

# Administering Medication Policy

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Headteacher: **Mrs J Gray, MSc, NPQH**

St Michael's Church of England High School • Rowley Learning Campus • Curral Road • Rowley Regis • West Midlands • B65 9AN  
Telephone: **0121 561 6881** • Fax: 0121 561 6882 • email: [contact.staff@st-michaels.sandwell.sch.uk](mailto:contact.staff@st-michaels.sandwell.sch.uk)

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## Statement of intent

St Michael's Church of England High School 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.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## **1. Legal framework**

- 1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
  - Children and Families Act 2014
  - DfE 'Supporting pupils at school with medical conditions' 2015

## **2. Definitions**

- 2.1. St Michael's Church of England High School defines "medication" as any prescribed medicine.
- 2.2. St Michael's Church of England High School defines "prescription medication" as any drug or device prescribed by a doctor.
- 2.3. St Michael's Church of England High School defines a "staff member" as any member of staff employed at the school, including teachers.
- 2.4. For the purpose of this policy, "medication" will be used to describe all types of medicine.

## **3. Key roles and responsibilities**

- 3.1. The governing board has overall responsibility for the implementation of the Administering Medication Policy and procedures of St Michael's Church of England High School.
- 3.2. The governing board has overall responsibility of 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.
- 3.3. The governing board is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- 3.4. The governing board is responsible for ensuring the correct level of insurance is in place for the administration of medication.
- 3.5. The governing board 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.
- 3.6. The governing board 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.
- 3.7. The governing board will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.
- 3.8. The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of St Michael's Church of England High School.
- 3.9. The headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.

- 3.10. 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.
- 3.11. There are a number of staff responsible for overseeing insulin injections for diabetic pupils. Whenever the need to administer insulin injections is identified, staff will receive updated training.
- 3.12. Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.
- 3.13. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- 3.14. If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.
- 3.15. Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- 3.16. Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school.
- 3.17. Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- 3.18. The Assistant Headteacher, Facilities and Resources and the Senior Administrator (Inclusion) are responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- 3.19. In the case of staff absence, the headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.
- 3.20. 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 the school nurse or other members of staff.

#### **4. Training of staff**

- 4.1. Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
- 4.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 4.3. The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- 4.4. All relevant staff will be made aware of a pupil's medical condition.
- 4.5. The headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.

- 4.6. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- 4.7. The governing board will provide staff members with opportunities and details of CPD.
- 4.8. St Michael's Church of England High School 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.

## **5. Medication**

- 5.1. Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).
- 5.2. No pupil under the age of 16 will be given medicines without written parental consent.
- 5.3. 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.
- 5.4. 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. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- 5.5. Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- 5.6. A maximum of the course of the prescription for medication may be provided to the school.
- 5.7. When medicines are no longer required, they will be returned to the parents/carers of the pupil.
- 5.8. Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- 5.9. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 5.10. Medications will be stored securely in the medical room.
- 5.11. 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.
- 5.12. Only suitably qualified staff will administer a prescribed drug.
- 5.13. 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.
- 5.14. Any medications left over at the end of the course will be returned to the pupil's parent/carer.

- 5.15. Written records will be kept for any medication administered to pupils.
- 5.16. Pupils will not be prevented from accessing their medication unless it is appropriate not to do so due to safeguarding concerns.
- 5.17. 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 individual healthcare plan (IHCP).
- 5.18. 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 IHCP and parents/carers will be informed so that alternative options can be considered.
- 5.19. St Michael's Church of England High School cannot be held responsible for side effects which occur when medication is taken correctly.
- 5.20. 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.

## **6. Individual healthcare plans**

- 6.1. Individual healthcare plans will be developed for pupils with chronic or long-term conditions and disabilities. The process for this is specified in the Supporting Pupils with Medical Conditions Policy.

## **7. Monitor and review**

- 7.1. This policy is reviewed every two years by the governing board and the headteacher.
- 7.2. Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- 7.3. Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- 7.4. St Michael's Church of England High School will seek advice from any relevant healthcare professionals as deemed necessary.

## Appendix A- Parental Agreement Form

### Request For School To Administer Medication

The school will not give your child medication unless you complete and sign this form, and the headteacher has agreed that school staff can administer medication.

Child's surname		Form group	
Child's forename(s)		DOB	
Address			
		Postcode	
Medical condition			

### MEDICATION

Name/type of medication (as per dispensary label):	
Dosage (amount) and method of administration:	
Date dispensed	
For how long will your child take this medication?	
Time(s) to be given:	
Known side effects:	
Special precautions (if any):	
Self-administration:	Yes <input type="checkbox"/> No <input type="checkbox"/>
I am happy for the school to contact the school health nurse or focus provision/community nurse for a referral in case a care plan is required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Procedures to follow in an emergency:	
<p><b>Data Protection :</b> The school is registered under the Data Protection Act and the General Data Protection Regulations for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the local authority and with the DfE.</p>	

### Contact Information

Emergency Contact 1	Name	
	Daytime telephone	
	Home telephone	
	Relationship to child	



Emergency Contact 2	Name	
	Daytime telephone	
	Home telephone	
	Relationship to child	

### Parental Information

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped. I understand that I must deliver the medicine personally to the member of staff notified to me by St Michael's Church of England High School and accept that this is a service which the school is not obliged to undertake.

Signature			
Name (print)		Date	
Relationship to child			
Witnessed by Name (print)			
Signature			

### School Information

The school will confirm in writing to parents that is happy to administer medication once this form has been processed. The school will identify the member of staff to whom medication must be delivered and the member of staff who will administer the medication.

#### School Agreement to Administer Medication

I agree that: \_\_\_\_\_ *(pupil name)*  
 will receive \_\_\_\_\_ *(quantity & name of medicine)*  
 every day at: \_\_\_\_\_ *(time(s) medicine to be administered)*  
 Name of pupil: \_\_\_\_\_ will be supervised while he/she takes  
 Name of member of staff: \_\_\_\_\_ their medicine by  
 This arrangement will continue until: \_\_\_\_\_ *(either the end date of the course of medication, or until instructed by parents)*

Authorised school signature \_\_\_\_\_  
 Position Headteacher  
 Name (print) Jayne Gray Date

