



Spring Gardens Primary School

Administration of Medicines Policy

July 2022

Review date July 2023

ADMINISTRATION OF MEDICINES POLICY

Statement of the Policy

The purpose of this policy is to give advice to school staff, parents and carers in relation to the administration of medicines in school both as a matter of routine and in an emergency.

Spring Gardens Primary will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

Spring Gardens Primary School is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

Roles and Responsibilities

- This policy refers to prescribed medication only as **non-prescribed drugs will not** be administered by school based staff.
- Unless children are acutely ill they should attend school. To facilitate this it may be necessary for them to take medication during school hours; however this should only be when essential. Where clinically appropriate, medicines can be prescribed in dose frequencies which enable it to be taken outside of school hours. Parents should be encouraged to ask the prescriber about this. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime and therefore will not be administered at school.
- The Governing Body has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: culture, ethnicity/national origin, religion, gender, disability or sexual orientation.
- The Governing Body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- The Governing Body is responsible for ensuring the correct level of insurance is in place for the administration of medication.
- The Headteacher is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- The Headteacher is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
- The Headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Spring Gardens Primary School.
- The Headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.

- There is no legal duty which requires staff to administer medication; this is a voluntary role and staff members have the right to refuse.
- Staff who assist with any form of medication, in accordance with the procedures detailed within this guidance, are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that the procedures are followed as described here.
- If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.
- It is a Parents/Carers responsibility to keep the school informed about any changes to their child/children's health.
- Parents/Carers are expected to complete an Agreement to Administer Medicine prior to bringing medication into school. *Appendix 1*
- Parents/Carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- The Headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- In the case of designated staff absence, the Headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.
- It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with other members of staff.
- The school will have a system of record keeping. Records of all administration and disposal of medications must be kept on file. *Appendix 2*

Training of Staff

- Teachers and support staff will receive a copy of the Administering Medication Policy.
- The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- All relevant staff will be made aware of a pupil's medical condition.
- The Headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

Medication

- Prior to staff members administering any medication, the Parents/Carers of the pupil must complete and sign an Agreement to Administer Medicine. *Appendix 1*
- No pupil under the age of 16 will be given medicines without written parental consent.
- All medication must be in the original container, in date and all medication must be clearly labeled with pharmacy dispensing label including:
 - the child's name
 - the name and strength of the medication
 - the dosage and when the medication should be given
 - the expiry date
- If two medications are required, these should be in separate, clearly and appropriately labeled containers.
- Medicines which do not meet these criteria will not be administered.
- For children with severe allergies requiring epi-pen and medication duplicate medicines are required, one of which will be stored in the classroom of the child and one in the main medicines storage unit.
- On arrival at school, all medication is to be handed to the designated member of staff by the parent, unless there is prior agreement with school and pupil for the pupil to carry medication (e.g. asthma inhalers) and details of this are entered on the medication record. *Appendix 5*
- Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as asthma inhalers, will be readily available to staff and pupils.
- Only suitably qualified staff will administer a controlled drug.
- Pupils will never be prevented from accessing their medication.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- Parents/Carers will be consulted before a pupil is given approval to be responsible for their own medication.
- It is a Parent/Carer's responsibility to notify school of any change in medication or administration.
- Spring Gardens Primary School and designated staff cannot be held responsible for side effects which occur when medication is taken correctly.

- Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with Parents/Carers.

Storage of Medication in School

- Medication must be stored in a locked, cabinet with the key stored in an accessible but restricted place known to the designated members of staff.
- If fridge storage is required this must be lockable and in a designated area of the school.
- Once removed from the cabinet, medication should be administered immediately and never left unattended.
- When medicines are no longer required, they will be returned to the parents/carers of the pupil or disposed of at the local pharmacy.
- Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.

Documentation

- Samples of documentation are included in the appendices.
- Each pupil receiving medication will have the following documentation where appropriate:
 - Written request for school to administer medication *Appendix 1*
 - Pupil record of medication administered *Appendix 2*
 - Parental/guardian consent for school trips
 - Self-Administration Record (asthma/diabetes) *Appendix 5*
- In addition, pupils with complex medical needs will have an Individual Health Care Plan (IHCP). *Appendix 3*

Administration of Medication

- Medicine should be administered in an appropriate/confidential room.
- Before medication is administered, the child's identity must be established by checking with another competent adult, who should also confirm the correct medication is being administered.
- Staff will follow directions for administration provided in writing by the health practitioner.
- Staff will record details of each administration. *Appendix 2*
- A child should never be forced to accept medication and where medication is refused parents will be informed.

Self-Administration of Medication

- Parents/guardians must complete a written request form for a child to self-administer medication. (Examples would include Insulin and or asthma medication.) This would only be

allowed if a child has been trained and is competent to administer their own medication.
Appendix 5

- All children who self-administer their medication must report to a staff member when doing so and it must be recorded on their Administration of Medicines record.

