



## Administering Medication Policy

Date	Review Date	Lead
August 2023	August 2024	Lynsey Whalley

### 1. AIMS

1. To ensure the medical needs of all children are met safely.
2. To provide clear procedures for all members of school and parents.
3. To provide a safe and caring environment for all children.

### **2. ROLES AND RESPONSIBILITIES THE GOVERNING BODY**

At Fitzwilliam Primary School it is the Governing Bodies responsibility to ensure that our school has a detailed and relevant Administering Medication Policy. They are also responsible for agreeing which members of staff supervise / administer medication throughout school.

Medicine will be administered by the following staff:

#### **Main School**

Headteacher Laura Kay  
Deputy Headteacher (Acting) Phil Yeadon  
School Business Officer Ellie Stott  
Lead 1<sup>st</sup> Aider Vicky Freer

#### **Foundation Stage**

The above staff and  
Foundation Stage Manager Tim Downes

### **THE HEADTEACHER**

At Fitzwilliam Primary School it is the headteachers responsibility to put this policy into practice by developing detailed procedures. The headteacher should also make sure that:

- All parents are aware of this policy. This policy will be communicated to parents through regular updates on the school newsletter, display on parents notice board and inclusion on the school website.
- All staff are aware of this policy. This policy will be communicated to staff through staff meetings and weekly briefings.
- Staff who are responsible for administering medicine have appropriate training and understand the procedures fully. The headteacher assumes full responsibility for members of staff administering or supervising children taking **prescribed medication** during the school day.
- Vicky Freer is the named lead First Aider.
- A health Care Plan is written for each child with specific medical needs. This should be done in conjunction with the parent and school nurse.



- Parental consent is obtained before sharing a child's medical information with another member of staff in school.
- Parents culture and religious views are respected at all times.
- Where there is concern that a child's health needs may be able to be met by a school, or the parent's expectations appear unreasonable, the Head will seek further advice from the school nurse, child's GP or other medical advisers.

## **PARENTS**

The prime responsibility for a child's health rests with the parent / guardian; they are responsible for :

- Making sure their child is well enough to attend school.
- Providing school with sufficient information about their child's medical condition.
- Make sure the medication left at school is that prescribed by a doctor, is in the original container and is in date.

## **STAFF ADMINISTERING MEDICATION**

The administering of medicine at Fitzwilliam Primary School is a voluntary role. School will ensure that staff who undertake this role will have sufficient training, information and instruction from the headteacher and the child's parent / guardian.

Where an ancillary member of staff works with a child with medical needs the headteacher will ensure that they have received the appropriate levels of training, information and instruction.

Only staff who have been authorised by the headteacher to administer medication will be covered under the school's employer's liability insurance.

## **TEACHERS AND OTHER STAFF**

Schools lead First Aider is Vicky Freer.

A teacher who has a child in their class with medical needs should understand the nature of the child's condition.

Staff should be aware if any emergency is likely to occur and what measures they should take. These measures will be in the form of a health care plan a copy of which will be kept in the headteachers office and also in the classroom.

Other staff such as lunchtime assistants and support staff, who may at times, be responsible for children with medical conditions will be provided with information and support.

Information is also provided to First Aiders if the child's medical condition has implications for any first aid treatment.



## **THE HEALTH SERVICE**

At Fitzwilliam Primary School our main point of contact with the local Health Authority is with the School Nurse service. We also have good links with the Diabetic Nurse Sheila Roberts. These nurses support school with the writing of health care plans and the training of staff.

## **THE GENERAL PRACTITIONER**

We hold information regarding each child's registered general practitioner. We recognise that a GP has a duty of confidentiality to their patients and should only exchange information with our school with the consent of the child's parents / guardian.

We recognise that in some instances a parent may not wish the GP to provide any information in respect of their child's condition.

## **3. ADMINISTERING MEDICINES**

We recognise that there is no legal duty that requires school staff to administer medicines, however, at Fitzwilliam Primary School we do ensure that staff are appropriately trained to manage medicines.

We recognise that children with medical needs have the same rights of admission to our school as other children.

The members of staff giving medicine should check:

Child's name and date of birth

Prescribed dose

Expiry Date

Written instructions on the label or container.

If these details are not provided then medication should not be given and parents should be contacted.

## **RECORD KEEPING**

We keep written records each time any medicine is administered. These records are kept with the child's medication.

