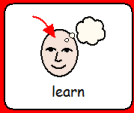
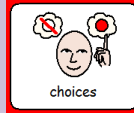


<b><i>'To provide a foundation for fulfilled lives, inspiring confident and happy learners'</i></b>						
<b>Our Values</b>	Enjoy learning	Try our best	Make good choices	Respect each other & our surroundings	Work together	Celebrate our successes
	 learn	 try	 choices	 respect	 together	 success

# Administering Medicines Policy

<b>Document Adopted By Governing Body</b>	
Signed (Chair):	
Date:	September 2023
Print Name:	
Date of Next Review:	September 2024

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## Statement of intent

Dobcroft Infant 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 includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, "**medication**" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "**Prescription medication**" is defined as any drug or device prescribed by a doctor. "**Controlled drug**" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

### Signed by:

Headteacher

Date:

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Chair of governors

Date:

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# 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'
- This policy operates in conjunction with the following school policies:
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Records Management Policy
- Allergen and Anaphylaxis Policy
- Complaints Procedures Policy

# 2. Roles and responsibilities

The governing board is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and supporting pupils to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing an [administering medication parental consent form](#) prior to them or their child bringing any medication into school.

- Discussing medication with their child prior to requesting that a staff member administers the medication.

It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with the school nurse or other members of staff. This may include staff administering medication to the pupil involved.

### **3. Training staff**

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff. The headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school, e.g. the school nurse.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

#### **Training for administering AAIs**

The school will arrange specialist training for staff on a termly basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAIs will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAIs in the case of an emergency.
- The dosage correlates with the age of the pupil.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAIs are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAIs on site at all times.

## 4. Receiving, storing and disposing of medication

### Receiving prescribed medication from parents

The parents of pupils who need medication administered at school will be sent an administering medication parental consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils under the age of 16. A signed copy of the parental consent form will be kept with the pupil's medication file, and no medication will be administered if this consent form is not present. Consent obtained from parents will be renewed annually.

The school will only store and administer prescribed medication. The school will store a reasonable quantity of medication, e.g. a maximum of four weeks' supply at any one time. Aspirin will not be administered unless the school has evidence that it has been prescribed by a doctor.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

### Storing pupils' medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to pupils who may need it and can be administered in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard.

The school will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
  - The pupil's name.
  - the name of the medication.
  - The correct dosage.
  - The frequency of administration.
  - Any likely side effects.
  - The expiry date.
- Stored alongside the accompanying administering medication parental consent form.

Medication that does not meet the above criteria will not be administered.

### Disposing of pupils' medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

## 5. Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the school nurse's office. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. 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 IHPs, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. Records will be stored in accordance with the Records Management Policy.

## 6. Medical devices

### Asthma inhalers

The school will not allow pupils to carry their own inhaler. The school will ensure that inhalers for pupils are kept safe and secure in the school office.

### AAIs

The school will not allow pupils to carry their own AAIs. The school will ensure that AAIs for pupils are kept safe and secure in the school office and a spare AAI is available in preparation for the event that the original is misplaced, unavailable or not working.

The emergency AAI can be found at the following location:

- [School office - Behind the door on the left hand side of the black rack](#)

The school will ensure that a risk assessment regarding the use and storage of AAIs on the premises is conducted and up-to-date.

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAI in emergency situations. The spare AAI will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation has been obtained, this will be recorded in the pupil's IHP.

Pupils' and a spare AAI will be obtained, stored and administered in line with the school's Allergen and Anaphylaxis Policy.

## 7. IHPs

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parent, the headteacher, the SENCO and any relevant medical professionals. When deciding what information should be recorded on an IHP, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support 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 out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom 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 board will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by a designated staff member.



## **8. Educational trips and visits**

In the event of an educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may include pupils carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

If the medication is of a type that should not be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they cannot self-administer, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication.

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

## **9. Medical emergencies**

Medical emergencies will be handled in line with the First Aid Policy.

