



LINSLADE LOWER SCHOOL

Supporting Pupils with Medical Conditions and Administration of Medicines in School Policy

Governor Approval:	Nov 2023
Review Cycle:	Triennial

Policy review chronology:

September 2020	Policy reviewed	Approved
November 2023	Covid procedures removed. Prescribed added to medicines.	Approved

LINSLADE LOWER SCHOOL

Administration of Medicines in School Policy

Our school aims to be an inclusive school, meet the needs of, and provide equal opportunities for all the pupils. Parent's cultural and religious views will always be respected.

In fulfilling this aim it is accepted that some pupils have special health needs which include taking medication in order that they can continue to attend school. There are also occasions when, under a doctor's instructions a pupil may need to take prescribed medication for a stated length of time.

- A pupil may only take prescribed medication if the parent/guardian has given written permission.
- Only prescribed medication supplied by the parent/guardian will be administered to a pupil.
- Pupils will take the prescribed medication only when supervised by an adult.
- Whenever a pupil takes medication it will be entered in the "Administration of Medication" Record Book.
- Pupils who require long term prescribed medication will have their administration recorded in a separate section. They also have an Individual Health Care Plan (IHCP) written in conjunction with school, parents or guardians and medical professionals.
- Pupils with asthma requiring medication in school will have an Asthma Care Plan written in conjunction with school, parents or guardians and medical professionals.
- All medicines are kept in a cupboard in the school office, unless they need refrigerating.
- Staff will discuss the medical needs of pupils in the first instance with the Head Teacher
- All medication will be stored securely in main school office. Inhalers and auto injectors are stored in the main school office for easy access during the day. Antibiotics to be given during the school day are stored in the fridge in main school and administered as per the request signed by the parent or guardian by a trained member of staff at the allotted time.
- Parents will deliver the medication to schools and will hand in the medication to the main office upon arrival at the school.
- For pupils attending the EYFS building a separate medical room is available. Staff keep prescription creams, inhalers and auto injectors there for ease of access. The paper work used is the same as in main school. Information is shared when children move across to main school.
- Where a pupil has long term or complex medical needs all the teaching staff including visiting and supply teachers, relevant classroom assistant and playground supervisor will be informed. For those pupils, a written set of procedures (protocol) will be drawn up following discussions with parents and School Nurse.
- The school doctor/nurse will train volunteer staff in dealing with specific conditions e.g. in administering adrenalin, testing blood sugar levels etc.

- In an emergency situation the emergency services must be contacted immediately. We have guidance on how to deal with emergency incidents displayed in the school.
- If a pupil refuses to take advised medication, parents will immediately be informed. No member of Staff will attempt to force a pupil to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.
- Staff will **only** administer non-prescriptive medication when there are clear written guidance from the parents on:
 - The symptoms the pupil will show if required to take the medication
 - The name of the medicine
 - The quantity of the medicine
 - The time of its administration
 - Any side-effects that may result from administration

Staff will not administer adhoc medication for minor complaints – these should be dealt with at home.

Legal Position

There is no legal requirement upon staff, teaching or non-teaching to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis. We may occasionally have some support staff who are responsible for the meeting of health care needs as part of their duties.

The Education Authority will indemnify staff who volunteer to administer medication to pupils. The Education Authority will likewise indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. We will work in close co-operation with parents, health professionals and other agencies to provide a suitably supportive environment for pupils with medical needs.

Parental/Guardian Responsibilities

Parents and any others who have legal responsibility for the care of children will keep pupils at home when they are acutely unwell.

Parents/guardians will request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.

Parents/guardians are responsible for their child's medication. If a child requires medication during school hours, arrangements for its administration will be agreed between the parents and the school.

Any medication to be administered in school will be clearly marked with the pupil's name, will be brought to school by the parent/guardian and will be delivered to the Main Office together with a completed consent form.

It is the responsibility of the parent/guardian to check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.

It is the responsibility of the parents/guardians to advise the school in writing of any alteration to the prescribed dosage of medication.

Parents/Guardians must advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day.

The Local Authority Responsibilities

The local authority is responsible for ensuring that staff volunteering to administer medicines have appropriate training to support pupils with medical needs. This training should be arranged in conjunction with Health Professionals. Health Authorities have a duty to facilitate and support training and the local authority/school should be satisfied that training is adequate and appropriate.

Confidentiality

The School Staff will treat medical information confidentially.

Supporting Pupils with Medical Conditions

Staff are committed to following the DfE statutory guidance for schools when supporting pupils with medical conditions. The Head teacher will ensure that staff are-

- Sufficiently trained
- Informed of the child's medical needs, this includes supply staff
- Cover absence
- Assess the risk to ensure safety on school trips and visits
- Monitor Individual Health Care Plans
- Transfer information when a child changes school

Training of Staff

Staff are trained according to the specific needs of pupils attending the school. From using the Health and Safety Executive Guidance the correct number of staff are first aid at work and paediatric first aid trained. A register of certificates is kept and refresher courses are given when needed. Any other Staff members request for training will be considered by the Head Teacher under Continuing Professional Development.

Administration Responsibilities

A Teaching Assistant has the responsibility for the administration of medicines. If they are not available the headteacher will fill that role.

Dealing with Minor Injuries

The above staff will deal with minor cuts and bruises etc. These will be cleaned and occasionally a plaster may be applied to aid the healing process. Parents should inform

the school if their child has any allergic reactions to any cream or plasters and neither of these options will be administered.

Recording of Minor Incidents or children taken unwell during the day

Staff will record first aid incidents in either the in record book in Leo's Chef, EYFS medical room or in the main school office. Copies of these are sent home to parents. Children who feel unwell during the day are monitored and parents called to collect if necessary.

Monitoring and Review of Policy

We will monitor our procedures in light of any incidents or revised guidelines from the Local Authority. These will also be audited through review of our Health and Safety procedures.