



# Administering Medication Policy

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<b>Policy Owner</b>	Head Teacher/School Business Manager
<b>Approved by</b>	Resources Committee

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## **Statement of Intent**

Prior's Mill CE 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.

This policy has been developed in line with the DfE's guidance: 'Supporting Pupils with Medical Conditions'.

The school is committed to ensuring that parents 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

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

- Children and Families Act 2014
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'
- DfE (2017) 'Using Emergency Adrenaline Auto-injectors in Schools'

1.2 This policy is implemented in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Complaints Procedures Policy

## 2. Definitions

- Prior's Mill CE Primary School defines "medication" as any prescribed or over the counter medicine.
- The school defines "prescription medication" as any drug or device prescribed by a doctor.
- The 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.
- The school defines a "controlled drug" as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

## 3. Key Roles and Responsibilities

3.1 The **governing body** is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy, as outlined in the school's Complaints Procedures Policy.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- 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.
- Managing any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedures Policy.

3.2 The **headteacher** is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in the case of staff absence.

- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

### 3.3 All staff are responsible for:

- Adhering to this policy and ensuring pupils do so also.
- Carrying out their duties that arise from this policy fairly and consistently.

### 3.4 Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing a Medication Administration Form (Appendix A) prior to bringing any medication into school.
- Discussing medications with their child prior to requesting that a staff member administers the medication.

## 4. Training of Staff

4.1 Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

4.2 The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.

4.3 A sufficient number of staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff.

4.4 Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice.

4.5 The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school.

4.6 Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

4.7 Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; hence, staff members will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

## 5. Receiving and Storing Medication

5.1 The parents of pupils who need medication administered at school will be given a Medication Administration Consent Form to complete and sign; the signed consent form will be returned to the school before staff can administer medication to pupils under the age of 16.

5.2 A signed copy of the parental consent form will be kept and no medication will be administered if this consent form is not present.

- 5.3 Consent obtained from parents will be renewed annually or when necessary.
- 5.4 The school will not, under any circumstances, administer aspirin unless there is evidence that it has been prescribed by a doctor.
- 5.5 The school will only allow prescribed medication, and only a maximum of **four weeks'** supply, to be stored in the school.
- 5.6 The school will only administer prescribed medicines that require four doses daily as fewer doses can be administered outside of the school day by family members.
- 5.7 The school will administer non-prescription medicines e.g. Calpol, if it would be detrimental to the child to not do so. A signed parental consent form must be completed in each circumstance and medication will not be stored on site.
- 5.8 Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions. This does not apply to insulin, which can be stored in an insulin pen.
- 5.9 The school will ensure that all medications, with the exception of insulin, are kept appropriately, according to the product instructions, and are securely stored in a place inaccessible to pupils. Medication is stored in a locked medical cabinet or fridge.
- 5.10 Medication will be stored according to the following stipulations:
- In the original container alongside the instructions
  - Clearly labelled with the name of the pupil and the name and correct dosage of the drug
  - Clearly labelled with the frequency of administration, any likely side effects and the expiry date
  - Alongside the parental consent form
- 5.11 Medication that does not meet these criteria will not be administered.
- 5.12 Medication that may be required in emergency circumstances, e.g. asthma inhalers and EpiPens, will not be kept in locked cupboards. Such medication will be stored in the individual's classroom so that they are readily accessible to pupils who may need them and can self-administer, and staff members who will need to administer them in emergency situations.
- 5.13 The school will allow pupils who are capable of carrying their own inhalers to do so, provided parental consent has been obtained.
- 5.14 The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced. Emergency inhalers are located in the school office in Key Stage 2 building and in the Key Stage 1 building Auxiliary Room.
- 5.15 The school will not store surplus or out-of-date medication, and parents will be asked to collect containers for delivery back to the chemist.
- 5.16 The school will ensure that pupils know where their medication is at all times and are able to access them immediately. Class teachers and teaching assistants are aware how to access medication across both buildings.
- 5.17 Needles and sharp objects will always be disposed of in the 'sharps' box which is held in the medical cabinet in the school office.

## **6. Administering Medication**

- 6.1 Medication will only be administered at school if it would be detrimental to the pupil not to do so.
- 6.2 Staff will check the expiry date of each medication being administered to the pupil each time it is administered.
- 6.3 Prior to administering medication, staff members will check the maximum dosage and when the previous dose was taken.
- 6.4 Only suitably qualified members of staff will administer a controlled drug.
- 6.5 Medication will be administered in a private and comfortable environment and, as far as possible, in the same room as the medication is stored.
- 6.6 If necessary, the room will be equipped with the following provisions:
  - Arrangements for increased privacy where intimate contact is necessary
  - Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment after use if necessary
  - Available PPE for use where necessary
- 6.7 Before administering medication, the responsible member of staff should check:
  - The pupil's identity.
  - That the school possesses written consent from a parent.
  - That the medication name and strength and dose instructions match the details on the consent form.
  - That the name on the medication label is the name of the pupil who is being given the medication.
  - That the medication to be given is within its expiry date.
  - That the child has not already been given the medication within the accepted timeframe.
  - If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.
  - If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.
- 6.8 Where appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member, provided that parental consent for this has been obtained.
- 6.9 If a pupil refuses to take their medication, staff will not force them to do so and parents will be informed so that alternative options can be considered.
- 6.10 The school will not be held responsible for any side effects that occur when medication is taken correctly.
- 6.11 Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible.
- 6.12 Records are stored in accordance with GDPR.