For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the pupil who requires it, and is not locked away. For all emergency medication kept in the possession of a pupil, e.g. AAls, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept by the school in the school nurse's office.

## **10. Monitoring and review**

This policy will be reviewed annually by the governing board and headteacher. The next scheduled review is September 2025.

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.

## Administering medication parental consent form

Dobcroft Infant School will not give your child medication unless you complete and sign this form.

<b>Name of pupil</b>			
<b>Date of birth</b>			
<b>Form group</b>			
<b>Medical condition or illness</b>			
<b>Prescribed medication</b>			
<b>Name and/or type of medication as described on the container</b>			
<b>Date dispensed</b>			
<b>Expiry date</b>			
<b>Agreed review date</b>			
<b>Review to be initiated by</b>			
<b>Dosage, timing, and method of administration</b>			
<b>Special precautions</b>			
<b>Likely side effects</b>			
<b>Self-administration</b>	<b>Yes</b>	<b>No</b>	Other information:
<b>Additional details</b>			



# 11. Parental Agreement Form

## Dobcroft Infant School Medication Administration Form

**The school will not give your child medicine unless you complete and sign this form.**

Name of child:	
Date of birth:	
Group/class/form:	
Medical condition/illness:	
Medicine/s:	
Name/type of medication as described on the container:	
Date dispensed:	Expiry date:
Agreed review date: .....	
Review to be initiated by: .....	
Dosage, method and timing:	
Special precautions:	
Are there any side effects that the school needs to know about?	
Self-administration: Yes/No (delete as appropriate)	

# Individual Healthcare Plan

Dobcroft Infant School Individual Healthcare Plan	
Pupil's name:	
Address:	
Date of birth:	
Class teacher:	
Details of medical condition:	
Date plan drawn up: __/__/__	Review Date: __/__/__
Contact information	
Family Contact 1:	<p>Name:</p> <p>Relationship to pupil:</p> <p>Address:</p> <p>Phone number:</p> <p>(work):</p> <p>(home):</p> <p>(mobile):</p>
Family Contact 2:	<p>Name:</p> <p>Relationship to pupil:</p> <p>Address:</p> <p>Phone number:</p> <p>(work):</p> <p>(home):</p> <p>(mobile):</p>

GP:	Name:  Address:   Phone number:
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Clinic/hospital contact:	Name:  Phone number:
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**Plan details**

Describe the medical condition and give details of the pupil's individual symptoms:

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Describe daily care requirements, e.g. before sport or at lunchtime:

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Cont.....

Describe what constitutes an emergency for the pupil, and the action to be taken if an emergency occurs:

Describe what constitutes an emergency for the pupil, and the action to be taken if an emergency occurs:

Follow up care:

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Who is responsible in an emergency (state if different for off-site activities):

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Signed

Date

Parent:	
Pupil (where appropriate):	
<b>Headteacher:</b>	
<b>SENCO:</b>	
GP:	



# Administering Medication During the Coronavirus (COVID-19) Pandemic

## 1. Legal framework

- 1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
  - DfE (2020): 'Guidance for full opening: schools'
- 1.2. This policy will be implemented in conjunction with the following school policies, documents and procedures:
  - [Social Distancing Policy](#)
  - [Infection Control Policy](#)
  - [First Aid Policy](#)

## 2. Enforcing new procedures

- 2.1. The school will ensure that a risk assessment for administering medication during the coronavirus pandemic has been conducted and is regularly updated to reflect any changes to government guidance.
- 2.2. The school will ensure that any changes to the procedure of administering medication to pupils are communicated to all relevant staff.
- 2.3. The school will communicate all changes in the provision of medication to pupils who require medication to be administered at school to these pupils and their parents.
- 2.4. After communicating these changes, the school will obtain consent from parents which is separate to that already obtained for administering medication under normal circumstances, to ensure that full and informed consent is achieved for continuing to administer medication to their children during the pandemic.
- 2.5. Staff will undergo any necessary additional training to ensure they can sufficiently follow the procedures within this policy.

