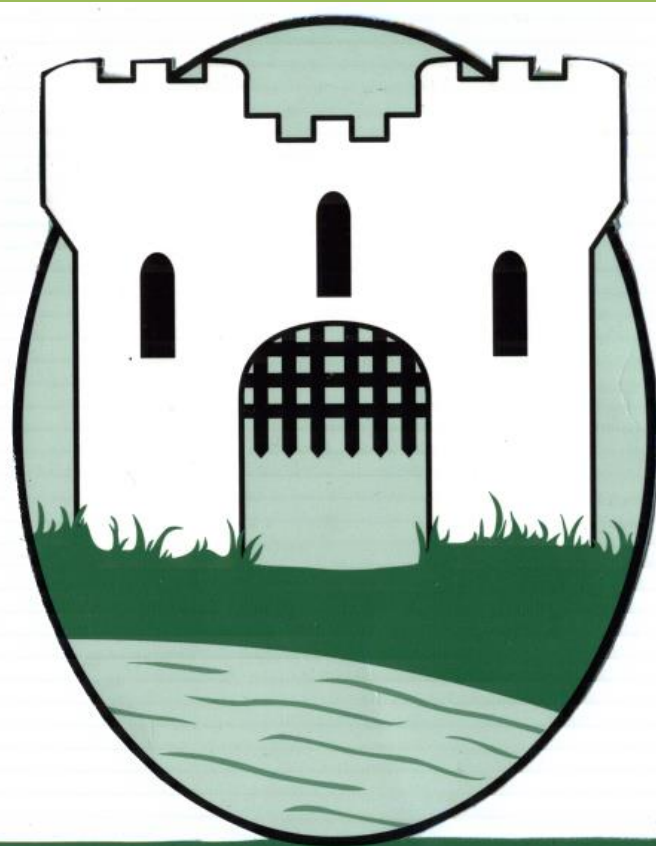


Administering Medications in School Policy



ALLINGTON PRIMARY SCHOOL

Statement of Intent

Allington 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 Medical Needs coordinator who will oversee all aspects of Medical Needs in conjunction with the Head of School, the Inclusion Manager and families. Staff will always work in pairs to administer 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.

Policy issued: March 2018

Policy reviewed: March 2020

1. Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Allington 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 Head of School will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures of Allington Primary School.
- 1.6. The class teacher is responsible for overseeing insulin injections for diabetic pupils. In their absence, this will be delegated to either the Head of School, the Inclusion Manager or the Medical Needs coordinator.
- 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 and will make appropriate decisions in loco parentis with discussions with the Head of School and parents as appropriate

2. Definitions

- 2.1. Allington Primary School defines "medication" as any prescribed or over the counter medicine.
- 2.2. Allington Primary School defines "prescription medication" as any drug or device prescribed by a doctor.
- 2.3. Allington Primary School defines a "staff member" as any member of staff employed at Allington 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. Support staff will receive regular and ongoing training as part of their development. They will receive training for the administration of Epipens and Asthma inhalers as part of their First Aid training

3.3 A list of all staff with first aid training will be held by the School Business Manager in the office. The School Business Manager will be responsible for ensuring first aid training is renewed when needed.

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, or aspirin unless prescribed by a doctor.

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 be stored in either the staffroom fridge, or the locked cupboard in the office. Inhalers for asthma are kept in class boxes in the classroom. A spare, school bought inhaler, is kept in the office for use in an emergency and the absence of a child's inhaler.

4.4. For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHCP) will be developed in liaison with the pupil, parents/carers, head of school, Inclusion Manager and medical professionals as required.

4.5. Medications will only be administered at school if it would be detrimental to the child not to do so.

4.6. Staff may only administer a prescribed drug in pairs.

4.7. Staff members may refuse to administer medication. If a staff member refuses to administer medication, the head of school will delegate the responsibility to another staff member.

4.8. Any medications left over at the end of the course will be returned to the child's parents.

4.9. Written records will be kept of any medication administered to children.

4.10. Pupils will never be prevented from accessing their correct medication.

4.11. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher/support staff member.

4.12. Allington Primary School cannot be held responsible for side effects which occur when medication is taken correctly.

Appendix 1

Parental agreement for the administration of medicines

The school/setting will not give your child medicine unless you complete and sign this form and the school/setting has a policy that staff can administer medicine

Date: _____ Childs Name _____

School: _____

Age: _____ Yr Group & Class _____ DOB _____

Condition / Illness : _____

Name and Strength of Medicine: _____

Where Medicine Kept : _____

End Date of Short Term Medication: _____

Side Effects: _____

Expiry date: _____

How much (dose) to give: _____ Date of Provision: _____

When to give it: _____

Number of tablets given to school: _____

Note : MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACIST. STUDENTS SHOULD NOT SELF ADMINISTER WITHOUT THE SUPERVISION OF AN ADULT

Daytime contact number of parent or adult contact: _____

Name and contact number of GP: _____

Agreed review date: _____

This information is, to the best of my knowledge, accurate at time of writing and I give consent to the school / setting staff, to administer the 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.

Parent/Guardian signature: _____

Print name: _____

Date: _____

Record of medicines administered to an individual child

To ensure:

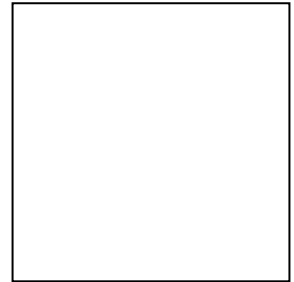
- The right medicine
 For
- The right child
 At
- The right time
 At
- The right dose

Name of Child: _____

Date of Birth _____ / _____ / _____

Name of school _____

Class _____



Name and Strength of medicine _____

Date Medicine provided by Parent _____ Quantity Received _____

Dose and frequency of medicine _____

Staff Signatures _____ Parent/Guardian Signature _____

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of Staff Member 1			
Name of Staff Member 2			
Staff Initials			
Staff Initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of Staff Member 1			
Name of Staff Member 2			
Staff Initials			
Staff Initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
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