St Oswald's Catholic Primary School

Administering Medication Policy

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Intent Statement

At St Oswald's Catholic Primary School, we are committed to nurturing every child as a unique gift from God. Guided by our Catholic mission and values, we strive to ensure that pupils with medical conditions receive the care, support and reasonable adjustments they need to participate fully in school life, achieve their potential and flourish within our caring community. We work closely with parents, healthcare professionals and external agencies to promote pupils' health, wellbeing, dignity and safety whilst enabling full access to the curriculum and wider opportunities offered by the school.

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 feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

Legal framework

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

- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy is implemented in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Allergy Safety Policy
- Complaints Procedures Policy

Definitions

St Oswald's Catholic Primary School defines "medication" as any prescribed or over the counter medicine.

The school defines "prescription medication" as any drug or device prescribed by a doctor.

The school defines a "staff member" as any member of staff employed at the school, including teachers.

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

The school defines a “controlled drug” as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

Confidentiality and Data Protection

The school will process medical information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy. Medical information will only be shared with staff who need to know in order to ensure a pupil's safety and wellbeing.

Key roles and responsibilities

The governing board is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy, as outlined in the school’s Complaints Procedures Policy.
    - Ensuring the correct level of insurance is in place for the administration of medication.
    - Ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
    - Ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
    - Managing any complaints or concerns regarding the support provided or administration of medicine using the school’s Complaints Procedures Policy.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services’ cover arrangements and that the correct information is provided for the navigation system.

- Organising another appropriately trained individual to take over the role of administering medication in the case of staff absence.
- Reporting significant medication incidents, trends and policy compliance matters to the Governing Body.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and ensuring pupils do so also.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing a medication administration form (appendix A) prior to bringing any medication into school.
- Discussing medications with their child prior to requesting that a staff member administers the medication.

It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with other members of staff.

Training of staff

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.

All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice.

The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; hence, staff members will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Receiving and storing medication

The parents of pupils who need medication administered at school will be sent a medication administration consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils under the age of 16.

A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present.

Consent obtained from parents will be renewed annually.

The school will not, under any circumstances, administer aspirin unless there is evidence that it has been prescribed by a doctor.

The school will only allow prescribed medication, and only a maximum of four weeks' supply, to be stored in the school.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the sides of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

The school will ensure that all medications are kept appropriately, according to the product instructions, and safely, visibly and accessibly within the school office.

Medication will be stored according to the following stipulations:

- In the original container alongside the instructions
- Clearly labelled with the name of the pupil and the name and correct dosage of the drug
- Clearly labelled with the frequency of administration, any likely side effects and the expiry date
- Alongside the parental consent form

Medication that does not meet these criteria will not be administered.

Medication that may be required in emergency circumstances, e.g. asthma inhalers and EpiPens, will not be kept in locked cupboards. Such medication will be stored in such a way that they are readily accessible to pupils who may need them and can self-administer, and staff members who will need to administer them in emergency situations.

The school will allow pupils who are capable of carrying their own inhalers to do so, provided parental consent has been obtained.

The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced.

The school will not store surplus or out-of-date medication, and parents will be asked to collect containers for delivery back to the chemist.

The school will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.

Needles and sharp objects will always be disposed of in a safe manner, e.g. the use of 'sharp boxes'.

Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. The school will only administer non-prescription medication in exceptional circumstances and with written parental consent.

Staff will check the expiry date of each medication being administered to the pupil each time it is administered.

Prior to administering medication, staff members will check the maximum dosage and when the previous dose was taken.

Only suitably qualified members of staff will administer a controlled drug.

Medication will be administered in a private and comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the bursar's office.

The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment after use if necessary
- Available PPE for use where necessary
- Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name and strength and dose instructions match the details on the consent form.
- That the name on the medication label is the name of the pupil who is being given the medication.
- That the medication to be given is within its expiry date.
- That the child has not already been given the medication within the accepted timeframe.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member, provided that parental consent for this has been obtained.

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 IHPs, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible.

Out of school activities and trips

In the event of a school trip or activity which involves leaving the school premises, medication and devices such as insulin pens and asthma inhalers, will be readily available to staff and pupils.

If possible and appropriate, pupils will carry certain medications themselves, e.g. asthma inhalers.

If the medication is not one that should be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they need assistance with taking the medication, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or activity which pupils with medical conditions will attend.

Staff members will ensure that they are aware of any pupil who will need medication administered during the trip or activity and will make certain that they are aware of the correct timings that medication will need to be administered.

