'S  
COLLEGE  
SCHOOL

SOTO DE VIÑUELAS

# Medication in School Policy

Reviewed	June 2024
Next review	October 2027





**KING'S COLLEGE SCHOOL**  
SOTO DE VIÑUELAS

## Medication in School Policy

### Rationale

The purpose of the Medication Policy is to provide standards for safe and proper administration of medications to pupils at King's College, Soto de Viñuelas. It is now extremely common for some children at school to be on medication, either short term or long term. Antibiotics and painkillers are ubiquitous, and asthma medication is now given to ever increasing numbers of children. A more recent problem is the child with acute food allergies (e.g. shellfish) who requires emergency adrenaline (Epipen).

Some pupils may have medical conditions that, if not managed, could limit their access to education. Most of these children with medical needs are able to attend school regularly and, with support from the school, can take part in most normal school activities and achieve their full potential. King's College, Soto de Viñuelas is fully committed to assisting every child in achieving their full potential, regardless of disability.

This policy is aimed at staff and parents and contains information on the following:

- Procedures for managing prescription medicines which need to be taken during the school day.
- A clear statement on the roles and responsibility of staff managing the administration of medicines, and for administering or supervising the administration of medicines.
- A clear statement on parental responsibilities in respect of their child's medical needs.
- The need for prior written agreement from parents for any medicines to be given to a child.
- The circumstances in which children may take any non-prescription medicines.
- The school or setting policy on assisting children with long-term or complex medical needs.
- Staff training in managing medicines safely and supporting an identified individual child.
- Record keeping.
- Safe storage of medicines.
- Procedures for managing prescription medicines on trips and outings.
- Expectations that teachers will not have personal medication in classrooms or areas where pupils have access.



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*Procedures for managing prescription medicines which need to be taken during the school day*

- Permission to administer anti-pyretic/analgesic medication is requested on each pupil's Medical Card when commencing at King's College, Soto de Viñuelas.
- Every attempt will be made by the School Nurse to contact a parent/guardian before administering medication. If the School Nurse has any doubts following careful assessment, medication will be withheld.
- A record of the administration will be made in iSAMS.
- Parents are responsible for supplying information regarding the medicines that their child needs to take at school and for informing the school of any changes to the prescription or the support needed.
- Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or day. King's College, Soto de Viñuelas will only accept medicines that have been prescribed by a doctor (unless they are 'over-the-counter' medicines in which case parents need to fill out the appropriate forms). Medicines should always be provided in the original container and the relevant form should include the diagnosis and prescriber's instructions for administration and dosage.
- King's College, Soto de Viñuelas never accepts medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- Where clinically appropriate, medicines should be prescribed in dose frequencies which enable it to be taken outside school hours. Some medicines which need to be taken 3 X daily can be taken in the morning, after school hours and at bedtime.
- Any child at King's College, Soto de Viñuelas should never be given aspirin-containing medicine unless prescribed by a doctor.
- Administration of medicine will be at the nurse's discretion. If the nurse has any doubt regarding the suitability or dosage of the medicine s/he may request clarification from a doctor, a more detailed doctor's report or may not accept to administer. This will apply to both over the counter and prescription medicines. Children need constant reminders to comply with their medication schedule and need the help of the class teachers and nurse to do so. If the nurse's attention needs to be focused on other patients issues and the child fails to show for his/her medication in spite of the reminders, the administration of the medication may be delayed or not given.
- On no account should children bring medicines to school themselves. They must be brought in by a responsible adult and handed directly to a member of staff, ideally the nurse. Medicine must be brought in its original container which clearly identifies the drug and expiration date.



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- Medicines will be kept in a locked cupboard. They have no part in first aid provision and will be kept separately from first aid supplies. The only exception to this may be emergency drugs such as Epi-pen or inhalers which need to be immediately available, in which case are placed in clearly labelled boxes in the nurse's office, where there is no risk to other children.
- A supply of medicine is kept in the medical room for staff use.

### *Controlled Drugs*

- Any member of staff suitably qualified may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.
- A controlled drug, as with all medicines, should be returned to the parent when no longer required in order to arrange for safe disposal.
- All controlled drugs should be kept in a locked cupboard unless immediate access is required in an emergency (for example, in the case of an extended epileptic fit requiring rectal diazepam).

### *Administering Medicines*

No child should be administered medication without their parent's consent. Any member of staff administering medicines should check the following:

- The child's name.
- Prescribed dose.
- Expiry date.
- Written instructions provided by the prescriber/parent on the completed medication form.
- If the member of staff administering the medication has any doubt, they should not administer the medication but check with the parents before taking further action.
- By law, early years' settings MUST keep written records each time medicines are given. This helps to demonstrate that staff has exercised a duty of care. In relation to the administration of a controlled drug, such as rectal diazepam, it is good practice to have the dosage and administration witnessed by a second adult.
- The iSAMS Log is a record of all medicines administered by either the school nurse, or in her absence, another member of staff.



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### ***Self-Management***

King's College, Soto de Viñuelas supports and encourages children who are able to take responsibility to manage their own medicines. This is with particular reference to severe asthmatics (who may be required to carry their own inhalers) and diabetics (in the administration of insulin).

