

Richard Hill Church of England Primary School



Administration of Medicines Policy

Date Agreed: August 2020

Review Cycle: Five Years

Review Date: August 2025

1.0 Medication Policy

1.1 The Board of Governors and staff of Richard Hill CE Primary wish to ensure that pupils with medication needs receive appropriate care and support at School. The Executive Headteacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the School day. Where possible, pupils should be encouraged to self-administer under supervision. It must be stressed that where prescription drugs are administered it shall be by those members of staff that have volunteered unless medically trained staff are employed at site. It should **not** automatically be assumed that a qualified First Aider will fulfil this role.

- Staff will not give a prescribed/non prescribed medicine or care unless there is specific written consent from parents.
- An individual care plan should be drawn up for the pupil.
- A secondary check must be made prior to medication being taken/given.
- **The School will not accept items of medication in unlabelled containers.**

2.0 Procedures

- In the first instance, the Head Teacher should be informed of an individual's diagnosis and prescription medication.
- An appropriate/volunteer or carer will meet and discuss the issues with the parents/guardian of the pupil.
- The member of staff volunteering will be offered professional training and support in relation to the needs of the individual by a suitably competent person. (this maybe by a qualified trained nurse)
- There will be regular review meetings scheduled to monitor the support required.

3.0 Responsibilities

3.1 Parents/Guardian Responsibility

- A comprehensive information guide specifically relating to the pupil's condition and medication must be recorded.
- Only reasonable quantities of medication should be supplied to the School (e.g. maximum 4 weeks at any one time)
- Notification of changes in prescription drug issued by GP must be directly given to School by Parent/Guardian.
- Parent/Guardian to collect and restock medication from School at the end and start of every term in a secure labelled container as originally dispensed.
- **Parent/Guardian to ensure the medication is in date for the duration of the term.**

3.2 School Responsibility

- Medication will be kept in a known safe secure place (not necessarily locked away) and some drugs may require refrigeration.
- Where emergency medication is prescribed this must remain with the pupil at all times. E.g. EpiPen, Asthma inhalers
- Maintain and record dosage prescribed/administered.

- Identify if additional training needs are required for staff. Source and arrange training.
- Locate and record care plan for individual identifying supporting staff.
- **If a medical emergency develops activate the relevant procedures and call 999.**
- **Each term a nominated member in school to check emergency medicines are in date and note the expiry date to avoid expired medication during the term.**
- **There needs to be a clear audit trail of this.**
- **The school should encourage parent / guardian to make a note of expiry dates of medication.**

3.3 G.P/Consultant/Medical Professional Responsibility

Prescriptive labelled drugs must contain:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important) i.e. refrigeration
- Expiry Date

3.4 Consent Form

See Appendix A - contained within this document for completion.

3.4.1 No child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. Schools should set out the circumstances in which non-prescription medicines may be administered.

3.4.2 A child under 16 should never be given medicine containing aspirin unless prescribed by a medical professional.

Appendix A - General Care Plan/ Parent/Guardian/Carer CONSENT FORM

To: Headteacher of Richard Hill CE Primary School

From: Parent/Guardian of.....DOB:.....

My child has been diagnosed as having:..... (name of condition).

He/She has been considered fit for school but requires the following prescribed medicine to be administered during school hours:

.....(name of medication)

Could you please therefore administer the medication as indicated above:

.....(dosage) at.....(timed)

With effect from..... until

The medicine should be administered by mouth/in the ear/nasally/other:

.....(delete as applicable)

- I consent/do not consent for my child to carry the medication upon themselves (delete as appropriate)
- I undertake to update the school with any changes in medication routine use or dosage.
- I undertake to maintain an in date supply of the prescribed medication.
- I understand that the school cannot undertake to monitor the use of self-administered medication carried by the child and that the school is not responsible for any loss of/or damage to any medication.
- I understand that if I do not allow my child to carry the medication it will be stored by the school and administered by staff with the exception of emergency medication which will be near the child at all times.
- I understand that staff will be acting in the best interests of my child whilst administering medicines as specified above.
- I understand schools staff administer medicines voluntarily and will endeavour to comply with the request specified above.

Signed:.....**Date:**.....

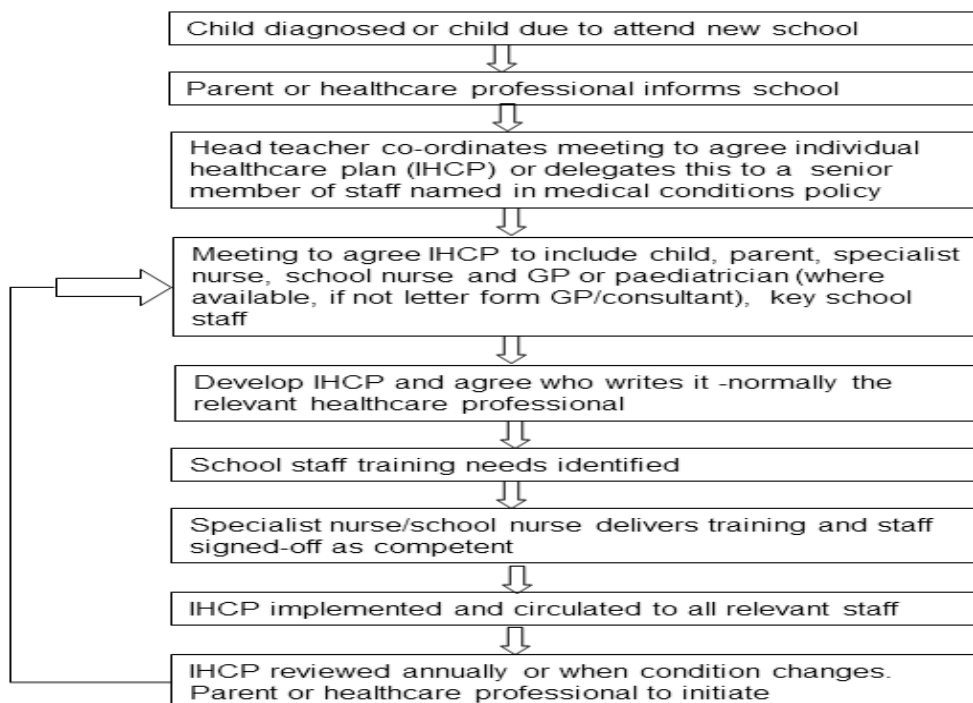
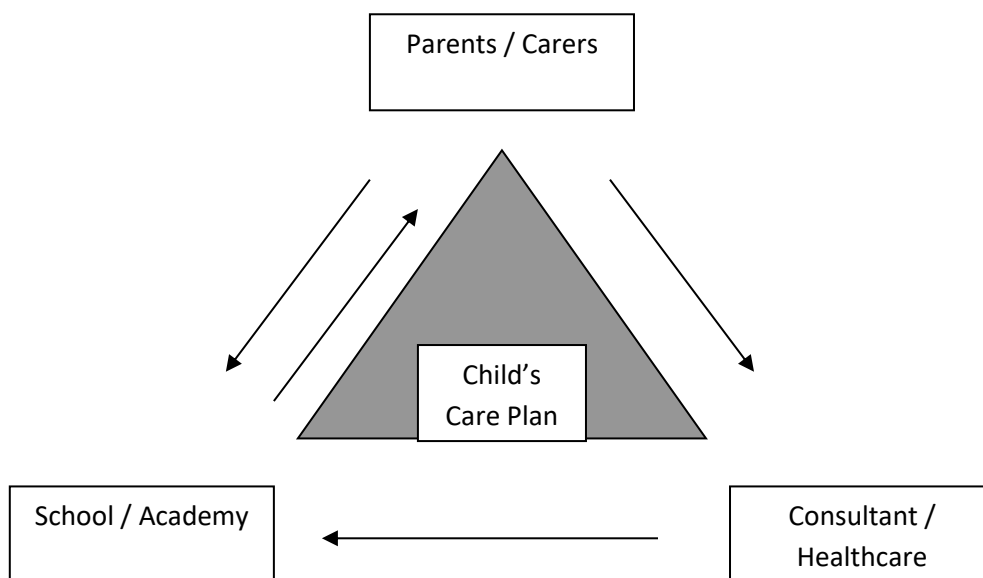
Name of parent (please print).....

Contact Details:

Home.....Work:.....Mobile:.....

Appendix 1: Information to support the completion of an Individual Health Care Plan (IHCP)

Specific information on individual pupil requirements. Written recorded plan will ensure that their needs are met whilst in school and any treatment needed to be administered by members of staff will be fully understood. Plan to be agreed by Head teacher and parents. **THIS MUST BE FORMALLY RECORDED AND REVIEWED AT REGULAR INTERVALS.** A template/proforma is available for download on the Schools EIS system under 'A' Administration of medicines, see appendices.



Some children with medical conditions may have physical disabilities. Where this is the case governing bodies **MUST** comply with their duties under the Equality Act 2010. Some may have special educational needs (SEN) and may have a statement or Education Health Care plan which will bring together health and social care needs, as well their special educational provision.