## **7. Out of School Activities and Trips**

- 7.1 In the event of a school trip or activity which involves leaving the school premises, medication and devices such as insulin pens and asthma inhalers, will be readily available to staff and pupils.
- 7.2 If possible and appropriate, pupils will carry certain medications themselves, e.g. asthma inhalers.
- 7.3 If the medication is not one that should be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they need assistance with taking the medication, the medication will be carried by a designated staff member for the duration of the trip or activity.
- 7.4 There will be at least **one** staff member who is trained to administer medication on every out-of-school trip or activity which pupils with medical conditions will attend.
- 7.5 Staff members will ensure that they are aware of any pupil who will need medication administered during the trip or activity and will make certain that they are aware of the correct timings that medication will need to be administered.
- 7.6 If the out-of-school trip or activity will be over an extended period of time, e.g. an overnight stay, the school will ensure that there is a record of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record should be kept by a designated trained staff member who is present on the trip and can manage the administering of medication.
- 7.7 All staff members, volunteers and other adults present on out-of-school trips or activities will be made aware what should be done in the case of a medical emergency with regard to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

## **8. Health Care Plans (HCPs)**

- 8.1 The school, healthcare professionals and parents agree, based on evidence, whether an HCP will be required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher will make the final decision.

The school, parents and a relevant healthcare professional will work in partnership to create and review HCPs. Where appropriate, the pupil will also be involved in the process.

- 8.2 HCPs will include the following information:

- Pupil details: name, date of birth, class, emergency contact number
- Contributors to the plan
- Description of the medical need(s) including information on treatments, facilities, equipment or devices needed
- Known triggers
- Medication information including name, dose, timing, side effects, contra-indications, method of administration
- Daily care requirements
- The support needed for the pupil's educational, social and emotional needs
- Arrangements for school visits/trips
- What constitutes an emergency and actions to take if an emergency occurs
- Who is responsible in the event of an emergency
- Other useful information

Where a pupil has an emergency healthcare plan prepared by their lead clinician, this will be used to inform the HCP.

HCPs will be easily accessible to those who need to refer to them, but confidentiality will be preserved. HCPs will be reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an EHC plan, the HCP will be linked to it or become part of it. Where a child has SEND but does not have a EHC plan, their SEND will be mentioned in their HCP.

Where a child is returning from a period of hospital education, alternative provision or home tuition, the school will work with the LA and education provider to ensure that their HCP identifies the support the child will need to reintegrate.

## **9. Adrenaline Auto-injectors (AAIs)**

- 9.1 The school has obtained a supply of spare AAIs from a pharmaceutical supplier that can be used in the case of a medical emergency for pupils who are at risk of anaphylaxis, but whose devices are not available or not working.
- 9.2 The **headteacher** will ensure that all relevant staff members are aware of how to submit a request to the pharmaceutical supplier to purchase these AAIs and the need to include in the request:
- The name of the school.
  - The purposes for which the product is required.
  - The total quantity required.
- 9.3 Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, the school may decide to purchase multiple brands.
- 9.4 The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the school adheres to the correct dosage requirements. These are as follows:
- For pupils under age 6: 0.15 milligrams of adrenaline
  - For pupils aged 6-12: 0.3 milligrams of adrenaline
- 9.5 Designated staff members who are suitably trained and confident in their ability to do so will administer AAIs. (First Aid Trained staff – Teaching Assistants and Business Team)
- 9.6 As part of their training, first aid trained staff members will be made aware of:
- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
  - Where to find AAIs in the case of an emergency.
  - The correct dosage amounts in correlation with the age of the pupil. (Refer to HCP)
  - How to respond appropriately to a request for help from another member of staff.
  - How to recognise when emergency action is necessary.
  - How to make appropriate records of allergic reactions.

9.7 The emergency anaphylaxis kit(s) can be found at the following locations:

- Key Stage 1 building - Auxiliary Room
- Key Stage 2 building – School Office

9.8 Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of these spare AAls in emergency situations.

9.9 Where consent and authorisation has been obtained, this will be recorded in their HCP. The school will maintain a **Register of AAls**, copies of which will be kept in **each classroom** and in the **school office**, which lists pupils to whom spare AAls can be administered.

9.10 Where an AAI has been administered, parents and emergency services will be contacted.

## **10. Medical Emergencies**

10.1 Medical emergencies will be handled in line with the **First Aid Policy**.

## **11. Monitoring and Review**

This policy will be reviewed every two years by the governing body and the headteacher.

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.

Prior's Mill CE Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

## Parental Agreement for the School to Administer Medication

The school will not give your child medicine unless you complete and sign this form.

### Pupil Details

Surname:	
Forename:	
Date of Birth:	Class:
Medical Condition or Illness:	

### Medication

Date given to school:	How long is course of medicine:
Name and/or type of medicine ( <i>as described on the container</i> ):	
Expiry date:	Self-Administration: Yes / No
Dosage and method:	
Timing:	
Special precautions and/or other instructions:	
Any side effects that the school needs to know about:	
Procedures to take in an emergency:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for school staff to administer medicine in accordance with the relevant policies. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped. I accept that this is a service which the school is not obliged to undertake.

Name:	
Relationship to Pupil:	Telephone No:
Signature:	Date:



## Health Care Plan

<b>Pupil Name:</b>	
<b>Date of Birth:</b>	<b>Class:</b>
<b>Medical Condition(s):</b>	
<b>Emergency contact:</b>	
<b>Date of Plan:</b>	
<b>Contributors:</b>	

<b>Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices:</b>
<b>Triggers:</b>
<b>Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:</b>
<b>Daily care requirements:</b>

**Specific support for the pupil's educational, social and emotional needs:**

**Arrangements for school visits/trips:**

**Describe what constitutes an emergency and the action to take if this occurs:**

**Who is responsible in an emergency?**

**Other information:**