

Our Lady & St Paul's R.C. Primary School

A Voluntary Academy



Administering Medication Policy

This policy is reviewed every two year by the Governors.

History of Document

| Issue No | Author/Owner | Date Written | Approved by Governors | Comments |
|----------|--------------|--------------|-----------------------|---------------------------|
| 1 | Marie Gavin | January 2019 | February 2019 | |
| 1.1 | Marie Gavin | June 2020 | June 2020 | COVID-19 Procedures added |
| 1.2 | Marie Gavin | June 2022 | September 2022 | |
| 1.3 | Marie Gavin | June 2024 | June 2024 | |

Mission Statement

"If I am without love, I am nothing." 1 Corinthians 13:2

At Our Lady and St Paul's we encourage each other to love, learn and live as friends of Jesus Christ.

We aim...

- to encourage every member of our school community, children and adults, to grow in faith.
- to encourage a love for learning and a thirst for knowledge to enable all children to reach their full academic potential.
- to encourage our children to grow and develop their talents, skills and enquiring minds.
- to encourage our school community to have trust, respect and love for everyone.

We will achieve this by...

- providing opportunities for prayer, worship and Religious Education.
- providing an engaging curriculum which will inspire lifelong learning.
- providing opportunities for children to have enriching experiences beyond the classroom.
- providing opportunities for our school to reach out and embrace the parish and wider community.

"If I am without love, I am nothing." 1 Corinthians 13:2

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Statement of intent

Our Lady & St Paul's RC Primary 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.

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 'Supporting pupils at school with medical conditions' 2015

Definitions

Our Lady & St Paul's defines "medication" as any prescribed or over the counter medicine.

Our Lady & St Paul's defines "prescription medication" as any drug or device prescribed by a doctor.

Our Lady & St Paul'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 Our Lady & St Paul's.

The governing body 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.

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 Our Lady & St Paul's.

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

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 a members of staff.

Training of staff

Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.
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.

Our Lady & St Paul'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 (appendix A).

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.

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent/carer.
Before administering medicine, maximum dosages and when the previous dose was taken will be checked. School will keep a written record each time a medicine is administered to a child. Medications will be stored securely in the office.

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.

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.

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 first aider.

If a pupil refuses to take their medication, staff will not force them to do so, but will inform the parents/carers so that alternative options can be considered.

Our Lady & St Paul's cannot be held responsible for side effects which occur when medication is administered correctly.

Individual healthcare 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. See Supporting Pupils with Medical Conditions Policy for further information.

When deciding what information should be recorded on a IHCP, the school 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
- 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 SENCO.

Monitor and review

This policy is reviewed every two years by the governing body and the Headteacher.

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.

Our Lady & St Paul's will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix A- Parental Agreement Form



Our Lady & St Paul's Medication Administration Form

Our Lady & St Paul's will not give your child medicine unless you complete and sign this form.

| | |
|-------------------|--|
| Name of child: | |
| Date of birth: | |
| Group/class/form: | |

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|----------------------------|
| Medical condition/illness: |
|----------------------------|

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|-------------|
| Medicine/s: |
|-------------|

| |
|--|
| Name/type of medicine (as described on the container): |
|--|

| | |
|-----------------|--------------|
| Date dispensed: | Expiry date: |
|-----------------|--------------|

| |
|----------------------------------|
| Agreed review date: |
| Review to be initiated by: |

| |
|----------------------------|
| Dosage, method and timing: |
|----------------------------|

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|----------------------|
| Special precautions: |
|----------------------|

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| Are there any side effects that the school needs to know about? |
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| Self-administration: Yes/No (delete as appropriate) |
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