



Administering Medicines Policy

This policy is drawn up in consultation with staff and is based on guidelines from the DfE publication '*Supporting Pupils with Medical Needs*' and the Emmaus Federation's policy: Supporting Pupils with Medical Needs Policy.

Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medicine.

Other pupils have medical conditions that, if not properly managed, could limit their access to education.

Support for pupils with Medical Needs

Parents or guardians have the prime responsibility for their children's health and should provide the school with information about any medical condition.

There is no legal duty which requires school staff to administer medicine; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medicine will require access to relevant information and training.

Short Term Medical Needs/Non-Prescription Medication

Medication should only be taken to school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should ask the prescribing doctor or dentist about this.

However, the school recognises that sometimes children do need to take medicines in school time. If this is the case, there has to be prior written agreement, parents can request an 'Administration of Short-Term Medicine in School' form from the school office.

Medicines must be handed over to the office in a named container with the dosage requirements clearly labelled.

Any dose given is recorded on the record of medicine administered to an individual child form. Two adults should be present for the administration of any medication.

Medication is to be administered sensitively and in a private area. The medication is stored in a wall mounted lockable medicine cabinet in the school office at Swineshead and Sutterton unless it is medication that requires refrigeration or is an emergency medication such as an inhaler, insulin or an EpiPen. These types of medication are stored in secure place within the classroom that the staff and pupil is aware of.

On residential visits, the school will send a letter prior to the visit to ask permission from parents to administer children's pain killers, such as Calpol, should the need arise whilst the child is away from home.

Long term Medical Needs

The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. The school requests that a Health Care Plan is filled in to inform them of the following:

- Details of the condition
- Special requirements
- Medication and any side effects
- What to do, and who to contact in an emergency
- The role the school can play

Health Care Plans

- Some children require a health care plan to identify the level of support that is needed at school. The plans may identify specific training needed by volunteer staff. Staff should not give medication without appropriate training.
- Training is given on an individual child basis, by the local health authority (usually the school nurse) for administering Insulin and EpiPen's.
- Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment.
- Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances.
- If a prescribed change of medication or dosage is required, a revised healthcare plan is to be completed with 5 working days of this change.

Administering Medicines

No pupil under 16 should be given medication without written parental consent. Authorised personnel should check:

- Pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date
- The detailed instructions for administering the medication as explained on the HCP

Self-Management

It is good practice to allow pupils who can be trusted to do so to manage their own medication from an early age. With this aim in mind, and for reasons of immediacy, children with inhalers will be expected to administer the required dose themselves. Inhalers should be kept in the classroom in a safe place known and accessible to the children. All inhalers must be named. Children are reminded not to share inhalers.

Refusing Medication

If pupils refuse to take medication, the school will not force them to do so and will inform parents immediately.

Record Keeping

Parents are responsible for supplying information about medicines and for letting the school know of any changes to the prescription or the support needed. Parents/carers are responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to replace any medication with a replacement before expiry. The record of medicine administered to an individual child must be completed each time medication is administered.

School Trips

Pupils with medical needs are encouraged to participate in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place.

Sometimes an additional adult might accompany a particular pupil. There may also be the need to undertake a risk assessment for a particular child.

Sporting Activities

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example. Teachers supervising sporting activities are made aware of relevant medical conditions and all medication is taken to PE lessons.

Storing Medication

Any medication should be in packaging that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and within expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate package. Staff should not transfer medicines from its original packaging.

Medication which is required as an emergency measure (e.g. asthma, EpiPen's, inhalers etc.) should be kept in an accessible location within the classroom that the child and all staff in the classroom are aware of. Any new staff members must be

informed of the location of all emergency medication as part of the induction process (e.gf. supply/relief staff).

Controlled medication, other than non-emergency medication or medication which requires refrigeration, must be stored in a wall mounted locked medical cupboard in the school office at Swineshead or Sutterton. The keys for the medical cupboard are kept separately in the school office where they can be supervised by a member of office staff.

The location of the stored medication is included on the *record of medicine administered to an individual child* form.

Disposal of Medicines

The school does not dispose of medicines. Parents should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

Hygiene Control

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Emergency Procedures

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff.

Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and, ideally, have public liability vehicle insurance.

This policy will be reviewed every 3 years, or sooner if circumstances change.

