

ST. JOHN'S MOSLEY COMMON C.E. PRIMARY
SCHOOL

Administering Medication Policy

Contents:

Statement of intent

1. [Legal framework](#)
2. [Definitions](#)
3. [Key roles and responsibilities](#)
4. [Training of staff](#)
5. [Medication](#)
6. [Individual healthcare plans](#)
7. [Monitor and review](#)

Appendices

- a) [Parental Agreement Form](#)
- b) [Individual Healthcare Plan Template](#)

Statement of intent

St. John's Mosley Common CE Primary School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The school is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1. Legal framework

1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015

2. Definitions

2.1. St. John's Mosley Common CE Primary School defines "medication" as any prescribed or over the counter medicine.

2.2. St. John's Mosley Common CE Primary School defines "prescription medication" as any drug or device prescribed by a doctor.

2.3. St. John's Mosley Common CE Primary School defines a "staff member" as any member of staff employed at the school, including teachers.

2.4. For the purpose of this policy, "medication" will be used to describe all types of medicine.

3. Key roles and responsibilities

3.1. The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of St. John's Mosley Common CE Primary School.

3.2. The governing body has overall responsibility of 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.

3.3. The headteacher/governing body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.

3.4. The headteacher/governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.

3.5. The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of St. John's Mosley Common CE Primary School.

3.6. A member of staff, as designated at the time dependent on the year group of the child, will be responsible for overseeing insulin injections for diabetic pupils (where applicable).

3.7. Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.

- 3.8. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- 3.9. If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.
- 3.10. Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- 3.11. Parents/carers are expected to complete a medication administration form prior to bringing medication into school.
- 3.12. Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- 3.13. The headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- 3.14. In the case of staff absence, the headteacher is responsible for organising another appropriate individual to take over the role of administering medication.
- 3.15. It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with other members of staff.

4. Training of staff

- 4.1. Teachers and support staff will receive regular and ongoing first aid and diabetic (as required) training as part of their development.
- 4.2. The headteacher will ensure that a member of staff have consulted to administering medication.
- 4.3. All relevant staff will be made aware of a pupil's medical condition.
- 4.4. The headteacher/class teacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- 4.5. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

5. Medication

- 5.1. Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form.
- 5.2. No pupil under the age of 16 will be given medicines without written parental consent.

- 5.3. Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.
- 5.4. 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, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.
- 5.5. Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- 5.6. Medication must be brought to the office daily by a parent/guardian and collected at the end of each day.
- 5.7. When medicines are no longer required, they will be returned to the parents/carers of the pupil.
- 5.8. Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- 5.9. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 5.10. Medications will be stored securely in the school office (where appropriate).
- 5.11. In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and pupils.
- 5.12. Staff members have the right to refuse to administer medication. If a class teacher/staff member does refuse, the headteacher will ask another member of staff to take on the responsibility.
- 5.13. Any medications left over at the end of the course or not collected by a parent/carer will be passed to the class teacher to return to the pupil's parent/carer.
- 5.14. Written records will be kept for any medication administered to pupils.
- 5.15. Pupils will never be prevented from accessing their medication.
- 5.16. If a pupil refuses to take their medication, staff will not force them to do so, but will contact the parent/carer.
- 5.17. St. John's Mosley Common CE Primary School cannot be held responsible for side effects which occur when medication is taken correctly.
- 5.18. Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

6. Individual healthcare plans

- 6.1. For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher, special educational needs coordinator (SENCO) and medical professionals.
- 6.2. When deciding what information should be recorded on a IHCP, the governing body will consider the following:
- The medical condition, as well as its triggers, signs, symptoms and treatments
 - The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements
 - The specific support needed for the pupil's educational, social and emotional needs
 - The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
 - The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
 - Which staff members need to be aware of the pupil's condition
 - Arrangements for receiving parental consent to administer medication
 - Separate arrangements which may be required for school trips and external activities
 - Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised
 - What to do in an emergency, including whom to contact and contingency arrangements
 - What is defined as an emergency, including the signs and symptoms that staff members should look out for
- 6.3. The governing body will ensure that IHCPs are reviewed at least annually.

7. Monitor and review

- 7.1. This policy is reviewed every two years by the governing body and the headteacher.
- 7.2. Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- 7.3. St. John's Mosley Common CE Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

