



Administration of Medication Policy

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Policy for the Administration of Medication

To be reviewed 2024 or as required.

The Governors and staff of St Cuthbert's Junior Schools wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day.

Please note that parents should keep their children at home if acutely unwell or infectious.

	Responsibility	Additional details
The governing body will be made aware of this policy and its role in being responsible for all school policies. The Head teacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise, the Head teacher will inform the parents of the policy and its implications for them. In all complex cases, the Head teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or appropriate medical professional.	The Governing Body	Overseen by Head teacher, SEND Governor and SENCO
Parents have the prime responsibility for their child's health and are required to provide the school (via the Head teacher) with information about their child's medical condition before they are admitted to the school, or as soon as the child first develops a particular medical need. When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an Individual Health Plan (IHP). The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.	Parents Head teacher SENCO	
Pupils with Short Term Medical Needs		
If children are unwell and unable to cope with a busy school day or if the child has an infectious or contagious condition they should not be sent to school. If they become ill during the day, parents/carers will be contacted by the school office in order that the child can be taken home.	Parents	Parents are required to sign pupils out at the office.
Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period of up to 2 days, perhaps to finish a course of prescribed antibiotics. Where possible doses should be given before or after school, however medicines may be brought into school if it would be detrimental to the child not to do so. Medicines should be brought to school in the original containers with the labels attached.	Parents	See also Storage of Medication

	Responsibility	Additional details
<p>Parents should inform the school (using the forms available from the school office) about the medicines that their child needs to take and provide details of any further support required. The school will not make changes to prescription dosages on parental instructions.</p> <p>Each item of medication must be delivered to the Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed.</p> <p>Each item of medication must be clearly labelled with the following information:</p> <ul style="list-style-type: none"> • Pupil's name • Name of medication • Dosage • Frequency of administration • Date of dispensing • Storage requirements (if important) • Expiry date 	Parents	Forms will be stored with medication
<p>Antibiotics Medicines</p> <p>Will only be administered after your child has been at home for the first 24 hours. Please be advised that medicine that has been prescribed for use two times a day should be given at home unless the family practitioner has prescribed particular times for it to be administered.</p> <p>Antihistamine Syrup</p> <p>Will only be administered after we receive a letter from your family practitioner (GP), hospital, clinic or nurse once medication has been prescribed the school will administer following instructions.</p> <p>Asthmatic Inhaler</p> <p>Will be given to your child as directed by information given by yourselves and medication instructions. Be advised that if you have more than one child in your family for example siblings or twins each child will need their own separate spacer and medication device and these need to be clearly labelled.</p> <p>We understand the need for children with asthma to have access to their inhalers at all times. Inhalers will be stored in the classroom in a secure location.</p> <p>If a child needs his/her inhaler at any time then this will be arranged. The adults in the school will always be able to locate it within minutes if necessary.</p> <p>Teachers will inform parents if the child has used the inhaler during the school day.</p> <p>At the end of the school year parents need to collect inhalers from the class teacher.</p> <p>At the beginning of the new school year parents will need to complete a new consent form and hand it with the labelled inhaler to the new class teacher.</p> <p>Parents must complete a new form each year and if the prescription and instructions for administering the inhaler changes.</p>		

	Responsibility	Additional details
<p>Calpol, Medicinal Paracetamol, Oral Suspensions Please be advised that Calpol or any Paracetamol oral suspensions will only be administered by staff after the child has been at home for 24 hours. Please be reminded that Calpol or Paediatric Paracetamol suspensions will only be given for the illness for which was originally prescribed. This will be confirmed by the issue date on the packaging medicine bottle.</p> <p>Whilst we are aware that Calpol, Paediatric Paracetamol Oral Suspensions have a long shelf life the school will not administer this medication if it is over two weeks of the prescribed date of your child's sickness and you would need to consult your GP.</p> <p>Cough Medicine We are only able to give cough medicines that have been prescribed by your GP and again the school will not give medication if it is over two weeks of the prescribed date of your child's sickness.</p> <p>Epi Pens Can only be administered by a trained member of staff. The school will store Epi pens centrally and all staff will be made aware of children who are in possession of one. A child will have a medical care plan.</p>	SENCO	
Responsibility for administering prescribed medication		
<p>The school will ensure that there are sufficient members of support staff who are employed, appropriately trained and willing to manage medicines. The type of training necessary will depend on the individual case. If they are in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action. Staff should never give non-prescribed drugs to a child unless there is specific written permission from the parents. This will be an exceptional situation rather than the norm. A child under the age of 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.</p>	Head teacher/SENCo	A record of training will be kept
<p>Staff will never accept medicines that have been taken out of the container as originally dispensed or make changes to dosages on parental instructions. It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. This should be discussed by parents with the prescriber. Where possible prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for re-packaging of medicines.</p>	Head teacher	