Emergency Medication

- Emergency medication is subject to the same request and recording systems as non-emergency medication, with additionally signed consent and written Health Care Plan (managing medicines). *Appendix 3*
Please see guidance on the completion of ICP. *Appendix 4*
- This type of medication will be readily available.
- The consent and Health Care Plan are to be kept with the medication.
- The Health Care Plan must be checked and reviewed annually.
- It is a Parent/Carer's responsibility to notify school of any change in medication or administration.
- The Health Care Plan should identify:
 - Where the medication is stored
 - Who should collect it in an emergency
 - Who should stay with the child
 - Who will telephone for an ambulance/medical support
 - Contact arrangements for parents/carers
 - Supervision of other pupils
 - Support for pupils witnessing the event

Health Care Plan (Managing Medicines)

For chronic or long-term conditions and disabilities, a Managing Medicines Health Care Plan will be developed in liaison with the pupil, parents/carers, Headteacher, special educational needs coordinator (SENCO) and medical professionals, where appropriate.

- The following information should be recorded in the Health Care Plan.
 - The medical condition, as well as its triggers, signs, symptoms and treatments
 - The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements
 - The specific support needed for the pupil's educational, social and emotional needs
 - The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
 - The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
 - Which staff members need to be aware of the pupil's condition
 - Arrangements for receiving parental consent to administer medication
 - Separate arrangements which may be required for school trips and external activities
 - Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised
 - What to do in an emergency, including whom to contact and contingency arrangements

- What is defined as an emergency, including the signs and symptoms that staff members should look out for
- HCPs will be routinely monitored throughout the year and reviewed annually.

Record Keeping

- Records of Parental/Carer consent and Health Practitioner instructions including those for self-administration consent, should be reviewed and confirmed annually (September).
- Record of administration of medication including amount administered is to be on file and when medication course completed must be filed in the pupils file.
- An agreement to administer medicine should be completed by the parent/carers each time there is a request for medication to be administered or if there are changes to medication or administration instructions.
- The agreement must include:
 - Child's name, class and date of birth
 - Reason for medication
 - Name of medication, timing of administration and dosage of medication.
 - Name and details of Doctor and/or Health Practitioner
- Reasons for not administering regular medication must be recorded and parents informed immediately/within 24 hours.
- The school must keep records of administration of medication on a child's file.

Designated Staff Members as at September 2022

- Mr T Jones
- Miss Rachel Toner
- Mrs F Royle

Monitor and Review

- This policy is reviewed every two years by the Governing Body and the Headteacher.
- Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- Spring Gardens Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

Attached appendices relating to this policy

<i>Appendix 1</i>	<i>Agreement to administer medicine</i>
<i>Appendix 2</i>	<i>Record of Medicine/s Administered</i>
<i>Appendix 3</i>	<i>Health Care Plan (Managing Medicines)</i>

Appendix 4

Guidance notes on completion of Health Care Plan

Appendix 5

Request for child to carry own medicine (e.g. inhaler/insulin)

Appendix 1

Spring Gardens Primary School
Agreement to Administer Medicine

Name of Child	
Date of Birth	
Class	
Name & strength of medicine	
Date received	
Dose and frequency	
Expected end date of medication	
Expiry date of medicine	
Doctor/Health Centre	
Date medicine returned to parent	
Date medicine disposed of / how	

It is agreed that _____
Name of child

will receive the above detailed medicine at the following time/s _____

Medication will be administered by one of the designated staff members.

Parent/Carer Signature: _____ Date: _____

Headteacher Signature: _____ Date: _____

Appendix 2

**Spring Gardens Primary School
Administration of Medicine Record**

Child's Name: _____ Date of Birth _____

Medicine _____ Strength _____ Dose _____

[illegible]

Appendix 3

Spring Gardens Primary School

Health Care Plan (Managing Medicines)

Name of Child _____

Date of Birth _____

Address _____

Medical Condition / Diagnosis

Outline medical needs and give details of child's symptoms

Describe what constitutes an emergency for the child and the action to be taken

List any regular medication prescribed for this condition

1. _____
2. _____
3. _____
4. _____
5. _____

Details of daily management of medication if necessary

Please include any emergency care information e.g. before sport or at lunchtime

Any additional advice from relevant health care professionals

Family information/Emergency Contact

Parent/Carer name _____

Mobile No. _____ Alternative No. _____

Second Contact Name _____

Mobile No. _____ Alternative No. _____

Doctor's/HealthCentre Name _____

Contact No. _____

Authorisation for the Administration of Emergency Medication

Parent/Carer Signature _____ Date _____

Parent/Carer Full Name _____

Please Print

Guidance note on completion of Individual Health Care Plan

Please include only information relevant to the medical condition, please be as concise and informative as possible and include:-

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, additional support in catching up with lessons and counselling sessions
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring
- who in the school needs to be aware of the child's condition and the support required
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- what to do in an emergency, including whom to contact, and contingency arrangements

Appendix 5

Spring Gardens Primary School

Agreement for Self Administration of Medicine

Name of Child _____

Date of Birth _____

Address _____

Medical Condition / Diagnosis

Name and strength of medicine

Note: if more than one medicine is to be given then a separate form should be completed for each one.

To be completed for children suffering from asthma

What signs indicate you child is having an asthma attack?

Can you child tell when they require their medicine? YES / NO

Does your child require help taking their asthma medication YES / NO

Please give details of dosage and use of inhaler

Number of puffs _____ Frequency _____

I would like my Son/Daughter to keep their medicine with them for use as necessary YES / NO

I have explained the consequences of misuse of this medication to my child YES / NO

In case of emergency I give permission for school to administer emergency
Salbutamol inhaler to my child as per instructions on my childs records YES / NO

Parent/Carer Signature _____ Date _____

Parent/Carer Full Name _____

Please Print