

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 Headteacher, 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 2021

Policy reviewed: March 2023

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 Headteacher 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 Headteacher, 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 Headteacher 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 Headteacher. The Headteacher 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, Headteacher, 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 Headteacher 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 setting to administer medicine

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.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s)_____

Date _____

Record of medicine administered to an individual child

Name of school	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Name of member of staff			
Staff signature			
Staff signature			

Date			
Time given			
Dose given			
Name of member of staff			
Name of member of staff			
Staff signature			
Staff signature			

Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Name of member of staff			
Staff signature			
Staff signature			

Date			
Time given			
Dose given			
Name of member of staff			
Name of member of staff			
Staff signature			
Staff signature			

Date			
Time given			
Dose given			
Name of member of staff			
Name of member of staff			
Staff signature			
Staff signature			

Headteacher agreement to administer medicine where a Risk Assessment or Health Care Plan are not needed

Name of school: _____

It is agreed that _____ will receive _____
(Quantity and name of medicine)

Every day at : _____

_____ (Name of child) will be given their medicine or supervised in taking it by

_____ (Name of members of staff)

This arrangement will continue until _____
(either end date or until instructed by parents)

Signed _____ Date: _____
(Headteacher)

Signed _____ Date: _____
(Named member of staff who has been trained)

Signed _____ Date: _____
(Named member of staff who has been trained)