

# Administration of Medication Policy

## Great Ponton CE Primary School



Approved by:

A handwritten signature in black ink, appearing to be 'J. C. Smith', is written over a white rectangular background.

Date: 27/02/2023

Last reviewed on: February 2023

Next review due by: February 2025

## Introduction

Whilst it is important that we have a common sense approach and sensitivity towards the administration of medicines and medical support it is also necessary that we ensure that there is an organised and official approach which:

- Supports the needs of the child
- Supports the many safety aspects regarding storing, dosage and administration
- Supports the families attending to the child's needs

The aim of this document is to clarify procedures for medicine and medical support in school. This school will follow the guidelines as laid out in the 'Supporting pupils at school with medical conditions' document published by the DfE in April 2014 should a pupil need medical assistance in school due to an on-going medical issue.

All parents wishing their child to take medicine in school will be signposted to this policy and will be asked to sign a request form that will allow their child to have medication administered onsite by appropriately trained staff.

Our staff are not requested to administer medicine to any child unless they are suitably trained and aware of the child's medical condition and agree to do so.

## Inhalers

Children who have inhalers should have them available where necessary, it is recommended that pupils have an inhaler to keep in school and another to keep at home. Inhalers should be kept in a safe but accessible place during the school day. For KS2 children, this could either be with the class teacher, or in a child's own locker. The location of the inhaler should be shared with staff. For KS1 children, inhalers are to be held by the class teacher. Depending on the needs of the individual, inhalers should be taken to all physical activities, including PE and Playtimes. Inhalers must be taken with the child to the swimming pool. Inhalers must be labelled with the child's name and administration instructions. It is the responsibility of parents to regularly check the condition and date of use on all inhalers and ensure that they are working and have not been completely discharged. Great Ponton CE Primary school hold emergency Salbutamol inhalers onsite.

## Medicines and Medical Conditions

As a general rule, children who are taking prescribed medicines, may be considered to be too ill to attend school, and they should remain absent until a course of medication is completed. Each case will be reviewed independently.

However, there are a number of circumstances in which a child may be well enough to attend school, but require medication to be given during the school day. Such circumstances may include:

- To treat or manage a long term or life long condition
- To treat pain associated with an injury not preventing them from attending
- To prevent a re-occurring condition such as migraine
- Anaphylactic shock
- Other allergic reactions

Children must not bring any prescribed or over the counter medication into school without written notification to school via the completed medical consent form. Medication must be handed to either the class teacher or school office to be kept securely.

Children with an on-going medical issue or condition requiring long term medication will be given an **individual healthcare plan** that will be co-ordinated with the SENDCO, parents and involved health care officials. Children requiring an IHP will also fall under the SEND policy. Staff will be made aware of any plan that is in place and will be asked to support it. Parents and doctors will be asked to ensure relevant and up to date information is provided to the school and any recommended training is booked for staff. Health care plans will need to be reviewed annually. The content of the health care plan will be decided by the governing body in accordance to the DfE's recommendations in the 'Supporting pupils at school with medical conditions' document (April 2014).

The administering of prescribed medication by a member of staff is a non-statutory duty and as such the head teacher and governing body feel that no staff member should be asked to administer a medicine to any child in school unless they are prepared to take on the task and attend any relevant training. The school will ensure that the relevant insurance is in place for the staff members involved in assisting a health care plan.

Before medicines can be allowed to be taken in school, parents should sign a request form, (annex 2). Forms are available from the school office and the school website. In the event of a child turning up at school with medicine, parents will be contacted to ascertain whether it is essential that a child receives the medicine and if that is the case arrangements will be made to ensure the parent comes to the school to administer the medicine.

Medicines should be clearly labelled with a form explaining about dosage. An appropriate spoon should be supplied where necessary. Medicines will be securely stored either in the medication cabinet, the school office or if required a secure fridge. Remaining medicine and medications will be sent home for Parents to dispose of.

Records will be kept by staff members of administration of medication within school and details held on the child's pupil file. It is the responsibility of the child / the parent to ensure that the medicine is collected from school at the end of the day (if the medicine is to be taken at home). Parents will receive with the medication a slip containing details of administration during the day.

## **Medicine and medical support on School Trips**

Any child requiring medication whilst out on a school trip, residential or field trip needs to ensure they have the relevant medicines with them. The school needs to be aware of the child's needs (through an individual healthcare plan if possible) or if the medicine is a short term prescription an administration of medication form must be completed.

Relevant forms are to be filled in prior to any residential trip and the staff involved must be aware of any individual health care plan and sign to say that they are happy to administer any medicines whilst away. The venue will be informed of medication needs and staff will follow the site procedures for storage and recording alongside the schools policy.

Relevant risk assessments for school trips and residential trips will be recorded and read then stored so that staff and assistants can be aware of any potential hazards or risks to health.

Where at all possible any child with a health care plan will be able to participate in the same activities as any other pupil. Where this is not possible alternative arrangements will be considered.

