



## Administration of Medicine Policy

### Rationale

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work, etc Act 1974
- Children Act 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 1996
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Children 2004
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

The following documentation is also related to this policy:

- Supporting pupils at school with medical conditions (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England) (DfE)

We acknowledge that under the standard terms and conditions for the employment of school staff there is no legal duty for them to administer or to supervise a child taking medication. Supporting pupils at school with medical conditions clearly states that 'Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.'

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, volunteer personnel will be expected to undertake sufficient and suitable training and to achieve the necessary level of competency before they are able to administer medicines.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements at lunch time to administer the medication to their child.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To outline the procedures for administering prescribed medicines to pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;

- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the Designated Person/s;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure designated persons undertake suitable and sufficient training;
- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### Role of the designated person/s

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training;

- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens;
- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- ensure a copy of the Medical Consent Form has been scanned onto CPOMS
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on CPOMS all relevant details of when medication was given (on the day that it was administered);
- return medications to the secure cabinet for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal.
- lead the development of this policy throughout the school;
- work closely with the Headteacher, designated persons and the nominated governor;
- Ensure all medications are kept in a secure place and accessible only to the designated persons;
- provide guidance and support to all staff;
- ensure a designated person will attend all educational visits in order to administer medications;
- ensure pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;

## Role of school personnel

School personnel will:

- comply with all aspects of this policy;
- be aware that they have the right to decline administering medicines to pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## Role of pupils

Pupils will:

- be aware of and comply with this policy;
- be aware of the designated school personnel who can administer medications;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

## Role of parents/Carers

Parents/Carers must provide:

- written permission by completing the **Medication Consent Form 2A, 2B or 3**;
- sufficient **written** medical information on their child's medical condition;
- the medication in its original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this should include:
  - Name of student
  - Name of medicine
  - Dose
  - Method of administration
  - Time/frequency of administration
  - Any side effects
  - Storage requirements
- sufficient medicine for the dosage to be given in school. It is the parent/carer's responsibility to monitor when further supplies of medication are needed in school. It is not the school's responsibility.

Parents/carers are expected to work with the Headteacher, or designated person, to reach an agreement on the school's role in supporting their child's medical needs, in accordance with this policy

It requires only one parent/carer to agree or request that medicines are administered to a child. It is likely that this will be the parent with whom the school has day-to-day contact.

It is the parents/carers' responsibility to keep their child at home when they are acutely unwell.

If parents/carers have difficulty understanding or supporting their child's medical condition themselves, they should be encouraged to contact either the school nurse or the health visitor, as appropriate.

Where there are long-term medical needs for a student, including the administration of medicine for a period of 8 days or more, a Health Care Plan (**Form 1**) should be completed involving both parents/carers, the school and relevant health professionals (if appropriate). A HCP clarifies for staff, parents/carers and the student the help that can be provided. It is important for staff to be guided by the school nurse or the student's GP or paediatrician. The school will agree with parents/carers how often they should jointly review the HCP. It is sensible to do this at least once a year. The school will judge each student's needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition. HCP's will also take into account a student's age and need to take personal responsibility.

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school staff
- communications with home such as Head's Weekly Newsletters
- Headteacher's Annual Report

### Linked policies

- Asthma
- Diabetes
- Epilepsy
- Health and Safety
- Manual Handling
- Medical and First Aid
- Sharps and Needles

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

## Monitoring the effectiveness of the policy

### **Review of Procedure**

This procedure shall be subject to periodic review and may be changed from time to time.

### **Management of policy**

The Governors and Headteacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

<b>Headteacher:</b>	Ania Hildrey	<b>Date:</b>	16.07.2021
<b>Chair of Governing Body:</b>	Rohit Ramesh	<b>Date:</b>	16.07.2021

**FORM 1**

**Health Care Plan (this should be regularly reviewed)**

Name of school/setting	
Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

**Family Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	

**Clinic/Hospital Contact**

Name	
Department	
Phone no.	

**G.P.**

Name	
Phone no.	

Describe medical needs and give details of child's symptoms

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

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (state if different for off-site activities)

Form to be scanned onto CPOMS and the following staff alerted:

Head of Care and Safeguarding: **Alison Twomey**

Head of Department:

Head of Key Stage:

Class Teacher:

HLTA:

TA:

**FORM 2A**

**Parental agreement for school/setting to administer medicine (long-term)**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority (such as Home-School transport staff) to administer medicine if authorised to do so by the school/setting.

Name of school/setting	
Date	
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	
How much to give ( <i>i.e. dose to be given</i> )	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no. of parent/carer or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting and other authorised staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

*I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only*

Parent/carer's signature \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

**FORM 2B**

**Parental agreement for school/setting to administer medicine (short-term)**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority (such as Home-School transport staff) to administer medicine if authorised to do so by the school/setting.

Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	
Expiry date	
Agreed review date to be initiated by	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No
Procedures to take in an emergency	

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	

*I accept that this is a service that the school is not obliged to undertake.*

*I understand that I must notify the school of any changes in writing.*

*I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.*

Date

Signature(s)

**FORM 3**

**Request for child to carry his/her own medicine**

This form must be completed by parent/carers/guardian

**If staff have any concerns they must discuss this request with relevant healthcare professionals.**

Name of school/setting

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Child's name

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Group/class/form

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Address

--

Name of medicine

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Procedures to be taken in an  
Emergency

--

**Contact Information**

Name

--

Daytime phone no.

--

Relationship to child

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I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed \_\_\_\_\_

Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.