

Administering Medication Policy

Hampton Lakes Primary School



Policy last reviewed:	July 2021
Next review due:	July 2022
Member of staff responsible:	Mrs Ashleigh Watson
Ratified by:	Trust Board

1. Rationale and Aims

- 1.1. At Hampton Lakes we recognise that parents have the prime responsibility for ensuring their child's health and for deciding whether their child is fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school in order for the relevant steps to be taken to support children with medical conditions at school. The DfE document "Supporting Pupils at School With Medical Conditions" (DfE April 2014, 2015, 2017) sets out the following key points:
 - Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
 - Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
 - Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- 1.2. This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.
- 1.3. The aims of this policy are:
 - To inform all members of our school community about the appropriate administration of medication to children and students.
 - To outline the procedures and processes of this policy.

2. Guidelines

- 2.1. In the event that a child requires medication to be administered during school time, including whilst on educational visits, the following guidelines set out our policy at Hampton Lakes.
- 2.2. School staff have no legal obligation to administer medication to pupils, nor supervise them while they take medication, unless contracted to do so. Staff may volunteer to assist in the administration of medication but must be given appropriate training and guidance. As a school, we train specific named staff for the purpose of the administration of medicines. Appendix A shows the staff who have volunteered to administer medication at Hampton Lakes.
- 2.3. As a school, we have a duty to plan how administering medication can be accommodated in school and on educational visits to allow children who have medical needs to attend.

3. Process for the Administration of Medication in School - short term medical needs - Hampton Lakes

- 3.1. Medication should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health or would greatly impact on a child's school attendance if the medication were not taken during the school day). Where clinically possible medication should be prescribed in dose frequencies which enable them to be taken outside school hours.
- 3.2. Hampton Lakes will only accept:
 - medication that is in date, with the expiry date clearly shown.
 - medication with labelling identifying the child by name and with original and prescribed instructions for administration, dosage and storage.

- emergency medication i.e. asthma inhalers, antihistamines, epipens, Jextpens
 - pain killers such as Calpol, ibuprofen, paracetamol
- 3.3. On accepting medication, the parent must complete the relevant form (Appendix B) disclosing all details and giving permission for the medication to be administered by a qualified First Aider in school. The medication must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of a member of the Senior Leadership Team (SLT).
 - 3.4. When administering the medication, the named adult must complete the record showing the date and time and details/dosage of the medication. This must be counter-signed by another adult. (Appendix C)
 - 3.5. In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult.
 - 3.6. Parents are welcome to come into school to administer medicines themselves that the school refuses to administer, for reasons given above.
 - 3.7. Under no circumstances should a parent send a child to school with any medication, e.g. throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

4. Process for the Administration of Medicines in School - long term medical needs

- 4.1. Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/guardian of the named child. This may also result in an individual risk assessment being required. The care plan must be followed and reviewed at least annually.
- 4.2. It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The Head of School must ensure that named staff are trained to administer medication, or give the level of care required, by the details of the care plan.
- 4.3. As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned.
- 4.4. There will also be annual training for all staff on more generalised needs e.g. asthma awareness and epi-pen training, diabetes and epilepsy. The school is well supported by the school nurse who provides staff with advice and any relevant training on request.

5. Process for the Administration of Medicines in School - residential educational visits

- 5.1. Where a child requires medication during a residential educational visit we would expect the parent/guardian to notify the school in advance of the visit and the relevant medical consent forms would be completed. Information would then be collated and the staff attending the visit would be made aware of any children requiring medication during the visit. During the visit medication would be administered as per the guidance above and relevant documentation would be completed when the medication was administered.
- 5.2. In the event of a parent handing in medication on the morning of the visit, the trip leader would notify staff at Hampton Lakes as soon as possible. Where possible, the parent

would be expected to give written consent to the trip leader for the medication to be administered.

- 5.3. It is our expectation that parents/guardians should have notified the school of any medical needs and any medication required **before** the visit commences and the documentation will have been completed in advance of the trip.

Appendix A - Staff who have volunteered to administer medication at Hampton Lakes

Zoe Trigg - Head of School

Appendix B

Dear _____.

My child (child's name) _____ in (class) _____.

Has (name of illness) _____

As a result of this we would like to request that you would administer (name of medicine):

_____.

At (time of day) _____.

Date from: _____ . Date to: _____

Signed (parent) _____

Signed (school) _____

Appendix C

<u>Class:</u>		<u>Name of Child</u>			
Date of administration:	Name of medicine:	Quantity:	Time:	Signed:	Counter signed: