



Administration of Medicines Policy

Policy Updated: September 2024

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Policy Review Date: September 2026

ADMINISTRATION OF MEDICINES POLICY

POLICY STATEMENT

Hilderthorpe Primary School is an inclusive community that welcomes and supports pupils with medical conditions. The school provides all pupils with any medical condition the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing once they leave school

Hilderthorpe Primary School makes sure all staff understand their duty of care to children in the event of an emergency and that they feel confident in knowing what to do in an emergency.

The school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

The school understands the importance of medication and care being taken as directed by parents/carers and healthcare professionals.

Staff understand the medical conditions that affect pupils at this school and receive training on the impact medical conditions can have on pupils.

POLICY FRAMEWORK

The policy framework describes the essential criteria for how the school can meet the needs of children with medical conditions.

The policy has been drawn up to work alongside the Medical Conditions Policy.

ROLES AND RESPONSIBILITIES

The Headteacher is responsible for:

- Implementing the policy on a daily basis
- Ensuring staff understand procedures and that they are implemented
- Ensure appropriate training is provided
- Ensuring there is effective communication with parents/carers, staff and health professionals

All staff, including supply staff are made aware of children's medical needs and any changes to their medication.

Parents/Carers are responsible for:

- Informing the school of their child's medical needs
- Provide any medication to the school in a container labelled with the following:
 - Child's name
 - Name of medicine
 - Dose and frequency of medication
 - Any special storage arrangements
- Collect and dispose of any medicines held in school at the end of each term
- Ensure medicines have not passed their expiry date

When parents/carers inform school their child needs medication administering they will be asked to complete a Parental Agreement for School to Administer Medicine form. No medication will be administered until this is completed. Medication will only be administered by staff if it is required more than 3 times a day.

ADMINISTERING MEDICATION

Staff are not legally required to administer medicines or to supervise a child when taking medicine. Any employee may volunteer to undertake this task but it is not a contractual requirement and appropriate training should be given before an individual takes on a role which may require administering medication.

It is expected that parents/carers will normally administer medication to their child at home. No medication will be administered without prior written permission from the parent/carer. A 'Parental Agreement for school to administer prescribed medicine' form must be completed.

The school will only administer medicine prescribed by a health professional. Over the counter/unprescribed medication will only be administered in exceptional circumstances and consent needs to be given by the Headteacher. This should be for a period of not more than two days.

If a parent feels their child is not ill enough to be absent from school but needs Calpol/paracetamol during the day, the parent/carer will be asked to come into school and administer.

All medication (apart from inhalers and epi-pens which are kept in the child's classroom) are kept in the First Aid cabinet or fridge in the school office.

The routine for administering medication is as follows:

- The office ask the classroom to send the child to the office
- Prior to giving medicine the staff check the name of the pupil, the written instructions as per the Parental Agreement Form, the dosage and expiry date
- Once medicine has been given the details are recorded

REFUSING MEDICATION

If a child refuses to take their medication, staff will not force them to do so. Parent/carers will be informed as soon as possible. Refusal to take their medication will be recorded and dated on the child's record sheet. Reasons for refusal to take medication need to be recorded as well as any action taken by staff.

RECORD KEEPING

Staff will complete and sign a Record of Medicine each time medication is given to a child. There is a form for short term medication, e.g. course of antibiotics, and a form for long term medication. The sheets record the following:

- Name of pupil
- Date and time of administration
- Who administered the medication
- Name of medication
- Dosage given

Record of Medication forms are kept as per the Local Authority and Data Protection guidelines.

STORAGE

Medication is kept in the First Aid cabinet or fridge in the school office.

Children's inhalers and epi-pens are kept in the classroom.

Emergency inhalers are kept in the school office.

TRAINING

Training may be required as part of a pupil's individual health care plan. This will be provided by relevant healthcare professionals.

The Headteacher will ensure there are trained and named individuals to undertake first aid responsibilities and administration of medication.

HEALTH CARE PLAN

Where appropriate, an individual healthcare plan will be drawn up in consultation with the school, parents/carers and healthcare professionals. These are reviewed annually or when circumstances change.

SCHOOL TRIPS

To ensure that as far as possible, all children have access to all activities and areas of school life, a risk assessment is undertaken to ensure the safety of all children and staff. Any decision made about a child with medical needs attending or not attending a school trip will be taken after prior consultation with the parent/carer.

Visits off site

The leader of the trip is responsible for any medication taken on a school trip. As in school, a record is made of the name of medication, dosage, time given and by whom.

Residential Visits

Parents/carers are asked to complete a medical form prior to their child going on a residential visit. Medication is clearly named and handed to the trip leader. Records are made of all medication given.

REVIEW OF POLICY

The Administration of Medicines Policy is regularly reviewed, evaluated and updated annually.

NURTURE SCHOOL

We are a Nurture School and hold the Nurture School's Award. As such, we expect all stake holders and visitors to uphold the Nurture Principles. This includes the following:

- Children's learning is understood developmentally.
- The classroom offers a safe base.
- Nurture is important for the development of self-esteem.
- Language is understood as a vital means of communication.
- All behaviour is communication.
- Transitions are significant in the lives of children.