Signed:

Mrs CV Collett
Executive Headteacher

Signed:

Mrs J Powell
Chair of Governors

September 2022

Review date: September 2025

Appendix:

- Record of medicine administration to an individual child
- Healthcare plan

Healthcare Plan for pupils with medical conditions at school

1. Pupil's Information

| | | | |
|---------------|--|--|-------------|
| Child's name | | | |
| Class | | | |
| Date of Birth | | | Male/Female |

2. Contact Information

| | | | |
|-----------------|--|--|--|
| Pupil's address | | | |
| | | | |
| Post Code | | | |

Family contact 1

Family contact 2

| | | | |
|-------------------------|--|-------------------------|--|
| Name | | Name | |
| Relationship with child | | Relationship with child | |
| Phone No. (mobile) | | Phone No. (work) | |
| (home) | | (home) | |

| | | | |
|-----------|--|--------------------------------|--|
| GP | | Clinic/Hospital contact | |
| Name | | Name | |
| Address | | | |
| Phone No. | | Phone No. | |

3. Details of Pupil's Medical Conditions

| |
|---|
| Medical diagnosis or condition: |
| |
| |
| Signs and symptoms of the condition: |
| |
| |
| Triggers or things that make the pupil's condition worse: |
| |
| Facilities, equipment or devices required or environmental issues or concerns |
| |
| What to do in an emergency: |
| |

4. Daily Healthcare Requirements

| |
|---|
| During school hours: (e.g. Dietary, therapy, nursing needs, social, emotional or before physical activity) |
| |
| |
| |

5. Specialist Education Arrangements Required

| |
|--|
| (e.g. Activities to be avoided, special educational needs, including those required for off site visits) |
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| |

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| |
|--|

6. Routine Medication to Be Taken During School Hours

| Medication 1 | Medication 2 |
|--|---|
| Name/type of medication(on the container): | Name/type of medication (on the container): |
| None | None |
| | |
| | |
| Expiry Date: | Expiry Date: |
| Dose and administration (the amount of medication to be taken and how to be taken e.g., tablets, medicine, inhaler, injection- as stated on prescription) | Dose and administration (the amount of medication to be taken and how to be taken e.g., tablets, medicine, inhaler, injection – as stated on prescription) |
| | |
| | |
| | |
| When is it taken (time of day)? | When is it taken (time of day)? |
| | |
| | |
| Are there any signs when this medication should not be given? | Are there any contradictions signs when this medication should not be given? |
| | |
| | |
| | |
| Are there any side effects to be aware of? | Are there any side effects to be aware of? |
| | |
| | |

| | |
|--|--|
| Can the pupil administer the medication themselves? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision | Can the pupil administer the medication themselves? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision |
| Specialist training required <input type="checkbox"/> Yes <input type="checkbox"/> No | Specialist training required <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, names of trained staff to be added by school | If yes, names of trained staff to be added by school |
| | |

7. Emergency Medication

(Please complete even if it is the same as regular medication)

| |
|--|
| Name/type of medication as described on the container): |
| None |
| |
| Describe the signs and symptoms that indicate an emergency for this pupil |
| |
| |
| Are there any contradictions (signs when medication should not be given)? |
| |
| |
| Are there any side effects that the school need to know about? |
| |
| |
| Can the pupil administer the emergency medicine themselves? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision |
| Specialist training required <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, names of trained staff to be added by school |
| |

Is there any other follow up care necessary?

Who should be notified?

Parents/carer GP Specialist

8. Parent/Carer Approval for School Staff to Administer Medication to This Pupil

The information included within this Health Care Plan is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff to administer medicine in accordance with the school policy. I will inform the school immediately in writing if there is any prescribed change to the medicine, dosage or frequency of the medication or if the medicine is stopped.

Child's Name

Parents/Carers Name:

Signed:

Date:

9. School Agreement (to be completed by School Staff)

| | |
|---|--|
| Have all areas of the form been completed or marked N/A | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Has Parent/Carer signed Section 8 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is all medication stored in its original container with the child's name and prescription details attached? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Has a record of medicine administered to a child been created for each medicine recorded in this plan? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Member of Staff Reviewing HCP: | |
| Signed: | |
| Date: | |
| Forms copied to: | |
| Person responsible for providing support in school: | |

HCP's should be reissued for parental completion once per academic year or when the medication or the dosage change