If a child is able to administer his/her own medication, staff should be there in a supportive and supervising role. The safety of other children always needs to be taken into consideration.

Inhalers should be immediately available to children. Each asthmatic pupil who does not carry his or her own inhaler, should know exactly where it can be found when needed and have immediate access to it. All pupils' inhalers are kept in the Nurse's office. Each inhaler should be clearly marked with the pupil's name. It is the parents' responsibility to replace the inhaler upon expiration and keep a track of this (see 'asthma policy').

Medicines that require refrigeration should be kept in the refrigerator in the Nurse's office, clearly labelled with the pupils' name.

### ***Refusing Medicines***

If a child refuses to take medicine, staff should not force them to do so, but should make a note of this on 'iSAMS'.

Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, King's College, Soto de Viñuelas First Aid policy emergency procedure steps should be followed.

### ***Medications on Day Trips and Residential Trips***

A named person will be a member of staff who is willing to accept responsibility for the administration of emergency medication or the supervision/administration of regular medication. An agreement will be made following consultation with the staff member, parents/guardians and the School Nurse. This ideally should be a First Aid qualified member of staff.

The School Nurse will give training, relevant to the requirements of the situation, to the named person.

Documentation will be completed by parents/guardians requesting the administration of medication for each individual trip.

Medication should be provided by the parents in the dosage required, appropriately labelled, with the appropriate form and handed to the trip leader the day of the school trip.

All medication should be kept with the First-Aid bag throughout the school trip.



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### ***Sporting Activities***

Whenever possible, all children should be encouraged to participate in PE as for most children, physical activity can benefit their overall social, mental and physical health and well-being.

Some children may need to take precautionary measures before or during exercise, and may need to be allowed immediate access to their medicines such as asthma inhalers or in the case of diabetes, dextrose tablets. These medications are accessible to the relevant pupils at all times in the Nurse's office.

### ***Staff training in managing medicines safely and supporting an identified individual child***

Whenever possible, the School Nurse is responsible for administering medications. However, in her absence, it is strongly recommended that a member of staff who has undergone the 'safe administration of medications' training be responsible for the administration of medicines.

Those members of staff who are supporting an identified individual child in their care (for example, in cases of asthma/diabetes etc.), will be trained by the School Nurse in the care and management of these pupils (see appropriate policies; 'asthma policy', 'diabetes policy').

### ***Medication required by Resident Pupils***

Resident pupils requiring medication out of the hours that the Nurse is in school should contact the 'on duty member of staff' in the TH (see Boarding Policies, Soto). Ibuprofen and Paracetamol are available in the First Aid Medical cabinet situated in the TH duty office. Boarding staff must complete the Medical Control Book shared in Drive, giving the pupil's name, name of medication, dosage and time given and by whom. The School Nurse will then consult the book regularly to ensure she is aware of boarding medical matters.

### ***Expectations that teachers will not have personal medication in classrooms or areas where pupils have access***

All school staff must exercise vigilance with their personal belongings and if possible store them in a locked cabinet, best practice is for all staff members to have a locker at school. Handbags and briefcases should be stored far away from pupils. Staff must not have personal medicine in a bag or unlocked drawer or cupboard.



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## References

'Managing Medicines in Schools and Early Years Settings' DfES/DoH 2005 – updated 2007.


<b>Created by:</b> Emma Donnellan, September 2017	<b>Policy Category:</b> Health and Safety
<b>Approved by :</b> Elena Benito	<b>Reviewed by:</b> School Nurse Ana Molinete May 2024 Matthew Taylor – June 2024
<b>Approved by KGB:</b> 16th November 2017	<b>Next Review:</b> May 2027



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### Appendices

### Appendix 1 - KING'S COLLEGE, SOTO DE VIÑUELAS MEDICATION FORM



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#### Student Medical Card / Ficha Médica del Alumno

<p>Date of Birth / Fecha de nacimiento</p> <hr/> <p>Personal Address / Dirección</p> <hr/> <p>Town-Country / Ciudad-País</p> <hr/> <p>Post Code / Código postal</p> <hr/> <p>Home Telephone / Teléfono domicilio</p>	<p><b>Health Insurance / Seguro Médico</b></p> <p>National Health / Seguridad Social  Yes/Sí <input type="checkbox"/> No <input type="checkbox"/>  Nº _____</p> <p>Private Insurance / Seguro Privado  Yes/Sí <input type="checkbox"/> No <input type="checkbox"/>  Nº _____</p> <p>Company / Empresa _____</p>
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Parent 1	Parent 2
Surname	Surname
First Name	First Name
Work telephone/ tel. trabajo	Work telephone/ tel. trabajo
Email / correo electrónico	Email / correo electrónico
Mobile phone / tel. móvil	Mobile phone / tel. móvil

