

# Ash Croft and Cottons Farm Primary Federation



## Administration of Medicines Policy

Debbie Donnelly, Karen Gaskill, Denise Haddon and Rachel Twigg, June 2016

Signed: Mike Greenfield Chair of Governors

Signed: Penny Brown Executive Head

### Policy review dates and changes

Review date	By whom	Summary of changes made	Date of Approval
April 2017	Pam Kumari	Responsible Staff changes	
April 2018			

## **ADMINISTRATION OF MEDICINES POLICY**

For the purpose of this policy the term 'school' or Federation applies to both Ash Croft Primary School and Cottons Farm Primary School.

We recognise that on occasions, some children need to take medication as part of a short-term or rarely, longer-term course of treatment. To maximise pupils' attendance, the Federation will seek to support parents and carers in the safe administration of such medicines, using the guidelines below.

- The Governors and staff of both schools wish to ensure that pupils with medical needs receive proper care and support at all times. The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication when pupils are on site, or when taking part in off-site where those members of staff have volunteered to do so. Section 100 of the Children and Families Act 2014 places a duty on governing bodies and proprietors of Academies to make arrangements for supporting pupils at their school with medical conditions
- The guidance in this policy is based on the Department for Education (DfE) guidance 'Supporting pupils at School with Medical Conditions' September 2014, The Administration of Medicines as well as current guidance from the DfE website. All staff should be aware, with this guidance

### **PROCEDURES FOR THE ADMINISTRATION OF MEDICINES**

- While all staff have a duty to take reasonable care for the health and safety of pupils in the school (including the oversight and management of pupils' care plans/care packages which must be up-to-date and received on time) there is no contractual obligation for staff to administer medication

The following staff are named as responsible for the Administration of Medicines.

Ashcroft Primary:

1. Manpreet Ubhie
2. Lesley Davis
3. Rachel Twigg

Cottons Farm Primary:

1. Hayley Hadfield (SENDCo)
2. Debbie Donnelly
3. Karen Gaskill

- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.
- If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the agreed procedures in the individual health care plan. Parents should be informed so that alternative options can be considered.
- Provided staff act in accordance with the school's policies and procedures they will normally be fully covered by the school's public liability insurance. These procedures make it clear that only authorised and appropriately trained staff can administer medication to pupils or supervise the self-administration of medicine by pupils. In general, the consequences of not taking action are likely to be more serious than those of trying to assist in an emergency.
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- The 6 Rights will be displayed next to the medicine box

- Right person
- Right medicine
- Right dose
- Right time
- Right route
- Right expiry date

Conscious Competence will be applied at all times

## **NOTES FOR PARENTS AND CARERS**

Medication will only be accepted in school if a doctor has prescribed it and it has the correct labelling with dosage and child's name on.

- Parents will be asked to complete a Medical Conditions form on entry to school and to keep school informed of any new condition. There are forms dependent on either long term or short term conditions. (See Medical Conditions Policy)
- **Medication will not be accepted in the school without complete written and signed instructions from parents.**
- **The school will not accept items of medication, which are in unlabelled containers or any medication that has not been prescribed.**
- Unless otherwise indicated, all medication to be administered in the school will be kept in a designated clearly identified storage unit
- When antibiotics are needed they will be kept in the staffroom fridge in a sealed box. One member of staff will check the temperature of the fridge which should be between 5C and 8C
- Asthma inhalers, blood glucose testing meters and adrenaline pens should be readily available and not locked away. (See Guidance on Use Of Emergency Inhalers in School-Sept 2014)
- A spare inhaler will be kept in school in an easily accessible location
- A record should be kept of any doses used and the amount of controlled drug held in school
- On the rare occasion when a medication has not been administered, the school will seek to inform parents
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision
- For safety reasons pupils are not allowed to carry medication, with the exception of inhalers. The school reserves the right to insist that these items are also handed in, if the pupil is not believed to be responsible enough to keep them on their person.
- All medicines must be handed to named members of staff

**It is the responsibility of parents to notify the school if there is a change in medication, a change in dosage requirements, or discontinuation of the pupil's need for medication.**

- Staff named to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Nurse or equivalent service

- To ensure that as far as possible, all pupils have access to all activities and areas of school life, a thorough risk assessment will be undertaken to ensure the safety of all pupils and staff. No decision about a pupil with medical needs attending a school trip will be taken without prior consultation with parents

### **EPI-PENS**

A small number of children may have a severe allergic reaction to a foodstuff or material which can threaten their lives. Examples include: peanuts, eggs and some fruit; but the list is much longer. These children will have a clear understanding of the prohibited foodstuffs. All staff will have training as required.

### **RECORD KEEPING**

- Records will be kept in the school office and disposal guidance will be followed

### **CONTROLLED MEDICINE**

- In exceptional circumstances and following training and assessment by a healthcare professional school may be administered
- In such circumstances that medicines will be kept in a locked box

### **FIRST AID**

The school have a list of designated First Aiders who hold appropriate certificates.

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called

### **USE OF PLASTERS**

- Some children can have a severe allergic reaction to conventional sticking plasters. An alternative, non-allergic plaster (or bandage) must be used if that is the case. Parents will be asked on entry if their child is allergic to plasters

### **DAY AND RESIDENTIAL VISITS**

- Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the Trip Leader or nominated member of staff.
- If it is felt that additional supervision is required during any activities e.g. swimming, the school/setting may request the assistance of the parent or carer.

### **COMPLAINTS PROCEDURE**

- An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in the Federations' Complaint Policy

### **MONITORING AND EVALUATION**

This policy will regularly monitored and reviewed