

Administering Medicines Policy

Kingsway Primary School
and the KEY nursery



Governor Committee Responsible:	Business and Management	Staff Lead:	Administrator
Status	Statutory	Review Cycle	Two years
Last Review	June 2024	Next Review Date	June 2026

This policy should be read in conjunction with the policy on the 'Education of Children with Medical Needs' and, if applicable, the SEND policy.

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication. Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. Staff will be required to sign to say they agree with the administration of medication, that they feel suitable trained to do so and will raise any concerns prior to giving medication if they have concerns.

Appropriate training will be provided to every member of the school personnel who has volunteered for and accepted this role to ensure they are competent and capable with all processes. This training will be given before they start this role and will ensure that they are familiar with all administration of medication procedures.

Medicines will be administered that have been prescribed by a doctor or some other authorised person where it would be detrimental to a child's health if the medicine were not administered during the school day (or when taking part of school based activities – such as during a residential visit).

Non-prescription medicines will be administered by staff on behalf of parents/carers who are unable to attend due to work commitments. The school reserves the right not to administer medication should the headteachers determine the process be detrimental to the running of the school day.

Unless the correct documentation has been completed and provided to the office, medication cannot be administered to children.

Pupils may, under certain circumstances, self-administer medicines. As a school we follow government recommendation that children who are able take responsibility for managing their own medicine do so, within safe parameters and with parent/carers consent.

Aim

To outline the procedures for administering prescribed and non-prescribed medicines to pupils.

Parents/Carers

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents should obtain details from their child's GP if needed.

When requesting that the school administer medication:

Parents/carers must provide:

- written permission by completing an appropriate consent form
- sufficient medical information on their child's medical condition
- the medication in its original container with child's name and date of birth included
- sufficient medicine for the dosage to be given in school

It is the parents'/carers' responsibility to keep the school fully informed, immediately, of any changes to their child's medical needs and/or the support required. All such communication must be given in writing to the school office.

Procedure

Administration of Prescribed Medicines

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

- 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 (if the medication is held in a bag with notes on the bag, always check the form for accurate reference)
- 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 the medication record all relevant details of when medication was given
- return medications to the secure area for storage
- always take appropriate hygiene precautions
- record when a child refuses to take medication
 - immediately inform the parent/carer of this refusal
- two members of staff will be involved in the administration of all medication (with the exception of emergency actions when so doing may impact on the immediate support of that child; Epi pens and emergency Inhaler and when the child is able to self-administer (such as inhalers).
- Medication to be administered in a quiet space where full focus can be given the administration of medication.

Medication Record

The following information must be supplied by the parent/carer:

- Name and date of birth of the child
- Name and contact details of the parent/carer
- Name and contact details of GP
- Name of medicines and illness/medical condition
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by parent/carer for staff to administer medication

- Expiry date of medication
- Storage details

Medicines held by the school

Asthma inhalers - It is the responsibility of the parent/carer to provide a spare asthma inhaler for their child that can be kept in school. Parent/carers must complete an asthma care plan card.

Auto-injector pens - It is the responsibility of the parent/carer to provide auto-injector pen(s) for their child to have in school. Parent/carers must provide the school with an allergy action plan.

Security

- All medications will be kept away from children's access in an appropriate temperature / storage facility
- Each child will have personalized storage which will include necessary documentation to follow this policy

Confidentiality

- Medical information is managed confidentially within the school on a need to know basis.

Disposal of medicines

- It is the responsibility of parents to dispose of unwanted/out of date medicines. Medicines that are not collected will be disposed of appropriately by the school.

Managing Medicines in the Classroom

- Any medicines kept in the classroom are stored in a labelled clear plastic box. The teacher keeps this box in their resources cupboard.
- Each medicine in the box is clearly labeled as above. Pupils who have inhalers for asthma are permitted to carry their own inhalers or keep them in the box.

Educational Visits

- For day trips and visits that take place off-site, a designated person will be allocated to take overall responsibility for the administration of medication in accordance with this policy.
- Where possible, consistent staff members are to administer medication to the child (this will support ongoing knowledge of the administration of medication to a child over time)
- Medication to be administered in a quiet space without interruption from others
- Children to attend for their medication one at a time
- For residential visits, prior agreements will be established in accordance with the latest guidance from Gloucestershire County Council Health and Safety team.

Sporting Activities

- We will ensure that pupils have immediate access to their own asthma inhalers during sporting activities in the school day and during extra-curricular clubs.