Parents must complete medication consent forms before any medication can be administered in school. These forms are kept in the Main Office and stored securely in order to maintain confidentiality.

**No child should be given medicine without their parents written consent.**

A record must be kept if a child refuses medication and parents will be informed of this refusal as soon as possible.



## **SELF ADMINISTERING**

In some circumstances where appropriate, children will self-administer their own medication. In such circumstances guidance will be sought from colleagues and the self-administering will always be done under adult supervision.

## **PRESCRIBED MEDICATION FOR SHORT TERM MEDICAL NEEDS.**

**Medicine can only be accepted in school when it has been prescribed by a doctor, dentist, nurse practitioner or pharmacist and include the prescriber's instructions for administration.**

**Staff should never administer a non-prescribed medicine to a child.**

We recognise that the majority of children are prescribed medication for short term illnesses. To minimise the amount of time a child is absent for school it may be necessary to continue the medication when the child returns to school. Medication will be administered during the school day if necessary when the prescription states medicine is required 4 times a day.

**School will not accept medicines that have been taken out of the dispensed container. School will not accept medicine where the dosage has been changed.**

## **LONG TERM MEDICAL NEEDS**

School will ensure that we have sufficient information for children with long term medical needs. In some instances this will involve the drawing up of an 'Health Care Plan'. School will not discriminate against disabled children in relation to their access to education and associated services.

When invasive or intimate treatments are required arrangements will be made for 2 adults, at least one of the same gender, will be present for such treatment. (This minimises the potential for accusations of abuse.) Any member of staff who volunteer to provide invasive or intimate treatment will have appropriate training.

**Under no circumstances should any person employed by the school administer medication if they have not received training or authorisation from the headteacher.**

We will allow children with long term medical needs to manage their own medical needs from an early age, although parents must give their consent and the child should be supervised when taking it.

## **REFUSAL TO TAKE MEDICINE**

If a child refuses to take medicine, staff should not force them to do so, but the refusal will be recorded in the medicine log. The school will inform parents immediately and procedures will be set out in a child's individual Health Care Plan.



## HEALTH CARE PLANS

Some children with long term medical needs require a Health Care Plan. School will develop this with the school nursing service, who will lead the development of the plan in consultation with the parents.

Each Health Care Plan will identify level of support needed, give details of the child's condition, daily care requirements, training required, emergency action to take and when to take it, who is responsible in an emergency.

Health Care Plans are available to staff involved with the staff however the level of information provided to each member of staff is carefully planned with Headteacher and parents.

## STORAGE OF MEDICINES

Medicines are stored strictly in accordance with the product instructions in the original container in which it was dispensed. All containers are clearly labelled with the name of the child, name and dose of the medicine and frequency of administration. **Staff should never transfer medicines from their original containers nor accept medicine which has been transferred from its original container.**

**All medicine is stored in the medical cupboard or fridge in the School Office.**

**Children do not carry their own medicine around school.**

## DISPOSAL OF MEDICINES

School staff do not dispose of any medicine. Parents are responsible for ensuring that date - expired medicines are returned to a pharmacy for safe disposal. Parents are asked to collect all medicines in school at the end of each term. If parents do not collect medication at the end of a school year the medicines will be taken to a local pharmacy for safe disposal.

School has a sharps bin for the disposal of needles. The collection and disposal of the box is arranged with environmental services department.

## 4 EDUCATIONAL VISITS AND SPORTING ACTIVITIES

### EDUCATIONAL VISITS

School encourages all children to participate in Educational Visits. Reasonable adjustments are made for a child with a medical problem in order for them to take part. These adjustments may include:- additional staff; adaptation of transport; appropriate health care plan; training of all staff; storage and transport of medication. If necessary school will seek medical advice prior to any visit and also inform the location being visited.

School has an educational visits policy which it adheres to for all visits.



## **SPORTING ACTIVITIES**

School encourages all children to participate in sporting activities however we are aware that some children will need to take precautionary measures prior to, during and after exercise.

## **5 POLICY REVIEW**

This policy was reviewed in August 2014, September 2019, September 2020, August 2021, August 2022, August 2023

The policy was agreed by the Governing body on 23<sup>rd</sup> October 2023.

The policy was last shared with staff on 5<sup>th</sup> September 2023

It will be reviewed again in September 2024.