

# Administration of Medication Policy



<b>Approved by:</b>	Governing Body
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## **National Context**

All schools are expected to develop policies on managing medicines, and have a duty to put in place effective management systems to support individual children with medical needs.

The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in school life, remain healthy, have full access to education (including school trips and PE), and achieve their academic potential.

The school believes it is important that parents of pupils with medical conditions feel confident that the school provides effective support for their children's medical conditions, and that pupils feel safe in the school environment. Some pupils with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010.

Pupils with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision.

## **School Content**

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in our school and to provide clear guidance for staff and carers on the administration of medicines. This policy statement must be considered in conjunction with other relevant policies, for example Health and Safety.

## **Roles and responsibilities of school staff**

All members of staff have a duty to maintain professional standards of care and to ensure that children and young people are safe. Our school will monitor and review individual needs and administer medicines in order to meet the all-round needs of the child. There is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

In response to the Disability Discrimination Act (DDA) 1995, we are making reasonable adjustments for disabled children, including those with medical needs, and we are planning strategically to improve access over time. We are also making reasonable adjustments to enable children with medical needs to participate fully in all areas of school life including educational visits and sporting activities.

The Head Teacher, in consultation with the Governing Body, staff, parents, carers, health professionals and the local authority will decide whether our school can assist a child with medical needs.

The Head Teacher is responsible for:

- Implementing the policy on a daily basis.
- Ensuring that the procedures are understood, that all staff are aware of policies and their individual role in its implementation.
- Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs.
- Ensuring that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Ensuring that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.

- Ensuring that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Instilling confidence in parents and pupils in the school's ability to provide effective support.

Staff, including supply staff, will be informed of any pupil's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care.

Positive responses by schools and settings to a child's medical needs will not only benefit the child directly but can also positively influence the attitude of their peers.

## **Roles and responsibilities of parents and carers**

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs.
- Keep the school updated with any change in their child's medical needs.
- Collect and dispose of any medications held in school at the end of each term.
- Ensure that medicines have NOT passed the expiry date.
- Provide any medication in a container clearly labelled with the following:
  - The child's name.
  - Name of medicine.
  - Dose and frequency of medication.
  - Any special storage arrangements.

## **Pupil Information**

At the start of each school year, parents/carers should give the following information about their child's long-term medical needs. THE INFORMATION MUST BE UPDATED AS AND WHEN REQUIRED AND AT LEAST ANNUALLY.

- Details of pupil's medical needs.
- Medication including any side effects.
- Allergies.
- Name of GP/Consultants.
- Special requirements e.g. dietary needs, pre-activity precautions.
- What to do and who to contact in an emergency.
- Cultural and religious views regarding medical care.

## **Administering Medication**

We expect parents/carers to administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).

A Request to Administer Medication Form must be completed. Staff members are not legally required to administer medicines or to supervise a pupil when taking medicine. This is a voluntary role.

The Head Teacher will determine if medication is to be administered in school, and by whom, following consultation with staff. All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.

Any member of staff, giving medicine to a pupil, should check on each occasion;

- Name of pupil.
- Written instructions provided by the parents/carers or doctor.
- Prescribed dose.
- Expiry date.

Written permission from carers will be required for pupils to self-administer medicine(s). A 'Request to Self- Administer Medication Form' must be completed.

## **Allergens, Anaphylaxis and Adrenaline Auto - Injectors (AAIS)**

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

## **Carrying Medicines**

For safety reasons, pupils are not allowed to carry medication. All medicines must be handed into reception on entry to the school premises.

## **Storage**

All medicine, in the care of the school, will be kept locked in the medicine cabinet. All medicine will be logged onto the schools' file. Reception staff may store pupil's inhalers which must be labelled with the pupil's name. Inhalers and other medicines must be labelled with the required dosage and must be returned to parents/carers when they run out of date.

## **Record Keeping**

Written records will be kept of all medicines administered to pupils. Each time medication is given to a child, a member of staff, will complete and sign a record sheet which is kept securely in the office.

These sheets record the following:

- Name of pupil.
- Date and time of administration.
- Who supervised the administration.
- Name of medication.
- Dosage.
- A note of any side effects.
- If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so.
- The quantity of medication before and after administration.

Proper record keeping will protect both staff and pupils and provide evidence that agreed procedures have been followed.

## **Refusing Medication**

If a child refuses to take their medication, no member of staff will force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal and any action then taken by the staff member will also be recorded. If concerns are raised regarding any refusal to take medication, then this should be referred to the parents/carers. If parents/carers are not available, then the NHS 111 service should be utilised for advice.

## **Training**

Training and advice will be accessed from health professions for staff involved in the administration of medicines. Training for all staff will be accessed on a range of medical needs, including any resultant learning needs as and when appropriate. Details of all training will be recorded.

## **Health Care Plan**

When appropriate a personal Health Care Plan, will be drawn up in consultation with school, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed at least annually.

## **Intimate or Invasive Treatment**

Intimate or Invasive treatment will only take place at the discretion of the Head Teacher with written permission from the parents/carers and only under exceptional circumstances. Two adults, one of the same genders as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an annual basis. All such treatments will be recorded. The Governing Body will be informed at least annually of any intimate or invasive treatment carried out by school staff.

## **Educational Visits**

To enable, as far as possible all pupils to have access to all activities and areas of school life, a risk assessment will be undertaken to ensure the safety of all participants in educational visits. No decision about a child with medical needs attending/ not attending a school visit will be taken without prior consultation with parents/carers.

## **Residential visits**

Sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for activities e.g. swimming, we may request the assistance of the parents/carers.

## **Home – to – school transport**

Arranging home-to-school transport for pupils with medical conditions is the responsibility of the Local Authority (LA). Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils with life-threatening conditions.

## **Emergency Procedures**

The Head Teacher will ensure that all members of staff are aware of the school's planned emergency procedures in the event of medical needs.

## **Staff Medication**

In order to safeguard children from accessing medication on the school grounds:

No medication including over the counter drugs such as paracetamol should be taken into school classrooms. All medication must be stored within the secure medicine cabinet in office.

Should a staff member require privacy to administer e.g. insulin etc, then permission should be sought from Head Teacher to use the first aid room.

All medication should be self-labelled, including non-prescription items, and collected back at the end of the day.

## **School Practice**

The school will not:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore medical evidence or opinion.
- Ignore the views of the pupil or their parents or carers.
- Send an unwell pupil to the Medical Room or School Office alone or with an unsuitable escort
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Create barriers to pupils participating in school life, including school trips.

## **Complaints**

Parents/carers wishing to make a complaint concerning the support provided to pupils with medical conditions are advised to speak to the school in the first instance. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedures, as outlined in the Complaints Policy.