



Policy Document for: Administration of Medicines

Approved: November 2020

Next review: November 2021

Introduction

Schools are expected to develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs. At the schools within the Timu Academy Trust we believe that positive responses to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

All members of staff have a duty to maintain professional standards of care and to ensure that our pupils are safe. In response to the Equality Act 2010, we make reasonable adjustments for disabled school users, including those with medical needs, and we plan strategically to improve access over time. In response to the requirement to support pupils at school with medical conditions we also produce individual healthcare plans and make reasonable adjustments to enable pupils with medical needs to participate fully in all areas of school life including educational visits and sporting activities.

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. However, some support staff at our schools routinely carry this out. In an emergency, swift action must be taken by any member of staff to assist any child and teachers and school staff have a common law duty of care to act like any reasonably prudent parent. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.

This policy statement must be considered in conjunction with the schools' health and safety policy. Administration of medicines is not considered to be first aid and a separate policy on first aid exists.

Objectives and targets

The purpose of this policy, in conjunction with the policy on supporting pupils at school with medical conditions, is to put into place effective management systems and arrangements to support those children with medical needs in our school and to provide clear guidance for staff and parents/carers on the administration of medicines so that all children with a medical requirement can be cared for well while in the school.

Action plan

Non-prescribed medicines e.g. pain relief are not routinely administered in our schools and are never administered without first checking maximum dosages and when the previous dose was taken. The prior consent of parents is required if possible and they will, in any case, be informed. Calpol and Piriton (antihistamine) may be administered at school without a prescription if deemed necessary and consent given. Aspirin and ibuprofen are never given unless prescribed by a doctor.

For any child who will need to have medicine administered at school on a regular basis, an **individual healthcare plan** will be drawn up in consultation with the school, parents/carers and where necessary health professionals. The healthcare plan will outline the child's needs and the level of support required in school. It will be reviewed at least annually.

Under the Management of Health and Safety at Work Regulations 1999 covering the administration of medicines no child under 16 will be given medicines without their parent's written consent so any parent wishing their child to have medication administered must complete the form **'Parent request for school to administer medication'** (see appendix 1). **The school must agree to the request by counter-signing the request form.**

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. All medication will be kept in the designated cabinet in the school office or for regular medication such as Asthma pumps or Epi Pens in the classroom designated cabinet.

Children may carry, and administer, their own medicines if they are considered able to do so and if the parent has completed the form **'Request to self-administer medication'** (see Appendix 2). If this is the case, then staff need only to supervise the action.

If a child refuses to take medicine, staff must not force them to do so, but should note this in the records along with the reasons for refusal and any action then taken by the staff member. Parents will be informed of the refusal as soon as possible on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Children with medical needs have the same rights of admission to school as other children, and cannot generally be excluded from school for medical reasons. Occasionally though a pupil's presence on the school site represents a serious risk to the health or safety of other pupils, or school staff, and the Head of School or CEO may send the pupil home that day after consultation with the parents. This is not an exclusion and may only be done for medical reasons.

Roles and responsibilities

Head of School

The Head of School, in consultation with the CEO and governing body, staff, parents/carers and health professionals will decide how our schools can assist a child with medical needs. The Head of School is responsible for:

- Implementing the policy on a daily basis.
- Ensuring that the procedures are understood and implemented.
- Ensuring appropriate training is provided.
- Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs.
- Determining if medication is to be administered in school, and by whom, following consultation with staff.
- Ensuring that all members of staff are aware of the school's planned emergency procedures in the event of medical needs.

School staff

- 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.
- 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.
 - That the medication is labelled and provided in the original container as dispensed by a pharmacist and includes the instructions for administration, dosage and storage. (The

- exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container).
- Expiry date of the medication and of the request to administer it.
 - That permission has been granted by the Head of School to administer medication to the child.
 - That any needles and other sharps are placed in the sharps box for disposal.
 - If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.
 - Staff must complete and sign the form 'School record of the administration of medication' (see Appendix 3) each time they give medicine to a child. School staff involved in the administration of medicines will receive training and advice from health professionals.
 - School staff will undertake a risk assessment to ensure the safety of all participants in educational visits and to enable, as far as possible, all pupils to have access to all activities and areas of school life. No decision about a child with medical needs attending/not attending a school visit will be taken without prior consultation with parents/carers. The same will apply for residential visits and 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, eg swimming, we may request the assistance of the parent/carer.

