



**Have courage, grow roots, shine bright!**

Policy:	Administering Medicines
This policy was reviewed:	September 2023
By name:	Andy Muir
Position:	Chair of Governors
Signature:	A. Muir



**Core values:** compassion, courage, resilience and responsibility.

### **Mission Statement**

'Nurturing children to blossom into compassionate and resilient members of our community'

### **Values and aims:**

- To create a stimulating learning environment both indoors and outdoors where children feel safe, are eager to learn and have fun.
- To offer a broad and balanced curriculum which is enhanced through our unique characteristics.
- As a village school, maintain excellent communication and develop links with the community.
- To celebrate and share success however small.
- To foster an understanding of the wider world, encouraging imagination and a sense of wonder.
- To create the foundations for a lifelong love of learning.

## Hazelbury Bryan Primary School

### Administration of Medicine

#### Overview

Although regular school attendance is expected, if a child is ill they should remain at home until well enough to cope with the demands of the learning environment. Children who have an infectious childhood illness may return to school after the period in which they may pass the infection to other children and staff has elapsed. Where learners have been prescribed medications by a doctor, or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures. To ensure the well-being of the children, staff who administer medication are suitably qualified. Our qualified and authorised staff are:

All staff are qualified in First Aid. Mrs Sedgbeer oversees the organisation of first aid and medical needs within school.

#### Objectives:

1. To provide an appropriate, safe policy in relation to the administration of medicine in school following national and local educational guidelines.
2. To clearly identify the responsibilities of the school and parents/carers in respect of a child's medical need.
3. To keep medication safe in school.
4. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
5. To make safe provisions for the supervision and administration of medication in school time.
6. To ensure that all staff know they must be adequately trained before undertaking this role.

#### Strategies

1. Only medication prescribed by a doctor, or authorised health care worker, will be administered in school.
2. Only members of staff that have been trained and authorised by the headteacher may supervise and administer medication. In an emergency, the headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must complete a medical form, as identified in school guidance and other documents: Parental Consent for administration of medication form (Appendix One). This needs to be given to the Office who will then liaise with the Headteacher. This form will be completed with the parent, if possible and then kept in the child's records in the school office, once shared with the Headteacher. If medication is to cease the parent needs to put this in writing to the Headteacher.

4. Parents must visit the school to discuss what is being requested and to agree to the procedures proposed by the school.
5. Medication must be sent into school in its original container with the pharmacist's original label and clearly stating directions for use.
6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator this will be stored in the fridge within the office. All other medication is stored in the school office.
7. It is the parents/carers responsibility to ensure there is sufficient, in date medication in school.
8. Two members of staff must be present when medication is administered and a record kept in a log including the date and time. This is for specific conditions only. Any reason why the medication is not given must also be recorded e.g. refusal etc.
9. When pupils needing medication are on visits away from school, the school will complete a relevant risk assessment including pupils with medical needs to its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parents will be requested to accompany them on such visits and outings.
10. A list of qualified first aiders is displayed around the school.
11. In emergency situations, health professionals will be responsible for any medical decisions in the absence of a parent/carer. A member of staff (under the discretion of the headteacher) may accompany the child to hospital until the parent/carer arrives. Contact details must be taken with the child and given to emergency staff.
12. Catering staff will be informed regarding food allergies or anaphylaxis. A photograph and associated dietary requirements are displayed in the school kitchen and staff room.
13. The school has an up to date medical record of pupils including those who have asthma. This medical record is updated annually alongside the allocated school nurse.
14. When pupils with specific needs e.g. epilepsy, diabetes are identified, training and support will be sought from health professionals.
15. Although we only administer medicine that is prescribed four times a day, we realise that there is sometimes a need for discretion such as during allergies or hay fever season.

### **Outcomes**

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

**APPENDIX ONE**

**Parental consent for administration of medication**

This form must be completed in full and signed. The completion of this form does not act as a guarantee that the school will administer medication and the school may refuse to administer medication at any time. Any medication to be administered must have been administered previously by the parent to minimise the risk of adverse or allergic reaction to any new medication. All medication must be stored in its original container and be clearly labelled with the child's name.

<b>Name of Child:</b>	
<b>Date of Birth:</b>	
<b>Class:</b>	
<b>Medical Condition / Illness:</b>	
<b>Name of Medicine: (as described on container):</b>	
<b>Is the medicine prescribed?</b>	<b>Yes / No</b>
<b>Is the medicine to be self-administered?</b>	<b>Yes / No</b>
<b>Will the student keep the medicine with them?</b>	<b>Yes / No</b>
<b>Dosage and method:</b>	

<b>Timing(s):</b>	
<b>Duration of course:</b>	
<b>Special Precautions:</b>	
<b>Are there any side effects that you know of?</b>	
<b>Procedures to take in an emergency:</b>	
<b>EMERGENCY CONTACT Name:</b>	
<b>Telephone Number:</b>	
<b>Relationship to Child:</b>	
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

**FOR OFFICE USE ONLY:**

<u>Storage location:</u>	<u>Medicine Cupboard</u>	<u>Fridge</u>	<u>With student</u>
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**Record of Administered Medication**

<u>Date</u>	<u>Time</u>	<u>Medicine Given</u>	<u>Dose given</u>	<u>Administered by:</u>

**REVIEW OF POLICY**

The effectiveness of this policy will be reviewed annually by the Senior Leadership Team and Governing Body. If changes are made to the policy, the Governing Body will ratify amendments.

Signed: A. Muir

Designation: Chair of Governors

Date: 21.9.23