## **Emergency Procedures**

This school has a clear action plan in case of emergency called 'Critical Incident Plan'. This plan is available on request. This plan will come into action in case of a full evacuation from the school site. Pupils with an individual health care plan will have their plan considered as part of an evacuation or emergency. Medical details are included in the information to be taken in the event of an evacuation. Emergency arrangements for any child with an individual healthcare plan will be adhered to as per plan.

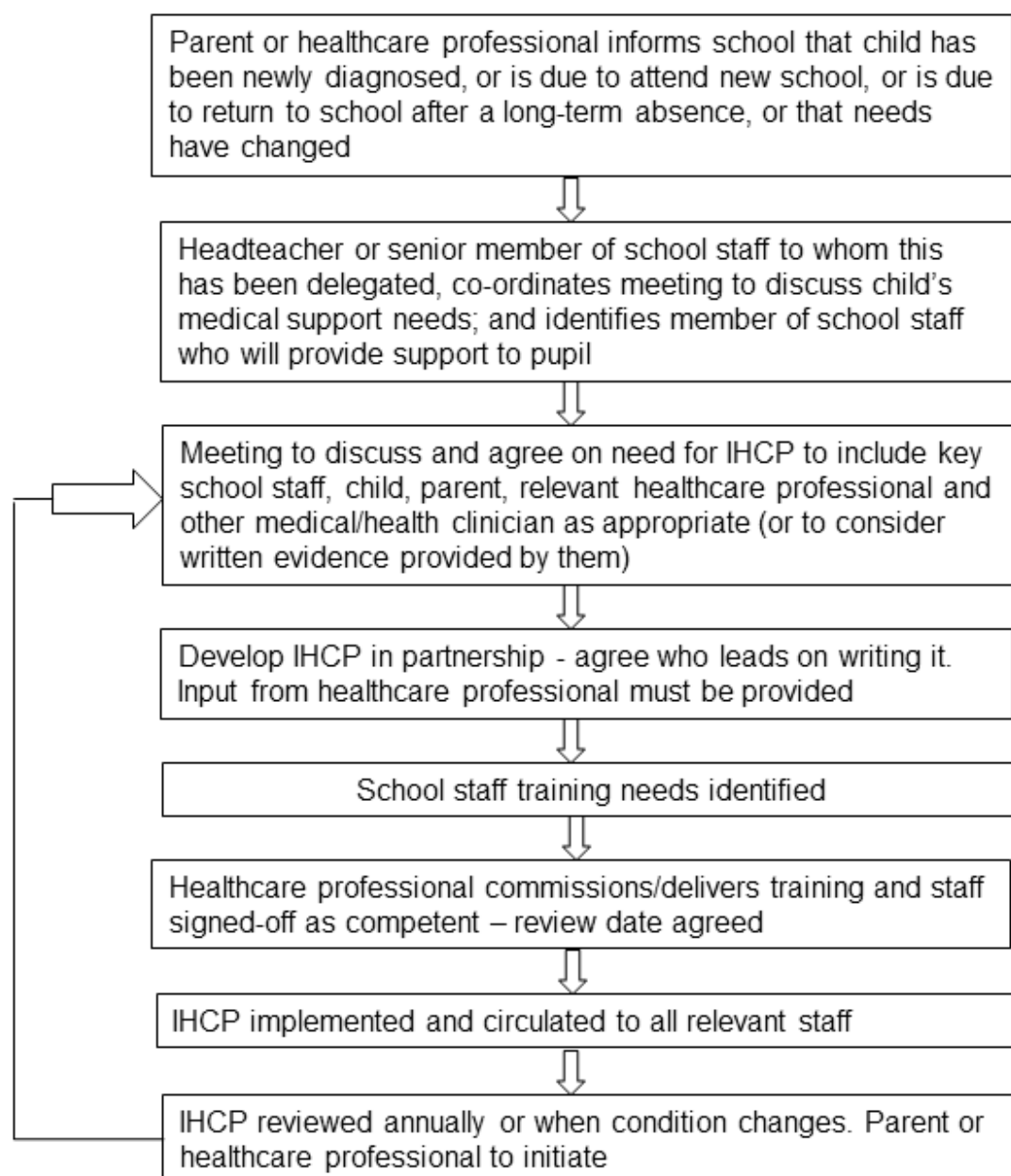
## **Unacceptable Practice and Complaints**

Should a complaint need to be made about the administration of medication in school please contact the school directly and request to speak with the headteacher. If the complaint cannot be handled in a satisfactory way by the headteacher then the schools complaints policy must then be followed.

In serious breeches of maladministration of medication, this may become a matter reported under safeguarding policy through the appropriate channels. Safeguarding concern reporting with regards to maladministration of medication is not exclusive to administration in school.

A copy of the DfE document 'Supporting pupils at school with medical conditions' can be found via the DfE website. The model process for developing an individual healthcare plan is attached to this policy as an annex

**Annex A** : Model process for developing individual healthcare plans:



## Great Ponton C of E Primary School – Administration of Medication Consent

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness


### **Medicine**

Name/type of medicine  
(as described on the container)

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

GP prescribed or over the counter purchased?


**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


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

**Parent notification example**

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials
