



# Administering Medicines 2023-2024

**Ratified by Governors:** January 2024

**Next Review Date:** January 2025

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PART OF**

## Policy for the Administration of Medicines

### Purpose

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in the school and to provide clear guidance for staff and parents/carers on the administration of medicines. This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, health and safety.

### Roles and Responsibilities

All staff in schools have a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice that schools and settings will review cases individually and administer medicines in order to meet the all-round needs of the child.

**However, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.**

Under the 'The Equality Act 2010', schools and settings should be making reasonable adjustments for disabled children, including those with medical needs, and are under a duty to plan strategically to increase access over time. Schools and settings should consider what reasonable adjustments they need to make to enable children with medical needs to participate fully in all areas of school life, including educational visits and sporting activities.

Staff, including supply staff must always be informed of a child's medical needs where this is relevant and of any changes to their needs as and when they might arise.

### Parents/ Carers

It is the responsibility of parents/carers to:

- inform the school of their child's medical needs
- provide any medication in a container clearly labelled with the child's name and dosage (only prescribed medicine will be administered)
- collect and dispose of any medicines held in school at the end of each term
- ensure that medicines have not passed the expiry date.

Parents must complete the medicine consent form before staff can administer medicine to a child.

### Administering Medication

All medication will be administered to pupils in accordance with the DfE document

Supporting pupils at school with medical conditions - December 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

Statutory Framework for the Early Years Foundation Stage - March 2017

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

Any member of staff, on each occasion, giving medicine to a pupil should check:

- Name of pupil to ensure they have the right patient
- Written instructions provided by the parents/carers or doctor to ensure they are administering the right medication, at the right time and in the right way.
- Prescribed dose (Note: ONLY Child Paracetamol is allowed Infant syrup 120mg (3months to 6years) or Six Plus syrup 250mg (6years to 12years)).
- Expiry date.

Parents/carers will be contacted immediately to clear up any discrepancies.

#### Emergency Medication

Pupils suffering from conditions such as asthma or anaphylaxis may have to receive medication, usually in the form of an inhaler or adrenaline pen, during the school day.

Written details of the treatment must be provided by the parent, the medication should be administered where possible by the child under supervision of an adult.

An emergency inhaler is located in the first aid cabinet located in the main office.

Any pupil having an asthma attack during the school day, should be recorded and parents informed immediately.

The emergency services will be called as soon as a pupil shows signs of going into an anaphylaxis shock.

#### Storage

All medicine will be kept in a fridge in the school office

Where pupils need to have access to emergency medication, these will be stored in the classroom.

All medicine must be labelled with the pupil's name.

#### Records

Staff will complete and sign a record sheet each time medication is given to a child and these will be kept in the class medicine file. The sheets will record the following:

- Name of pupil
- Date and time of administration
- Who supervised the administration
- Dosage given
- Name of medication

## Refusing to take medication

If a child refuses to take their medication, staff will not force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal to take medications must also be recorded as well as the action then taken by the teacher.

## Training

Training and advice will be provided by health professions for staff involved in the administration of medicines. Training for all staff will be provided on a range of medical needs, as and when appropriate.

As of the 1st of September 2021. Paediatric First Aid Course should incorporate basic training on how to 'Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions. Therefore, the school will check our training provider meets Early Years Foundation Stage Statutory Criteria. Annex A

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/974907/EYFS\\_framework\\_-\\_March\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf)

## Health Care Plan

Where appropriate, a personal Health Care Plan will be drawn up in consultation with the school/setting, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed annually.

## School Trips / Residential trips and visits off site

A thorough risk assessment will be undertaken to ensure the safety of all children and staff. No decision about a child with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/carers.

Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip.

## Emergency Procedures

The Headteacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical needs.

## Carrying Medicines

For safety reasons children are not allowed to carry medication.

All medicines must be handed to the class teacher on entry to the school premises.