	Responsibility	Additional details
Controlled drugs should never be administered unless cleared by the Head. Reference should be made to the DfE document Supporting Pupils at School with Medical Conditions 2015 Head teacher For children who are competent to manage their own health needs and medicines, wherever possible, they should be allowed to carry their own medication and relevant devices or should be able to access their medicines for self-medication quickly and easily. This will be discussed with parents and it will be reflected in their IHPs	Head teacher	
Record-keeping		
<p>No child under 16 should be given medicines without written parent consent. Form 1 must be completed by the parent giving permission for medicine to be administered by staff. In accordance with DfE 2015 guidelines staff will complete and sign a record (form 2) each time they give medicine to a child. These are filed in children's individual records when the course of prescribed medicine is completed. Members of staff giving medicines should check:</p> <ul style="list-style-type: none"> • The child's name • Prescribed dose • Expiry date • Written instructions on the packaging and from parents. 	All staff	Forms to be stored with medication until course of prescribed medicine completed then in pupil's individual records.
Refusal to take medicine		
If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and inform parents of the refusal immediately.	Head teacher	Parents will be informed by phone call or letter
If a refusal to take medicines results in an emergency, then the usual emergency procedures will be followed.	All staff	See also individual health care plans
Storage of medication		
Medicines should be stored away from children and be in their original containers. This will be the responsibility of the school office. Children should know where their medicines are kept and who is responsible. All emergency medicines, such as asthma inhalers and adrenaline pens, will be safely stored and will be readily available to the relevant pupils. They will not be locked away and where children are considered safely able to take care of their own medicines they will be supported to do so. This will generally apply to relief treatment for asthma.	School office Staff	
Some medicines need to be refrigerated. These will be kept in the fridge at the school office.	School office Staff	

	Responsibility	Additional details
Disposal of Medication		
School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.	School staff	
Individual Health Care Plans		
<p>A written individual health care plan will be developed where needed, to clarify for staff, parents and the child, the support that will be provided and what training may be required. This will include:</p> <p>details of the child's medical condition, any medication, daily care requirements, action to be taken in an emergency, parents/carers details including emergency contact numbers</p>	SENCO	Copies of individual health care plans will be stored with medication in class room and additional copies shared appropriately e.g. Midday staff, PE staff, office, supply staff
<p>Those who may contribute to a health care plan include:</p> <p>The school nurse, specialist nurses, children's community nurses, the child's GP or other health care professionals (depending on the level of support the child needs)</p> <p>The parents/carers (and the child, if appropriate)</p> <p>The Head teacher and SENCO</p> <p>The class teacher, care assistant or teaching assistant</p> <p>Support staff who are trained to administer medicines or trained in emergency procedures.</p> <p>PIMS team</p> <p>It is good practice to have a health care plan endorsed by a health care professional and in many cases, it is essential to do so.</p>	Head teacher/ SENCO	
The school will agree with parents how often they should jointly review a health care plan. The timing of this will depend on the nature of the child's particular needs. In most cases, this will take place at the start of each school year; however, some plans will need to be reviewed more frequently depending on individual needs.	Head teacher	Individual health care plans will be reviewed at least annually and/or on an as need basis
Training		