Parents/carers

At our schools we expect parents/carers to administer medication to their children at home if at all possible. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

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 **'Parent request for school to administer medication'** form must be completed (see appendix 1).

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs.
- 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.
 - Collect and dispose of any medications held in school 3x year
 - Ensure that medicines have NOT passed the expiry date.

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. This information will be kept on a Health Care Plan

- 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.

In some exceptional circumstances, pupils may be able to self-administer medication. In these cases written permission from parents/carers will be required. A **'Request to self-administer medication'** form (see appendix 2) must be completed.

Confidentiality

In compliance with the general data protection regulation (GDPR) (TIMU ACADEMY TRUST) offers a privacy notice which explains to parents how the school may use and share confidential medical and other information which is held concerning their child.

Carrying and storage of medicines

For safety reasons, pupils are not allowed to carry medication, with the exception of Epi-pens or other vital medicines. Parental permission must be given for these medications to be carried by the child at all times and this must be recorded on the Health Care Plan.

All other medicines must be handed into the administration office on entry to the school premises where it will be kept locked in the administration office and logged onto the school's file (appendix 1).

Pupils must be made aware of where their medication will be stored. Teachers may store pupils' inhalers and epi pens, which must be labelled with the pupil's name.

Where children have been prescribed controlled drugs, staff must be made aware that these should be kept in safe custody.

Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. **Medicines and devices such as asthma inhalers, epi pens, blood glucose testing meters and adrenaline pens should always be readily available to children.** This is particularly important to consider when outside of school premises e.g. on school trips.

Monitoring and evaluation

The schools will monitor and review the individual needs of pupils and administer medicines in order to meet the all-round needs of each child on an on-going basis.

Reviewing

The policy will be reviewed annually by the Local Governing Body.

Covid 19 – Addendum

Medications may be administered via a designated first aider from each community to minimise the crossing of bubbles during the pandemic. The administrator will be wearing gloves and if appropriate PPE.

APPENDIX 1 - PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

School cannot give your child medicine unless you complete and sign this form **and** The Head of School or Senior Teacher has agreed that school staff can administer the medication.

Personal details

Name of pupil:	
DOB:	Class:
Contact telephone number:	
Condition or illness:	

Medication

Name/type of medication: (as described on the container)
Special storage requirements:
Date dispensed:
How long will your child take this medication?

Full directions for use

Dosage:
Frequency/timing:
Method:
Any particular problems with administration?
Side effects: (see attached sheet – photocopy the enclosed medical information sheet)

Parental declaration

I will ensure that the appropriate staff members are aware when medicine arrives at school. I will complete another form if any of the above information changes.

Signature:

Date:

Relationship to child:

School Authorisation Signature

APPENDIX 2 - REQUEST TO SELF-ADMINISTER MEDICATION

This must follow a discussion with Parents, Head of School and Medical professionals. The school will not give your child permission to self-administer unless you complete and sign this form (part 1) **and** the Head of School or Senior Teacher has agreed to self-administration (part 2). Separate forms should be used for each medication required.

Part 1: To be completed by parent/carer

Personal details

Name of pupil:	
DOB:	Class:
Contact telephone number:	
Condition or illness:	

Medication

Name/type of medication:(as described on the container)
Special storage requirements:
Date dispensed:
For how long will your child administer this medication?

Full directions for use

Dosage:
Frequency/timing:
Method:
Any particular problems with administration?
Side effects: (see attached sheet – photocopy the enclosed medical information sheet)

Parental declaration

I will ensure that the appropriate staff members are aware when medicine arrives at school. I will complete another form if any of the above information changes.

Signature:

Date:

Relationship to child:

Part 2: To be completed by Head of School or a member of SLT

THE SETTING AGREEMENT FOR PUPIL TO SELF-ADMINISTER MEDICATION

Having taken into consideration any risk and insurance implications Bobbing Village School/ Iwade School (delete as appropriate)

.....agrees to allow (name of child) to self-administer their named medication.

Name of authoriser (please print)

Signature of authoriser:

Date:

