



## ADMINISTRATION OF MEDICATION

This Policy was approved by Governors:	March 2024
This Policy was shared with staff:	March 2024
Implementation of this Policy will be monitored by:	Head Teacher and Governors
The named Medical Lead for this policy is	Kerry Boorman
Monitoring will take place at regular intervals	
The Policy will be reviewed annually or more regularly if needed.	
Policy Review Date:	February 2024
Date of next Review:	<b>February 2025</b>

## INTRODUCTION

**Section 100 of the children's Act 2014 places a duty on schools to make arrangements for supporting children at their school with medical conditions.**

Children with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Governing bodies must ensure arrangements are in place in schools to support children with medical conditions and that the school Medical Lead consults with health professionals, children and parents. They will ensure each child's medical condition is effectively supported and review their care.

**There is no legal duty which requires school staff to administer medication; this is a voluntary role. Staff who provide support for children with medical needs, or who volunteer to administer medication, need support from the Head Teachers, medical lead and parents, access to information and training. The Equalities Act 2010 requires education employers to consider whether they have taken 'reasonable steps' to ensure that children with disabilities are not placed at a substantial disadvantage and this would include the administration of medication. For children with special educational needs (SEN) , and who may have a EHCP the Equality Act 2010 should be read in conjunction with the SEND code of practice.**

Teachers have a general legal duty to act 'in loco parentis' and should be prepared to cooperate in the administration of medicines to help those children who are chronic sufferers of Asthma, Epilepsy, Diabetes, and the few who may suffer an allergic reaction to a substance, eg: milk, eggs, nuts. The Head Teacher should seek volunteers amongst the staff and arrange for them to receive training appropriate to the child's conditions. If there are no staff volunteers to carry out the administration of medication, parents should be informed in writing and told **"Due to the fact we have no staff volunteers to carry out the administration of medication, should an emergency occur at school, an ambulance will be called immediately."** (Bromley's Education Health & Safety Manuel – Administration of Medicine to Pupils in Schools 3.01). The school will make every effort to safeguard the health and safety of those children who may be more at risk than their peers due to existing medical conditions.

## HEALTH CARE PLANS

In cases where the child's medical needs may be greater than those of their peers, the Head Teacher may request that an individual Healthcare Plan be prepared by the school Head of Medical needs. Consultations on the Plan will include the school, health service practitioners (i.e. school nurse if appropriate) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

The Head Teacher will be responsible for managing the administration of medicines and drugs with the agreement of a care plan written by the Medical Lead. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency. A full list of First Aid qualified staff can be found on the wall in each classroom. Other members of staff who are willing to dispense medicines to children, i.e. Teaching Assistants, Class Teacher, Office staff, should be advised of the correct procedure for each child.

It is the responsibility of the Head Teacher to ensure that new members of staff receive appropriate training. Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures. A record should be kept of all the medicines and drugs administered by the members of staff responsible i.e. in the Medication Record Files within the classroom. All medication administered must be recorded by members of staff.

## ADVICE ON MEDICATION

Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Head teacher can request that parents or carers keep the child at home if necessary. If the parent or carer requests that the school administer medication (prescribed 4X daily) the Head Teacher will allow this on the condition that the Parental Agreement for School to Administer Prescribed Medicine Form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. children may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff already named should administer the medication and a record kept.

## SCHOOL TRIPS

It is part of the Inclusion Policy of the school that all children should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such children and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise.

## TAKING MEDICATION ON SCHOOL TRIPS

It may be necessary to take medication for children on a school trip, i.e. Epi pen, Inhalers, insulin or Epilepsy emergency medication. This medication must be logged in and out of school and copies of any relevant care plans should be taken.

Emergency medication **must** be taken on all trips, and a trained member of staff should be present. Staff will call an ambulance where necessary and stay with the child until their parents/carers arrive. Staff may accompany the child in the ambulance in the parents/carer's absence, where they would stay with the child until a parent arrived.

## INHALERS FOR ASTHMA

**It is the responsibility of parents/carers to ensure that inhalers are in school, renewed and the medication has not exceeded expiry dates. All inhalers should be taken home at the end of the school year.**

The Head Teacher has agreed that when appropriate children in Key Stage 2 should assume responsibility for their own inhalers. In the case of children in Early Years and Key Stage 1 the school should supervise the child using the inhaler. The inhaler should be given to the class teacher and a care plan written. As before, all inhalers should be regularly renewed and taken home at the end of the school year.

From 1<sup>st</sup> October 2014 the Human Medicines (Amendment) (2) Regulations 2014 allows schools to buy salbutamol inhalers, without prescription, for use in emergencies. Poverest have purchased an inhaler for use in school for such an emergency and it is kept in the main school office.

The emergency inhaler should only be used by children for whom written parental/carer consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken or empty).

Asthma pumps sent in by parents/carers should be labelled and kept in the child's classroom. All empty inhalers are the parents/carers responsibility to dispose of safely.

School keep an up to date asthma register and school staff are trained in Asthma conditions yearly.

## **ADMINISTERING MEDICATION**

A record of any administration of medicine should be made by the member of staff administering the medicine.

*No member of staff should administer any medicines unless a request form has been FULLY completed by the parent/carer. Forms available from the main office.*

If the child is prescribed doses for 4 or more times per day, they can expect support from the school with the administration of these medications during school time.

**It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.**

## **DIABETES**

The school will monitor/give insulin to children with Diabetes in accordance with their care plan and their named hospital diabetic nurse.

Insulin will be kept in a locked cabinet in the diabetic/allergic child's classroom and issued and recorded by a trained member of staff.

School staff receive Diabetic training yearly when there is a child on roll with the condition.

## **MAINTENANCE DRUGS**

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to school staff. Records of all doses administered is kept. The Medical Lead completes care plans for all children requiring long term drugs.

## **ECZEMA**

In cases of eczema or skin conditions it is expected that the child will be able to use the cream/lotion on their own, following the care plan. All applications supervised will be logged.

## **NUT ALLERGIES/ANAPHYLAXIS PROCEDURES**

Medication/Epi pens for the treatment of nut allergies will be kept in easily identifiable containers in the individual classrooms and/or dining hall. Each container should be clearly labelled with the child's name and class.

All school staff are invited to receive yearly Epi Pen training, however there will always be a trained person within a class where a child has an Epi Pen.

## **EMERGENCY PROCEDURES**

In the case of an emergency, the school will call an ambulance and contact the parents/carer. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. School has a defibrillator (located outside Mrs Boorman's office) and has trained staff able to use it. A member of staff should always accompany a child taken to

hospital by ambulance in accordance with our safeguarding policy and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a child will be at the discretion of the Head Teacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

## **HYGIENE AND INFECTION CONTROL**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and PPE and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment. Special bins are located in Mrs Boorman's office.

## **STORAGE OF MEDICATION**

All medication must be labelled with what it is, why it is prescribed and who it is for and handed directly to a member of staff, this includes any medication that is contained in drinks bottles, and stored in the designated medication areas i.e. the secure medication cupboard in the school office, office fridge or medicine cupboard within the classroom (depending on prescriber's instructions.)

Epi pens and Inhalers should be readily available and not locked away.

## **DISPOSAL OF MEDICINES**

Staff should not dispose of medicines. Parents are responsible for ensuring that expired medicines are returned to a Pharmacy for safe disposal.

## **ASD UNIT**

Following parents completing a medicine request form the ASD Unit will hold medication for the ASD children in a locked cabinet and administered and recorded by the ASD staff. Two members of staff will be present for administering all medication.

## **LONG TERM INDIVIDUAL CHILDREN'S MEDICINE**

Any medication that is issued over a long period of time, i.e. for salt imbalances, will be kept in a locked cabinet in the child's class and administered and recorded by a designated member of staff for that classroom.

- Permission to dispense medication form **must** be completed by the parent / carer.
- Medicine must be in original packaging clearly marked with the name of child, class and dose to be administered.
- Recommended/prescribed doses will **not** be exceeded without written permission from a medical professional.
- All medication given must be recorded and witnessed in the Medication Record file.
- It will be the parent / carer's responsibility to collect medication at the end of each school day where necessary.
- Medication being taken out of school on trips will be the responsibility of the teacher in charge.

**Overall responsibility for medical treatment in school is:  
Mr Haylock, Head Teacher**

**Mrs Boorman is the named Senior Medical Lead**