

## Administering Medication Policy

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### 1.0 Statement of intent

- 1.1 Pinewood Infant 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.
  - 1.2 This policy has been developed in line with the Department for Education's (DfE) guidance: [‘Supporting pupils at school with medical conditions’ DfE December 2015](#)
- 1.3 The school is committed to ensuring that parents and carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

### 2.0 Legal framework

- 2.1 This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
  - [Children and Families Act 2014](#)
  - [‘Supporting pupils at school with medical conditions’ DfE December 2015](#)

### 3.0 Definitions

- 3.1 Pinewood Infant School defines “**medication**” as any prescribed or over the counter medicine.
- 3.2 Pinewood Infant School defines “**prescription medication**” as any drug or device prescribed by a doctor.
- 3.3 Pinewood Infant School defines a “**staff member**” as any member of staff employed at the school.
- 3.4 For the purpose of this policy, “**medication**” will be used to describe all types of medicine.

#### **4.0 Roles and responsibilities**

- 4.1 The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Pinewood Infant School.
- 4.2 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.
- 4.3 The Governing Body is responsible for handling complaints regarding this policy, as outlined in the school's [Complaints Policy and Procedure](#).
- 4.4 The Governing Body is responsible for verifying the correct level of insurance is in place for the administration of medication.
- 4.5 The Governing Body is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- 4.6 The Governing Body is responsible for verifying that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
- 4.7 The Governing Body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Policy [and Procedure](#).
- 4.8 The Headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Pinewood Infant School.
- 4.9 The Headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.
- 4.10 The Headteacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided to them when required.
- 4.11 Trained members of staff are responsible for overseeing insulin injections for diabetic pupils.
- 4.12 Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils comply.
- 4.13 Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

- 4.14 If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.
- 4.15 Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- 4.16 Parents/carers are expected to complete a [Pinewood Infant School Medication Administration Form](#) (see Appendix a) prior to bringing medication into school.
- 4.17 Once the above form has been completed, a [Daily Medication Record Sheet](#) (see Appendix c) will be completed and kept with the medication. The school office staff are responsible for administering medication and completing the Daily Medication Record Sheet ([see section 6.2](#)). If they are unable to administer medication, other staff, approved by the Headteacher, can deputise.
- 4.17 Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- 4.18 The Headteacher and Site Manager are responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school visits and external activities.
- 4.19 In the case of staff absence, the Headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.
- 4.20 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 the school nurse or other members of staff.

## **5.0 Training of staff**

- 5.1 Teachers and support staff will receive training on the administering medication when required.
- 5.2 The internal school communication system will keep all staff informed of medical information regarding children and staff in school
- 5.3 Teachers and support staff will receive regular and ongoing training as part of their development when relevant.
- 5.4 The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- 5.5 All relevant staff will be made aware of a pupil's medical condition.
- 5.6 The Headteacher/Deputy Headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.

- 5.7 A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- 5.8 Pinewood Infant School will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.
- 6.0 Medication**
- 6.1 Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign [Pinewood Infant School Medication Administration Form](#) (see Appendix a).
- 6.2 The office staff are responsible for collecting the child at the correct time before they administer the medication and then recording the administration of medication on the daily record form (Appendix c). Staff must record:
- Date
  - Time
  - Medication given (name)
  - Dosage
  - Sign the form.
- 6.3 No pupil under the age of 12 will be given medicines without written parental consent. The office staff also confirm by telephone when one-off medication has been administered.
- 6.4 Under no circumstance will a pupil under the age of 12 be given aspirin unless there is evidence that it has been prescribed by a doctor.
- 6.5 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.
- 6.6 Before administering medicine, a check is made for the maximum dose and when the previous dose was taken will be checked.
- 6.7 A maximum of four weeks' supply of medication may be provided to the school.
- 6.8 When medicines are no longer required, they will be returned to the parents/carers. Medication will not be given to pupils to take home, it has to be collected by an adult.
- 6.9 Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- 6.10 Medications will only be administered at school if it would be detrimental to the child not to do so.

- 6.11 Medications will be stored securely in the school office.
- 6.12 In the event of a school visit 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.
- 6.13 Only suitably qualified staff will administer a controlled drug – their names are on the ‘approved/trained’ register. This register is held in the school office.
- 6.43 Staff members have the right to refuse to administer medication. If a class teacher does refuse, the Headteacher will delegate the responsibility to another staff member.
- 6.15 Any medications left over at the end of the course will be returned to the pupil’s parent/carer.
- 6.16 Written records will be kept for any medication administered to pupils - [Daily Medication Record Sheet](#) (see Appendix c).
- 6.17 Pupils will never be prevented from accessing their medication.
- 6.18 If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.
- 6.19 Pinewood Infant School cannot be held responsible for side effects which occur when medication is taken correctly.
- 6.20 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.