If the out-of-school trip or activity will be over an extended period of time, e.g. an overnight stay, the school will ensure that there is a record of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record should be kept by a designated trained staff member who is present on the trip and can manage the administering of medication.

All staff members, volunteers and other adults present on out-of-school trips or activities will be made aware what should be done in the case of a medical emergency with regard to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

Individual healthcare plans

For chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parents, the headteacher, the SENCO and any relevant medical professionals. No pupil with a medical condition will be denied admission to school or prevented from accessing educational opportunities solely because arrangements for their medical condition are being developed or reviewed.

When deciding what information should be recorded on an IHP (see appendix B), the governing board will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including 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 out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom 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

- The governing board will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by the SENDCO.

Adrenaline auto-injectors (AAIs)

The school has obtained a supply of spare AAIs from a pharmaceutical supplier that can be used in the case of a medical emergency for pupils who are at risk of anaphylaxis, but whose devices are not available or not working.

The headteacher will ensure that all relevant staff members are aware of how to submit a request to the pharmaceutical supplier to purchase these AAIs and the need to include in the request:

- The name of the school.
- The purposes for which the product is required.
- The total quantity required.

The Headteacher, in conjunction with appropriate healthcare professionals where necessary, will determine which brands of AAI are purchased.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, the school may decide to purchase multiple brands.

The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the school adheres to the correct dosage requirements. These are as follows:

- For pupils under age 6: 0.15 milligrams of adrenaline
- For pupils aged 6-12: 0.3 milligrams of adrenaline

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- One or more AAIs
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- The manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
- A note of the arrangements for replacing the injectors
- A list of pupils to whom the AAI can be administered

- An administration record

Staff responsible for administering medication will also receive annual allergy awareness and emergency anaphylaxis training in accordance with the school's Allergy Safety Policy.

Designated staff members who are suitably trained and confident in their ability to do so will be appointed as the administrators of AAIs.

As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAIs in the case of an emergency.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members who will administer AAIs are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained, and consent, to administer AAIs on site at all times. In any suspected anaphylactic emergency, staff should follow current national guidance and training. If there is any doubt regarding anaphylaxis, adrenaline should be administered and emergency services contacted immediately.

Spare AAIs are maintained within the emergency anaphylaxis kit located in the AED box situated in the school foyer.

The school will maintain a Register of AAIs, copies of which will be kept in each classroom and in the school office, which lists pupils to whom spare AAIs can be administered. This includes the following:

- Name of pupil
- Class
- Known allergens
- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

Medical emergencies

Medical emergencies will be handled in line with the First Aid Policy.

The school will ensure that emergency medication is always readily accessible and never locked away, whilst remaining secure and out of reach of other pupils.

The headteacher will ensure that there is a sufficient number of staff who have been trained in administering emergency medication by an appropriate healthcare professional.

For all emergency and life-saving medication that is to be kept in the possession of a pupil, e.g. EpiPens or prescribed AAIs, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times, and a spare copy of these instructions will be kept by the school in the bursar's office.

Medication incidents and near misses

All medication errors, omissions, refusals, near misses and adverse reactions will be recorded and reviewed. Lessons learned will be used to improve procedures and training. Significant incidents will be reported to governors.

Monitoring and review

This policy will be reviewed annually by the Headteacher and Governing Board and sooner following significant incidents, changes in legislation or updated statutory guidance.

Records of medication which have been administered on school grounds will be monitored and the information will be used to improve school procedures.

Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

St Oswald's Catholic Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

Parental Agreement Form

St Oswald's Catholic Primary School Medication Administration Form

The school will not give your child medicine unless you complete and sign this form.

Name of child:	
Date of birth:	
Group/class/form:	
Medical condition/illness:	
Medicine/s:	
Name/type of medication 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)	

Individual Healthcare Plan Template

St Oswald's Catholic Primary School Individual Healthcare Plan		
Pupil's name:		
Address:		
Date of birth:		
Class teacher:		
Details of medical condition:		
Date plan drawn up: __/__/____		Review Date: __/__/____
Contact information		
Family Contact 1:	Name: Relationship to pupil: Address: Phone number: (work): (home): (mobile):	
Family Contact 2:	Name: Relationship to pupil: Address: Phone number: (work): (home): (mobile):	

GP:	Name: Address: Phone number:
Clinic/hospital contact:	Name: Phone number:

Plan details

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

Describe daily care requirements, e.g. before sport or at lunchtime:

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

Follow up care:

Who is responsible in an emergency (state if different for off-site activities):

Signed	Date
Parent:	
Pupil (where appropriate):	
Headteacher:	
SENCO:	
GP:	