



Administering medicine's in school Policy

| Date | Review Date | Coordinator | Nominated Governor |
|----------------|----------------|-----------------|--------------------|
| September 2020 | September 2022 | Jessica Bennion | David Watson |

Introduction

The purpose of this policy is to ensure the safe and appropriate administration of medication to students with medical needs at Barton Clough Primary School.

Most students will, at some time, have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some students may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other students may require medicines in particular circumstances, for example severe allergies or asthma. Allowing students to take medication during the school day will minimise the time that they need to be absent from Barton Clough and safeguard their wellbeing.

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.

Context

- The Administering Medication Policy should be considered in the context of. The Supporting Students with Medical Conditions Policy The Managing Food and other Allergens Policy; The Health and Safety Policy; The Special Educational Needs and Disability Policy; Educational Visits and Trips Policy.

1. Definition's

- Barton Clough defines "medication" as any prescribed or over the counter medicine. Barton Clough defines "prescription medication" as any drug or device prescribed by a doctor. TKS 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.

2. Key Roles and Responsibilities

BFET Scheme of Delegation policy framework sets out that the Administering Medication Policy and Procedure will be the responsibility of the Local Governing Body.

The Governing Body - The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Barton Clough 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 will manage any complaints or concerns regarding the support provided or administration of medicine using the PAT's Complaints Policy.

The Governing Body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of students with medical conditions are properly supported. The Governing Body will provide staff members with opportunities and details of CPD.

The Headteacher- The Headteacher is responsible for ensuring that members of staff who provide support to students with medical conditions are suitably trained and have access to information needed. The Headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Barton Clough Primary School. The Headteacher/Deputy Headteacher / will ensure that supply teachers are appropriately briefed regarding students' medical conditions. The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. The Headteacher will ensure that all relevant staff will be made aware of a student's medical condition.

The Finance Officer is responsible for ensuring the correct level of insurance is in place for the administration of medication.

The Office Manager- The Office Manager is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication and that these are shared with, and understood, by all relevant members of staff. The Office Manager is responsible for the storage of medicines and the maintenance of care plans and parental agreements for pupils to receive medication.

Members of Staff- Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring students do so also. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

If a student is sent to hospital, then the student's parent/carer will be informed and at least one **member** of staff will accompany the student until their parent/carer has arrived.

In the case of staff **absence, there** is a clear **procedure** for **delegation** of responsibilities for **organising another appropriately trained individual** to take over the role of administering **medication**. It is both staff **members' and students' responsibility** to understand what **action** to take in general terms during a possible medical emergency, such as raising the alarm with the First Aid and Safety Support Officer or other members of staff.

Parents and Carers- Parents/carers *are* expected to keep Barton Clough Primary School informed about any changes to their child/children's health. Parents/carers are expected to complete a medication administration form (Appendix 1) 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.

Educational Visit Trip Leaders- the Trip Leader is responsible for undertaking a risk assessment for school trips and external activities. The trip leader is responsible for ensuring that they take with them on the trip, any medication that a participant may require for the duration of the residential or day trip and that they have detailed instructions for the administration of the medication and that the **medication is** clearly labelled. This includes epipens and **inhalers**.

1. Training of Staff

Key teachers and **support** staff will receive **regular** and **ongoing training** as part of their development. **Barton Clough 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.

2. Medication- Managing medicines during the schoolday

Medicines will only be administered at Barton Clough when it would be detrimental to a student's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

No pupil will be given prescription medicines without their parent's written consent — except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.

A pupil will never be given medicine-containing Aspirin unless prescribed by a doctor.

Non-prescription medicines Non-prescription medication, e.g. for pain relief can be administered with verbal or written consent of the parent/carer but will not be administered without first checking maximum dosages and when the previous dose was taken. For un-prescribed medicine to be administered, the school will also require confirmation that the child has never suffered a side effect from the medication being administered. The school will inform parents/carers that this medication has been given.

Prescription medicines prescribed medicines or controlled substances that have not been prescribed by a medical practitioner will not be administered at Barton Clough. Prescription medicines should only be taken during the school day when essential. Barton Clough will only accept prescribed medicines that are in-date, labelled and intact, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Medicines will only be administered according to the instructions on the pharmacy label and with written parental consent. Qualified members of staff may administer a controlled drug to the student for whom it has been prescribed.

