



## Eldwick Primary School

# Administering Medications Policy

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**Version 2**

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**Author / Owner** Headteacher/Deputy

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### Statement of Intent

Eldwick Primary School wishes to ensure that pupils with medication needs receive appropriate care and support at school. We will work with families to allow their children maximum attendance and participation at school.

Our staff will demonstrate their commitment to this by undertaking appropriate training with the proviso that no staff have medical training (other than First Aid training, training given on individual cases and Epipen/Asthma training etc.) We expect that all Learning Support Assistants undertake First Aid training (unless there is a valid exception).

The team of First Aiders will be headed up by our Resources & Pupil Welfare Coordinator who will oversee all aspects of Medical Needs in conjunction with the Headteacher, Deputy and families. Staff will always work in pairs to administer complex medication.

Where it is possible for medication to be taken at home we expect that that is done. Only in exceptional circumstances and for chronic conditions would we expect to be administering medication at school.

When residential visits take place staff will act in loco parentis administering any medication with the consent and instruction of parents/carers. In some instances it may be that parents are asked if they are able to accompany their child, especially in cases of complex need.

Signed by

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Headteacher

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Date:

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Chair of Governors

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Date:

## 1. Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Eldwick Primary School.
- 1.2. The Governing Body has overall responsibility for 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.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The Governing Body has responsibility for ensuring the correct level of insurance is in place for the administration of medication.
- 1.5. The Headteacher will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures of Eldwick Primary School
- 1.6. Resources & Pupil Welfare Co-ordinator is responsible for overseeing insulin injections for diabetic pupils and other complex medication..
- 1.7. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for also ensuring pupils do so also.
- 1.8. Staff, including teachers, support staff and volunteers, will be responsible for implementing the agreed policy fairly and consistently.
- 1.9. Parents and carers will be expected to keep the school informed about any changes to their child/children's health.
- 1.10. Parents and carers will be expected to complete a [medication administration form](#) prior to bringing medication into school.
- 1.11. Parents and carers will be expected to discuss medications with their child/children prior to requesting that a staff member administers the medication. Parents will be made aware that staff administering medication are not medically trained (only First Aid trained) and will make appropriate decisions in loco parentis with discussions with the Headteacher and parents as appropriate

## 2. Definitions

- 2.1. Eldwick Primary School defines "medication" as any prescribed or over the counter medicine.
- 2.2. Eldwick Primary School defines "prescription medication" as any drug or device prescribed by a doctor.
- 2.3. Eldwick Primary School defines a "staff member" as any member of staff employed at Eldwick Primary School, including teachers.

### 3. Training of staff

- 3.1. Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development. They will receive annual training for the administration of EpiPens and Asthma inhalers.

### 4. Guidelines

- 4.1. Prior to staff members administering any medication, the parents / carers of the child must complete and sign a medication administration form.
- 4.2. No child will be given medicines without written parental consent. If the need arises verbal telephone consent will be accepted
- 4.3. 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. Medication will then be put in a Medipac with the child's photograph and name on the outside. This includes inhalers for asthma.
- 4.4. A maximum of four weeks supply of the medication may be provided to the school.
- 4.5. For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHCP) will be developed in liaison with the pupil, parents/carers, headteacher, SENCO and medical professionals.
- 4.6. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 4.7. Medications will be stored securely in the locked medical cabinet.
- 4.8. Only trained staff may administer a prescribed drug.
- 4.9. Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the headteacher will delegate the responsibility to another staff member.
- 4.10. Any medications left over at the end of the course will be returned to the child's parents.
- 4.11. Written records will be kept of any medication administered to children.
- 4.12. Pupils will never be prevented from accessing their correct medication.
- 4.13. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher/LSA.
- 4.14. Eldwick Primary School cannot be held responsible for side effects which occur when medication is taken correctl

Appendix 1 – Individual Healthcare Plan Template (The school will use the NHS Healthcare Plan if more appropriate.)



# Eldwick Primary School

## Individual Healthcare Plan

**Pupil name:**

**Address:**

**Date of Birth:**

**Class teacher:**

**Medical Condition:**

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**Date plan drawn up:**

**Review date:**

**CONTACT INFORMATION**

**Family Contact 1**

**Name:**

**Phone No:**

**(work):**

**(home):**

**(mobile):**

**Relationship:**

**Family Contact 2**

**Name:**

**Phone No:**

**(work):**

**(home):**

**(mobile):**

**Relationship:**

**GP**

**Name:**

**Address:**

**Phone No:**

**Clinic/Hospital Contact**

**Name:**

**Phone No:**

**Describe medical condition and give details of pupil's individual symptoms:**

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**Daily care requirements (e.g. before sport/at lunchtime):**

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**Who is responsible in an emergency (State if different on off-site activities):**

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<b>Signed</b>	<b>Date</b>
<b>Parent/Carer</b>	
<b>Pupil (where appropriate)</b>	
<b>Headteacher</b>	
<b>SENCO</b>	
<b>GP</b>	

Appendix 2 - Parental agreement for school to administer medicine



# Eldwick Primary School Medication Administration Form

**Eldwick Primary School will not give your child medicine unless you complete and sign this form.**

Name of Child:	
Date of Birth:	
Group/Class/Form:	
Medical condition/illness:	
Medicine/s:	
Name/Type of Medicine (as described on the container):	
Date dispensed:	Expiry date:
Agreed review date to be initiated by [name of member of staff]:	
Dosage, method and timing:	
Special Precautions:	
Are there any side effects that the school/setting needs to know about?	
Self-Administration: Yes/No (delete as appropriate)	

### Appendix 3 - Policy for dealing with Anaphylaxis or Anaphylactic Shock

There are a number of pupils in school across the age ranges, who are known to suffer an extreme reaction to certain specific triggers.

This reaction, anaphylactic shock, can present as difficulty in breathing because of swelling in the mouth or throat. Usual triggers include nuts, eggs, fruit or stings.

Each pupil has an individual care plan designed by a designated member of the School Nurse Team, based at Keighley Health Centre.

This care plan clearly identifies known triggers, and the action required. It is signed by the Nurse, parents and the Headteacher. A copy is stored in school with the individual's Epipen. SLT requires evidence of current care plan from parents at (or following) initial profile meeting, for all pupils who are new to school, who are known to suffer from this condition.

The Resources and Pupil Welfare Co-ordinator has responsibility for collating all pupil medical information. She makes each class teacher aware of any pupils in their class, known to have an extreme reaction, which is in every class register, so that all staff are aware of all pupils. Photographs of children and their allergy are clearly displayed in the staffroom in order to ensure all staff can recognise and respond appropriately, when needed.

Epipens are looked after by the Resources and Pupil Welfare Co-ordinator and stored with the care plans in the medical room cupboard, each pupil's in a named container. Parents are responsible for providing 2 Epipens at a time, and to ensure that they are always in date. They will be alerted by The Resources and Pupil Welfare Co-ordinator, whenever possible, that their medication is due to be replaced.

However, it is ultimately the responsibility of the parents to ensure Epipens are in school and in date.

The designated School Nurse comes into school annually to train staff who are willing to undertake the role on a voluntary basis. Staff who are trained are named on a list displayed in the office, staffroom and medical room. Only those named would administer the medication.

When planning visits out of school, teachers are required to plan for these pupils. They are prompted to remember this by our visit permission proforma and risk assessment. Usually the child's parent is asked to accompany them. If this is not possible, arrangements will be made to ensure that a trained member of staff goes with the class, taking the medication and care plan with them.