



Policy for the Administration of Medicines

Introduction

- 1) The purpose of this policy is to put in place effective management systems and arrangements to support children and young people with medical needs in school and to provide clear guidance for staff and parents on the administration of medicines. This document, where appropriate, should be considered in conjunction with all other relevant policies. (e.g. Safeguarding/Health and Safety/Inclusion/Equal Opportunities)

Roles and Responsibilities

- 2) All staff in schools and early years settings have a duty to maintain professional standards of care and to ensure that children are safe. It is expected good practice that schools and settings will review cases individually and administer medicines in order to meet the all round needs of the child. However, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.
- 3) Under the 1995 Disability Discrimination Act and the 2010 Equality Act schools and settings should be making reasonable adjustments for disabled children, including those with medical needs, and are under a duty to plan strategically to increase access over time. Schools should consider what reasonable adjustments they need to make to enable children with medical needs to participate fully in all areas of school life, including educational visits and sporting activities.
- 4) The Headteacher, in consultation with the Governing Body, staff, parents, health professionals and the local authority, is responsible for deciding whether the school can assist a child with medical needs. The Headteacher is responsible for:
 - a) Implementing the policy on a daily basis.
 - b) Ensuring that the procedures are understood and implemented
 - c) Ensuring appropriate training is provided
 - d) Making sure that there is effective communication with parents, children, school staff and all relevant health professionals concerning the pupil's health needs.
- 5) Staff, including supply staff, must always be informed of a child's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff will be informed of the designated person with responsibility for medical care.

Parents/Carers

- 6) It is the responsibility of parents to:
 - a) Inform the school of their child's medical needs
 - b) Provide any medication in a container clearly labelled with the following:
 - The child's name
 - Name of medicine
 - Dose and frequency of medication
 - Special storage arrangements
 - c) Collect and dispose of any medicines held in school at the end of each term

- d) Ensure that medicines have not passed the expiry date

Pupil Information

7) Parents are required to give the following information about their child's medical needs and to update it at the start of each school year. This is carried out by the issuing of a pro-forma which is then kept in the class safeguarding file.

- Details of pupil's medical needs
- Allergies
- Name of GP
- 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

- 8) It is expected that parents will normally administer medication to their children at home. No medication will be administered without prior written permission from the parents, including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). A **Request to Administer Medicine at School** form must be completed. As stated in '2' above, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.
- 9) The Headteacher will decide whether any medication will be administered in school, and following consultation with staff, by whom. All medicine will normally be administered during breaks and lunchtime. If, for medical reasons, medicine has to be taken at other times of the day, arrangements will be made for the medicine to be administered as close as possible to the prescribed times. Pupils will be told where their medication is kept and who will administer it.
- 10) Any member of staff, on each occasion, giving medicine to a pupil should check;
- a) Name of pupil
 - b) Written instructions provided by the parents or doctor
 - c) Prescribed dose
 - d) Expiry date
- 11) If a child refuses to take their medication, staff will not force them to do so. Parents will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet.

Storage

- 12) All medicine will be kept in a locked cabinet in the Headteacher's office. Inhalers are stored in classroom stockrooms with the child's name on.

Records

- 13) Following the administration, the Headteacher or member of staff administering the medicine will complete the **Log of Medicines Administered** which details the name and dosage of medicine, date and time of administration and name of person administering. This is then countersigned by the parent at the earliest possible opportunity. This record, together with the **Request to Administer Medicine at School** form, are kept in the Master Safeguarding file in the Headteacher's office. Where appropriate, a personal Health Care Plan will be drawn up in

consultation with school, parents and relevant health care professionals. The Health Care Plan will outline the child's needs and the level of support required in school.

Intimate or Invasive Treatment

14) This will only take place at the discretion of the Headteacher and Governors, with written permission from the parents and only under exceptional circumstances. Two adults (where possible, one of the same gender as the child) must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis. All such treatment will be recorded.

School Trips

15) To ensure that, as far as possible, all children have access to all activities and areas of school life, a thorough risk assessment will be undertaken to ensure the safety of all children and staff. No decision about a child with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/carers.

16) Residential trips and visits off site;

- a) Sufficient essential medicines and appropriate plans will be taken and controlled by the member of staff leading the trip.
- b) If it felt that additional supervision is required during any activities (e.g. swimming) school may request the assistance of the parent.

Emergency Procedures

17) The Headteacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical needs.

Carrying Medicines

18) For safety reasons children are not allowed to carry medication. All medicines must be handed to the school administration staff, Headteacher or Class Teacher on entry to the premises.

Designated Person

The designated member of staff for the administration of medicines is normally the Headteacher (Deputy Headteacher in his absence). Other specific arrangements may be made for individual pupils where it is more practical for medicine to be administered by another staff member, provided that staff member is willing to do so on a voluntary basis. .