Records The office manager will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom on Medical Tracker. Any side effects of the medication to be administered at school will be noted and parents informed.

Storing Medicines Barton Clough will keep the medication securely in a locked cupboard in the main office which may only be accessed by authorised staff. In particular, all controlled drugs that have been prescribed for a student will be securely stored in a non-portable container and only named staff will have access. Where medicines need to be refrigerated, they will be stored appropriately. Prescription drugs will be returned to parents/carers when no longer required, or out of date. It is the parent's/carer's responsibility to collect and dispose of out of date or unused medication. It is the parent/carer's responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents to supply medication, school staff will inform parents when there is 10 days' worth of medication left to allow plenty of time for a repeat prescription to be fulfilled. A maximum of four weeks supply of medication may be provided to Barton Clough. Sharps boxes should always be used for the disposal of needles and other sharps.

Epipens and other Emergency Medication- All staff will be given appropriate training in the administration of emergency medication, where necessary, in conjunction with health professionals. Arrangements will be made for immediate access to any emergency medications for example: Epipens will be kept in the child's classroom in a safe place with a labelled spare pen held in office. Asthma medication will be kept in classrooms with labelled spare inhalers and equipment held in the office. Wherever there are specific requirements needed with a controlled medicine, to meet the medical needs of an individual in school, then TKS will work within the medical and DfE guidance regarding this. Emergency medication will always be taken if the student goes out on a trip and identified trained staff designated to administer if required.

3. Supporting Students with Medical Needs that take Medication

Where a student needs to take medication in school for an extended period or has a chronic ongoing condition, an Individual Health Care Plan (IHCP) will be put in place. This will be agreed jointly by Barton Clough and parents/carers with the advice of health professionals. Parents/carers should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication. IHCPs and their implementation is the responsibility of the School Appointed Person. The IHCPs are compiled and recorded on Medical Tracker. Barton Clough will work with parents/carers to put plans in place that give regard to the Equality Act 2010 and the SEN Code of Practice so that students with medical conditions have access to the same opportunities as other children as long as it is safe for them to do so. Members of staff will be made aware of students with IHCPs and their conditions. Any student on an IHCP will be accompanied to the First Aid area if they indicate that they feel unwell and require medical attention. Administration of medication by a qualified member of staff or self-administration by the student may take place with written permission from parents/carers and the Headteacher. TKS will ensure that procedures are in place for an emergency situation and that contingency arrangements are in place.

4. Procedures for Off-Site Learning Residential Visits

The Trip Leader is responsible for liaising with the office manager and Headteacher/Deputy Headteacher to check the medical needs of students. The Trip Leader must check any IHCP requirements with parents/carers and put appropriate procedures and contingency plans in place, this includes undertaking a risk assessment. A copy of the IHCP is available on Medical Tracker. The Trip Leader must check any IHCP requirements with parents/carers and put appropriate procedures and contingency plans in place, this includes undertaking a risk assessment. For part-day visits, students should, wherever possible, go to the First Aid Room before/after the visit to take their medication. For full day visits, parents/carers are responsible for completing **the Parental Consent** Form providing the relevant information. The Trip Leader will collect any necessary medication from the First Aid Room and follow normal guidelines or **requirements** set out in an IHCP and take any plans appropriate to the needs of the **individual** student.

1. Publicity

This policy will be posted on the shared server of the School's IT network and Website. Notices will be displayed around Barton Clough showing the Appointed Person and the staff who currently hold First Aid qualifications and where they are located in school, along with procedures for contacting Emergency Services.

| | | | |
|---------------------------------|---------------|--------------|----------------------------|
| Executive Headteacher | Simon Beswick | Date: | 24 th September |
| Chair of Governing Body: | Sue Smith | Date: | 30 th September |

Appendix 1

Name of child
Date medicine provided by parent
Class
Name and strength of medicine
Expiry date
Dose and Time

| |
|--|
| |
| |
| |
| |
| |
| |

I understand that I must deliver/collect the medicine to/from the school office.

Staff signature -----

Signature of parent/carers -----

Name of child
Date medicine provided by parent
Class
Name and strength of medicine
Expiry date
Dose and Time

| |
|--|
| |
| |
| |
| |
| |
| |

I understand that I must deliver/collect the medicine to/from the school office.

Staff signature -----

Signature of parent/Carers -----

'JS

8

| |
|--|
| |
| |
| |
| |
| |
| |