## **7.0 Individual healthcare plans**

- 7.1 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.
- 7.2 When deciding what information should be recorded on an [IHCP](#) (see Appendix b), 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 extended school activities, school visits, including residential and external activities:
  - Pupils with medical conditions will be actively supported in accessing all activities on offer including school visits, sporting activities, clubs and residential visits.
  - Preparation and forward planning for all off-site and extended school activities will take place in good time to ensure that arrangements can be put in place to support a child with a medical condition to participate fully.
  - School will consider what reasonable adjustments need to be put in place to enable children with medical conditions to participate safely and fully.
  - School will carry out a thorough risk assessment to ensure the safety of all pupils and staff. In the case of pupils with medical needs the risk assessment process will involve consultation with child, parents/carers and relevant healthcare professionals to ensure the pupil can participate safely. Please refer to Health and Safety Executive (HSE) Guidance on School Trips.
  - In some circumstances evidence from a clinician, such as a hospital consultant, may state that participation in some aspects offered is not possible. Where this happens school will make alternative arrangements for the child.
  - Arrangements will be in place to ensure that an IHCP can be implemented fully and safely when out of school. Risk assessment will identify how IHCPs will be implemented effectively off-site and where additional supervision or resources are required.
- 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.

7.3 The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by name of staff member.

## **8.0 Monitor and review**

8.1 This policy is reviewed every two years by the Safeguarding and Wellbeing Committee of the Governing Body and the Headteacher. The date of the next review is in the header of this document.

8.2 The Governors will monitor the policy and use the Government guidance to gauge its effectiveness:

- Whenever possible, no parent or carer should have to give up working because the school is failing to support their child's medical needs making them feel obliged to attend school to administer medicines, medical interventions or provide medical support to their child, including around toileting issues

- Preventing children from participating, or creating unnecessary barriers to children participating in, any aspect of school life, including visits, e.g. by requiring parents or carers to accompany the child
  - Preventing children from easily accessing and administering their medicines as and where necessary
  - Assuming every child with the same condition requires the same treatment
  - Ignoring the views of the child and/or their parents and carers (although this may be challenged)
  - Ignoring medical evidence or opinion (although this may be challenged)
  - Sending children with medical conditions home frequently
  - Preventing children with medical conditions from staying at school for normal school activities, including lunch, unless this is specified in their [IHCP](#) (see Appendix b).
- 8.2 Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- 8.3 Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- 8.4 Pinewood Infant School will seek advice from any relevant healthcare professionals as deemed necessary.

**Appendix a) - Pinewood Infant School Medication Administration Form**

Pinewood Infant School Medication Administration Form	
We will not give your child medicine unless you complete and signed this form.	
Name of child:	
Date of birth:	
Group/class/form:	
Medical condition/illness:	
Medicine/s:	
Name/type of medicine (as described on the container):	
Date dispensed:	Expiry date:
Agreed review date: .....	
Review to be initiated by: .....	
Dosage, method and timing:	
Special precautions:	
Are there any side effects that the school needs to know about?	
Self-administration: Yes/No (delete as appropriate)	

**Appendix b) – Individual Healthcare Plan Template**

Name of school Individual Healthcare Plan
<p>Pupil's name:</p> <p>Address:</p>
<p>Date of birth:</p> <p>Class teacher:</p> <p>Medical condition:</p>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Date plan drawn up: __/__/__</p> <p>Review date: __/__/__</p>
<p><b>CONTACT INFORMATION</b></p> <p>Family contact 1</p> <p>Name:</p> <p>Phone number:</p> <p>(work):</p> <p>(home):</p> <p>(mobile):</p> <p>Relationship:</p>

## Family contact 2

Name:

Phone number:

(work):

(home):

(mobile):

Relationship:

GP

Name:

Address:

Phone No:

Clinic/hospital contact

Name:

Phone number:

Describe medical condition and give details of pupil's individual symptoms:

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Daily care requirements (e.g. before sport/at lunchtime):

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Describe what constitutes an emergency for the pupil, and the action to be taken if an emergency occurs:

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Follow up care:

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Who is responsible in an emergency (State if different on off-site activities):

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Signed	Date
Parent/carers	
Pupil (where appropriate)	
Headteacher	
SENCo	
GP	

Governors Policy Document – Administering Medication Policy  
Daily Medication Record Sheet

<b>EpiPen</b>		<b>Expiry Date:</b>



Inhaler		Expiry Date:
Inhaler		Expiry Date:

Medicine Name				Strength (MG)		Form – Syrup/Tablet	
Date into school	Date Opened	Qty. Received	Time of day to be given	Dosage required	Direction of use	Date return Home	Expiry Date

[illegible]