Additional Emergency Telephone / Teléfono adicional de emergencias

<p>Authorisation to administer antipyretics/analgesics if necessary  Autorización para administrar antitérmicos/analgésicos por necesidad</p> <p>Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Authorisation to take to a medical centre or hospital if necessary  Autorización para traslado a algún centro médico u hospital en caso de necesidad</p> <p>Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Allergies</b> (medicines, food, etc.) / <b>Alergias</b> (medicinas, comida, etc.)</p> <hr/>	<p>Persistent medical problems (please state)  Problemas médicos persistentes (indíquelos por favor)</p> <hr/>

<p><b>Illnesses Suffered / Enfermedades Padecidas</b></p> <p>Heart conditions / Enfermedades cardiacas    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Bronchitis / Bronquitis    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Mumps / Paperas    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Measles / Sarampión    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Rubella (German measles) / Rubéola    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Chicken Pox / Varecela    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Apendicitis / Apendicitis    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Asthma / Asma    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Hepatitis    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Seizures / Convulsiones    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other illnesses / Otras enfermedades _____</p>	<p>Any pathology or information that you consider important, please inform the teacher and the school nurse both directly and in writing  Si existe alguna patología o información que considere importante, comunicarlo directamente y por escrito a su tutor y a la enfermera</p> <hr/> <p><b>Minor Problems / Problemas menores</b></p> <p>Headaches / dolores de cabeza    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Hearing problems / trastornos de audición    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <p>Problems with eyesight / Deficiencias visuales    Yes/Sí <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Any physical limitation regarding sports?  ¿Alguna limitación física en la práctica de los deportes?</p>
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**-Special conditions that require regular medications**

Condiciones especiales que requieran medicación constante

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**-Please comment any conditions that could affect your child's learning or behaviour at school.**

Indique si existe alguna condición que afecte al aprendizaje o al comportamiento de su hijo/a en el colegio.

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**-Please attach photocopy of vaccination calendar**

Por favor adjuntar fotocopia del calendario de vacunación

DECLARO QUE HE FACILITADO TODA LA INFORMACIÓN VERAZ Y RELEVANTE EN CUANTO A LA SALUD DE MI HIJO A KINGS COLLEGE S.L. / I DECLARE THAT I HAVE PROVIDED ALL THE TRUE AND RELEVANT INFORMATION REGARDING MY CHILD'S HEALTH TO KINGS COLLEGE S.L.

DECLARO QUE HE LEIDO Y ACEPTO LOS TÉRMINOS Y CONDICIONES / I DECLARE THAT I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS.

En cumplimiento de lo dispuesto en Reglamento (UE) 2016/679 del Parlamento Europeo y del Consejo, de 27 de abril de 2016, relativo a la protección de las personas físicas en lo que respecta al tratamiento de datos personales y a la libre circulación de estos datos, le informamos que los datos personales recogidos de esta ficha médica serán incorporados en un fichero automatizado de datos para fines médicos y operativos exclusivamente de KING'S COLLEGE, S.L. Los datos personales proporcionados se conservarán durante el tiempo necesario para cumplir con el propósito para el cual fueron recopilados o durante los años necesarios para cumplir con las obligaciones legales, y para determinar las posibles responsabilidades que pueden surgir del propósito citado, además de los periodos establecidos en la legislación respecto al periodo de conservación de archivos y documentación. Durante el periodo de duración del tratamiento, no se realizará ninguna comunicación, excepto por obligación legal, ni ninguna transferencia. La aceptación de los términos y condiciones del tratamiento de datos implica que usted acepta explícitamente que dicho tratamiento se lleve a cabo para los fines establecidos. Además, le informamos que puede ejercer sus derechos de acceso, rectificación, eliminación y oposición, limitar el procesamiento de sus datos, oponerse directamente al tratamiento, o ejercer el derecho a la portabilidad de los mismos, según lo establecido en la legislación vigente. Puede ejercitar sus derechos mediante solicitud por escrito adjuntando una copia de un documento oficial que lo identifique, dirigido a las oficinas de King's College, Paseo de los Andes, 35, 28760 Soto de Viñuelas, Madrid o por correo electrónico a [dpo@kingsgroup.org](mailto:dpo@kingsgroup.org).

In compliance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, we inform you that the personal data collected from this medical form will be treated confidentially and will be incorporated into an automatic data base for medical and operational purposes exclusively for KING'S COLLEGE, S.L. The personal data provided will be kept for the time necessary to accomplish the purpose for which they are collected or during the years necessary to comply with legal obligations, and to determine the possible liabilities that may arise from the purpose, in addition to the periods established in the regulations of files and documentation. During the period of the duration of the treatment, no assignment will be made, except legal obligation, nor any transfer. The acceptance of the terms and conditions of the data processing implies you explicitly consent to the said treatment being carried out for the purposes established. In addition, we inform you that you may exercise your rights of access, rectification, deletion and opposition, limit the processing of your data, or directly oppose the treatment, or exercise the right to portability of them, as established in the current legislation, by writing, attaching a copy of an official document that identifies you, addressed to the offices of King's College, Paseo de los Andes, 35, 28760 Soto de Viñuelas, Madrid or by email to [dpo@kingsgroup.org](mailto:dpo@kingsgroup.org).

Signature of Parent or Guardian  
Firma de Padre/Madre o Tutor

Date  
Fecha