



Administering Medication Policy

LEADER / CO-ORDINATORS	Mrs J. M. Farrimond
GROUPS INVOLVED IN DISCUSSION	Headteacher Senior Leadership Team All Staff Governing Body
LINK TO SCHOOL IMPROVEMENT PLAN	Priority 1 and 2 – Quality for Leadership and Management Safeguarding

‘Trust in the Lord with all your heart and do not lean on your own understanding; in all your ways, acknowledge Him and He will make your paths straight.’
Proverbs 3:5-6

Introduction and Aims

We aim to cater for the individual needs of every child and to equip them with a better understanding of the world in which they live. We believe that each and every child deserves the very best and that they are encouraged to develop their abilities to the full. Children achieve best through regular attendance at school and the development of supportive relationships between parents / carers and school staff. These are essential in ensuring that every child's needs are catered for and that every child is secure and safe during their time at school and when being collected during the day or at the end of the school day.

Mission Statement

As stated in our school's Mission Statement, our 3 aims are to-

- ~ Have a sense of responsibility and take an active part in serving our world;
- ~ Have a growing understanding of Gospel Values and gather together in prayer and Worship;
- ~ Have a passion for learning and an enjoyment for discovery.

“Hand in Hand, In the image of Jesus,

We grow together and celebrate who we are.”

The staff of St. Aidan's Catholic Primary School will work to give each child the entitlement of a broad, balanced, differentiated curriculum (irrespective of ability) encouraging in every individual a sense of self-worth and self-esteem. All teaching and learning is underpinned by the school mission statement.

Statement of intent

We 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.

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



Definitions

St. Aidan's defines "medication" as any prescribed or over the counter medicine.

St. Aidan's defines "prescription medication" as any drug or device prescribed by a doctor.

St. Aidan's 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.

Key roles and responsibilities

The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of St. Aidan's.

The governing body has overall responsibility for 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.

The governing body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.

The governing body is responsible for ensuring the correct level of insurance is in place for the administration of medication.

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.

The governing body is responsible for 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.

The governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.

The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of name of school.

The headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.

The headteacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.

Nominated First Aid staff are responsible for overseeing insulin injections for diabetic pupils.

Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.

Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.

Parents/carers are expected to keep the school informed about any changes to their child/children's health.

Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school.

Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

The headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

In the case of staff absence, the headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.

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 other members of staff.

Medication for short term conditions can not be administered in school. Staff can only administer medication that has been prescribed for long term conditions.



ST. AIDAN'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs. J. M. Farrimond, B.A. (Hons) N.P.Q.H

Training of staff

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All relevant staff will be made aware of a pupil's medical condition.

The headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

The governing body will provide staff members with opportunities and details of CPD.

St. Aidan's 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.

Medication

Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form.

No pupil under the age of 16 will be given medicines without written parental consent.

Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.

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.

Before administering medicine, maximum dosages and when the previous dose was taken will be checked.

A maximum of four weeks' supply of medication may be provided to the school.

When medicines are no longer required, they will be returned to the parents/carers of the pupil.

Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.

Medications will only be administered at school if it would be detrimental to the child not to do so.

Medications will be stored securely in the school office/staff room/classroom.

In the event of a school trip 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.

Only suitably qualified staff will administer a controlled drug.

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.

Any medications left over at the end of the course will be returned to the pupil's parent/carer.

Written records will be kept for any medication administered to pupils.

Pupils will never be prevented from accessing their medication.

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.

These arrangements will be reflected in their medical healthcare plan (MHCP).

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 MHCP and parents/carers will be informed so that alternative options can be considered.

St. Aidan's cannot be held responsible for side effects which occur when medication is taken correctly.

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.

Individual Health Care Plans

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.

When deciding what information should be recorded on an IHCP, 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



ST. AIDAN'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs. J. M. Farrimond, B.A. (Hons) N.P.Q.H

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 school trips and external activities

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

The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by the SENDCo.

Monitoring and Review

We are aware of the need to monitor the school's uncollected children policy, and to review it regularly, so that we can take account of new initiatives and research, changes in the curriculum, developments in technology or changes to the physical environment of the school. We will therefore review this policy every three years, or earlier if necessary.

This policy was last up-dated on	November 2023
Discussed and agreed with Governors	To be agreed November 2023
Formal Review of Policy	November 2025

Signed: _____

Headteacher, Mrs J. M. Farrimond

Chair of Committee