	Responsibility	Additional details
If school staff need to be trained to administer medical procedures, the school will contact the relevant health care professional, e.g. School Nurse, specialist nurse or children's community nurse. Parents cannot be responsible for leading this training but parents and children will be asked to participate in the training and give advice and guidance on how they prefer things to be done. The school SENCO will lead conversations when the child transitions to a new setting	SENCO	A record of training will be kept in the school office
Parents and school staff cannot cascade training that they have received when the training is specific to an individual child. This has been included as insurance against challenges should there be any issues. The only time this can be sanctioned is if the medical professional advises to do so and is aware of the advice being given.	Head teacher	
School staff who have been trained are responsible for following and delivering the health care plan and if the child's condition alters they will contact an appropriate professional and the parents, making them aware of the change and requesting further training if needed or an alteration to the plan	Individual staff	
School staff will request further training when needed, and professional updates at least once a year.	Individual staff	
Staff who have been trained in the child's care are responsible for following the procedures in children's care plans as they have been trained to do	Individual staff	
The (Headteacher) will liaise with health care professionals and the trained staff to support and facilitate training refreshers and updates as needed.	Individual staff	
Individual staff are responsible for identifying and communicating any changes that they notice in the child's care needs. The SENCO will inform parents and health care professionals and discuss whether further training is needed	Individual staff	
Communicating Needs		
A confidential file containing photographs of pupils with medical needs, together with outlines of their medical condition and action to be taken, is available to all teaching and support staff and is stored in a locked cupboard.	Head teacher/ SENCO	
Health Care Plans for individual children are also kept in the classroom where they are accessible to all staff involved in caring for the child. As well as in the school office for office staff and in the kitchen for lunch staff and for wrap around care staff.	Class teacher, office staff, lunch staff, Wrap around care staff	

	Responsibility	Additional details
Further copies and full medical records are stored in the child's personal file.	SENCO	
Educational visits		
Visits and school residential trips will be planned so that pupils with medical needs can participate and reasonable adjustments will be made as appropriate to ensure that they are not discriminated against. If a risk assessment indicates that it is not safe for the pupil to participate in part of the experience because of their condition, then reasonable adjustments will be made and an alternative experience will be provided to ensure that they are enabled to join in the curriculum surrounding the trip.	All staff	
Staff supervising excursions and residential trips will always make sure that they are aware of any medical needs, and relevant emergency procedures. Parents of children participating in residential trips will need to complete required consent forms giving details of all medical/dietary needs. All medication or equipment, which needs to be administered during the course of the visit, should be handed directly to the class teacher in accordance with the school's guidelines before leaving the school at the start of the trip	All staff	
A copy of individual health care plans will be taken on visits in the event of the information being needed in an emergency	Visit leader	
Arrangements for taking any necessary medicines will be made and, if necessary, an additional member of the support staff, or an appropriate volunteer might be needed to accompany a particular child. Children's parents should not be required to accompany their own children on school trips. The only exception to this is if this arrangement is agreed between medical professionals, parents and the school as a requirement of an IHCP	Visit leader	
If there is any concern about whether the school is able to provide for a child's safety, or the safety of other children on a visit, then parents will be consulted and medical advice sought from the school health service or the child's GP.	Head teacher	
Sporting Activities		
All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being. Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson	All staff	

	Responsibility	Additional details
planning for all children to be included in ways appropriate to their own abilities.		
Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. This will SENCO include a reference to any issues of privacy and dignity for children with particular needs	SENCO	
Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.	All staff	

Unacceptable Practice:

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues.
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets
- To place children at risk for any reason

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the head teacher in the first instance. If the head teacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

Administration of Medicines and Treatments Consent Form

St Cuthbert's Church of England Junior School

Name of Child	
Class of Child	
Name of GP	
Medical Condition or illness	
Name and Strength of medicine – as described on the container	
Dose & time to be given	
Any other instructions/allergies	
Procedures in an emergency	

I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary. I recognise that school staff are not medically trained. I recognise that school staff are not medically trained

Signature of parent or carer	
Relationship to the child	
Date of signature	

I understand that I must deliver the medicine personally to (agreed member of staff)

I accept that this is a service that the school are not obliged to undertake. I understand that I must notify the school of any changes in writing. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school administering medicine in accordance with the school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

in school time

[illegible]