## 3. Social distancing and infection control measures

- 3.1. Staff and pupils will have awareness of, and will adhere to, the procedures outlined in the [Social Distancing Policy](#) and the [Infection Control Policy](#).
- 3.2. Staff will be required to wash their hands for at least 20 seconds with hot soapy water before and after administering medication to pupils.
- 3.3. Frequently touched surfaces and equipment will be cleaned and disinfected regularly, including before and after use.
- 3.4. Where practicable, a two-metre distance will be observed amongst all individuals while medication is being administered.
- 3.5. Parents will be informed that medication should be transported to and from school in an airtight container or plastic bag which is to be cleaned upon arrival.

- 3.6. Non-prescription medication will not be administered to pupils during the school day, as parents will be unable to enter the school site.

#### **4. Administering and handling medication**

- 4.1. As far as possible within social distancing and infection control guidelines, staff will continue to administer medication in line with the [Administering Medication Policy](#).
- 4.2. Staff administering medication will adhere to the school's social distancing and infection control measures as much as possible.
- 4.3. All medication will be administered outside [the school office](#), in which the medication is stored. As far as possible, presence outside the school office will be limited to only one pupil receiving medication and one member of staff administering medication at any one time.
- 4.4. Where restricting the number of people outside the room in this way is not possible, the area will be arranged in such a way that enables pupils and staff to remain two metres away from others administering or receiving medication, at all times.
- 4.5. Pupils will be encouraged to take their own medication under staff supervision, where appropriate, to avoid unnecessary contact.
- 4.6. Where contact is necessary or a two-metre distance cannot be observed during the administering of medication, all interaction will take place side-by-side, and face-to-face contact will be minimised as far as possible.
- 4.7. When handling and storing medication, staff will:
- Wash their hands for at least 20 seconds with hot, soapy water, or use an alcohol-based hand sanitiser, before and after they handle medication.
  - Wear disposable gloves when handling medication that is to be directly ingested by a pupil, e.g. capsules.
  - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
  - Minimise the number of people handling medication.
  - Ensure that medication or medical equipment brought in from home is safe to be taken home again.
- 4.8. PPE, other than disposable gloves, will not be used when administering medication in most circumstances, with the exception of those outlined in section 6 of this appendix.

## 5. Ill health and infection

- 5.1. Where an individual must wait on the school premises to go home when showing symptoms of coronavirus and must receive medication, staff ensure that:
  - A suitably trained member of staff administers any medication required.
  - The individual is isolated in a cool, well-ventilated, designated area.
  - They adhere to the school's social distancing and infection control measures.
  - Areas used by the individual, e.g. toilets, are cleaned and disinfected once they leave.
- 5.2. In the event that a symptomatic individual requires medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in [section 4](#) of this appendix.
- 5.3. Staff will wear PPE, including a face covering, disposable gloves and eye coverings where there is a risk of splashing, when administering medication to a symptomatic pupil that requires close contact.
- 5.4. If a member of staff has helped care for a symptomatic individual and subsequently develops symptoms themselves, they are sent home immediately.
- 5.5. Where cover must be arranged for a symptomatic staff member, the school ensures that:
  - There are sufficient numbers of staff who are trained and willing to administer medication to pupils.
  - Adequate cover is in place before the symptomatic staff member leaves the premises.
  - In the event that a member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
  - Symptomatic individuals do not administer medication to others under any circumstances.
  - Staff are aware that they cannot be required to fill in for these roles, and that administering medication is entirely voluntary.

## 6. Emergencies

- 6.1. When administering emergency medication, e.g. AAI's or EpiPens, social distancing restrictions do not apply.
- 6.2. A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 6.3. Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

## 7. Monitoring and review

- 7.1. This appendix is reviewed by the headteacher in response to any new government advice.
- 7.2. The date of the next review is January 2023.
- 7.3. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.

