



Administering Medications Policy

Policy Approved	March 2020
Review Date	March 2022
Responsible Staff	R. Flanders
Governor	J. Weaver

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Statement of intent

Hoole Church of England Primary School 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 in line with our school Vision & Values statement.

"Let your light shine"
Matthew 5:14 Sermon on the Mount

We work together to support children to let their lights shine brightly as:

- **Enthusiastic, curious, independent thinkers – motivated, reflective and resilient learners** who persevere when faced with challenges and who celebrate their achievements and those of their friends;
- **Respectful, compassionate and kind friends** who are able to work with others, forgive, trust, support and communicate with others;
- **Confident individuals** who understand their own worth; how to stay safe and healthy and how to manage feelings and relationships;
- **Tolerant and responsible citizens** who show respect for others, and a commitment to appreciate and contribute positively to the world around them.

This policy has been developed in line with the Department for Education (DfE) guidance: 'Supporting pupils at school with medical conditions'.

The 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.

1. Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015

2. Definitions

Hoole Church of England Primary School defines "medication" as any prescribed or over the counter medicine.

Hoole Church of England Primary School defines "prescription medication" as any drug or device prescribed by a doctor.

Hoole Church of England Primary School defines a "staff member" as any member of staff employed at the school, including teachers.

For the purpose of this policy, "medication" will be used to describe all types of medicine.

3. Procedures for the Administration of Medication in schools

NHS West Cheshire Clinical Commissioning Group has agreed a policy in supporting self-care for minor or self-limiting conditions. The policy states that for these conditions, patients (or their parents) are encouraged to self-care, and are expected to buy over-the-counter (OTC) medicines when appropriate. Therefore, GPs will not routinely prescribe these medicines.

4. Administering over the counter medication in the light of the NHS West Cheshire Clinical Commissioning Group policy

We, as a school, are now permitted to administer over-the-counter (OTC) medicines when appropriate.

Written permission from parents/carers must be obtained before administration using the school form.

Examples of medicines that do not require a prescription and which parents can give permission to administer include:

- Paracetamol, ibuprofen or antihistamines - provided they are supplied in packaging with clear dosage instructions that are age appropriate for the child
- Moisturising / soothing preparations for minor skin conditions

All medication must be in the original container and show dosage/expiry date to be administered by a qualified first aider within school.

To help determine whether a child is well enough to attend school, or an Early Years Provider setting, parents can be advised to review the NHS Choices website.

If two prescribed medications are required, these should be in separate, clearly and appropriately labelled containers as above.

Arrangements can also be made for parents/carers to come into school to administer medication if required.

On arrival at school, all medication is to be handed to the school office and documentation completed by the parent/carer, unless there is prior agreement with school and pupil for the pupil to carry medication (e.g. asthma inhalers) and details entered in the medication record.

5. Key roles and responsibilities

The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Hoole Church of England Primary 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: ethnicity/national origin, culture, 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 governing body 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 governing body 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 governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Policy.

The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Hoole Church of England Primary School.

The headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.

The headteacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.

Staff, including teachers, support staff and lunchtime supervisory staff, are responsible for following the policy and for ensuring pupils do so also.

Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.

Parents/carers are expected to keep the school informed about any changes to their child/children's health.

Parents/carers are expected to complete a medication administration form prior to bringing medication into school.

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 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.

6. Training of staff

Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

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 where relevant.

Hoole Church of England Primary School will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

7. Medication

Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form.

Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered.

Before administering medicine, maximum dosages and when the previous dose was taken will be checked.

A maximum of four weeks' supply of medication may be provided to the school.

When medicines are no longer required, they will be returned to the parents/carers of the pupil.

Medications will only be administered at school if it would be detrimental to the child not to do so.

In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and pupils.

Any medications left over at the end of the course will be returned to the pupil's parent/carer.

Written records will be kept for any medication administered to pupils.

Hoole Church of England Primary School 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.

8. Individual healthcare plans (HCP)

For chronic or long-term conditions and disabilities, an HCP will be developed in liaison with the pupil, parents/carers, headteacher, Inclusion Leader and medical professionals.

When deciding what information should be recorded on a HCP, the governing body will consider the following:

- 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.

The governing body will ensure that HCPs are reviewed at least annually. HCPs will be routinely monitored throughout the year by the Inclusion Leader.

9. Monitor and review

This policy is reviewed every two years by the governing body and the headteacher. The date of the next review is March 2022.

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.

Hoole Church of England Primary School will seek advice from any relevant healthcare professionals as deemed necessary.