

Administering Medicine Policy

1 Introduction

Grangewood Independent takes seriously the health and welfare of its students. The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

This policy also includes the Early Years Foundation Stage.

“Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child’s needs for medicines and for keeping this information up to date.” (EYFS March 2012)

“Medicine both prescription and non-prescription must be only administered to a child where written permission for that particular medicine has been obtained from a child’s parent/carer”. (EYFS March 2012)

“Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.” (revised EYFS 2017)

All medication will be administered to pupils in accordance with the DfE document [‘Supporting pupils at school with medical conditions’](#).

Mrs M. Suarez (Siddons) is responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering.

Records of administration will be kept by Mrs M. Suarez (Siddons).

All non-emergency medication kept in school are securely stored [e.g. lockable cupboard in the Medical Room, refrigerated medication kept in clearly labelled container within designated fridge in the Medical Room] with access strictly controlled. All pupils know how to access their medication (see section 7).

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the School Office, and clearly labelled.

Parents should not send a child to school if they are unwell.

Where a child has a long term medical need a written health care plan (IHCP) will be drawn up with the parents and health professionals (see section 4).

Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need.

2 Aims and objectives

2.1 This policy aims to outline the regulations, procedures and responsibilities for administering medicines.

2.2 It seeks to outline procedures to be undertaken to minimise the impact of any child’s medical condition on their life at Grangewood Independent School and to ensure that parents, carers and all staff at the school understand the steps which need to be followed when a child has medical needs.

- 2.3** The objective of this policy is to ensure a responsible, consistent and reliable approach to administering medication is adopted that complies with all of the statutory requirements relating to this.

3 Administering medicine

We promote the good health of children attending Grangewood Independent School and this includes administering medicine. We have a procedure, discussed with parents/carers, for responding to children who are ill or infectious, taking necessary steps to prevent the spread of infection and appropriate action if children are ill.

Non-Prescriptive Medicines

The school will not administer non-prescribed medicine to a child e.g. cough medicine, Calpol without first gaining the parent's written permission.

Prescribed Medicines

Prescription medicines will only be administered if they have been prescribed for a child by a doctor, dentist, nurse or pharmacist. The school will not administer prescribed medicine to a child without first gaining the parent's written permission.

- 3.1** We provide training for staff where the administration of medicine requires medical or technical knowledge.
- 3.2** The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and supplying the school with any relevant information.
- 3.3** To support children's health through administering medication we will:
- work in partnership with parents/carers to minimise the impact of any child's medical condition on their life in school;
 - adopt and implement any national or LA policies in relation to medication in the school;
 - provide members of staff (working with the child) with information about the medical condition, the need for medication and how best to help them;
 - arrange training for staff who volunteer, to support individual children with special medical needs;
 - liaise as necessary with medical services to support the child in school;
 - ensure that all children with special medical needs have, wherever possible, access to the full life of the school;
 - maintain appropriate records.
- 3.4** As a school we will deal with each request to administer medication or offer other support to a child with special medical needs, separately. Where the school has agreed to administer a child's medication it is required that:
- the prescription and dosage is clearly typed or printed on the outside of the container;
 - there is written permission for that particular medicine from the child's parent/carer;

- a written record is kept each time a medicine is administered to a child, and the child's parents/carers are informed on the same day, or as soon as reasonably possible.

3.5 When a request is made by a parent/carer for medication to be administered in school, the headteacher (or qualified First-aider at work if the headteacher is off-site) will consider whether or not the medication can be administered in the school by undertaking a risk assessment.

3.6 In planning and guiding children's activities, staff reflect on the different ways that children learn and mirror these in our school, using assessment as a key tool.

3.7 In Early Years (Nursery, Pre-Reception and Reception classes)

Through the appointment of a key person the children will be encouraged to form attachments within the school which reduces anxiety as well as developing a genuine bond with the child and offering a settled, close relationship. The key person helps ensure that every child's learning and care is tailored to meet their individual needs. With the allocation of a key person it is hoped that the children and their parents/carers become familiar with Grangewood Independent School and feel confident and safe within it.

4 Medication and care plans

If it is viable and appropriate for the medication to be administered at the school, then the school will work with the parent/carer to set up an Individual Health Care Plan (IHCP) for the child. It is essential that parents/carers inform us of any medication they may have given their child before they arrive into our care. We need to know what medicine the child has had, the dose and time given.

4.1 The IHCP is a confidential document and outlines the procedures staff follow in the event of an emergency.

4.2 Grangewood Independent School accepts that all staff have rights in relation to supporting children with medical needs such as:

- severe weather conditions which do not permit the school to open;
- safety issues due to gas leak, burst pipes, flood and so on;
- receiving appropriate training;
- working to clear guidelines;
- having concerns about legal liability;
- bringing any concerns they have about supporting children with medical needs to the attention of the headteacher.

4.3 Medication will be kept in a secure place and each time medication is administered the child's medication record is completed and signed by the designated person.

Any left-over medication will be returned to the parent/carer in person, as agreed at the outset of the child's treatment.

All medication records will be retained for future reference in line with our GDPR policy.

4.4 The procedure for administering medication at Grangewood is as follows:

- medication will only be given with the prior written request of the parent/carer, including frequency, dosage, any potential side effects and any other pertinent or relevant information;
- a member of staff (qualified First-aider at work or paediatric first-aider, if necessary with the key person) will be assigned to administer medication for each individual child concerned;
- he/she will also be responsible for ensuring that:
 - (i) prior consent is arranged;
 - (ii) all necessary details are recorded and signed;
 - (iii) medication is properly labelled and safely stored whilst at school;
 - (iv) parents/carers sign a permission to administer medication form to acknowledge that the medication has been given.

4.5 Some children need non-prescription medicine on a regular basis, for example if they are recovering from a cough or cold. We are willing to consider giving a child non-prescribed medication, such as cough mixture, Calpol©, etc., but only if we have a signed parental permission form for us to do so and if the child really needs it. We do not wish to see a child suffer unnecessarily and ask that parents/carers contact their GP and arrange for these medications to be given on prescription if possible.

4.6 Medication permission forms will be regularly reviewed to ensure that there are no changes, for example a child may no longer need or be able to take some medication or may need an additional form. Even though a parent/carer may have signed a form, we will still contact them by telephone to check that we can administer the medication. This is to protect the child, parents/carers and the school.

5 Responsibility

5.1 Parents/carers will be responsible for providing us with the medicine and it must be in its original packaging/bottle/tube.

5.2 **We will NOT take responsibility for administering non-prescribed medication if a child has not taken it previously in case of an allergic reaction.**

5.3 If a child needs to take medication prescribed by a doctor, parents/carers have the responsibility to discuss this with our qualified First-aider, and if in Early Years, their child's Key Person.

5.4 In some cases, for example where a child is on antibiotics, parents/carers may be asked not to allow them to attend for 2-3 days in case they react adversely to the medication and to prevent the spread of an infection to others. This particularly applies if the child has not had the antibiotics before.

5.5 The school's qualified First-aider is responsible for the correct administration of medication to children. This includes ensuring that parent/carer consent forms have been completed, medicines are stored correctly and records are kept according to procedures. In the absence the headteacher or the school's qualified First-aider, another nominated member of staff will be responsible for the overseeing of administering medication.

5.6 The administration of medication is recorded accurately each time it is given and it is signed by the administering staff member who will take responsibility.

5.7 Parents/carers must sign the medication form to acknowledge the administration of a medicine. The medication record form records:

- name of child;
- name and strength of medication;
- the date and time of dose/frequency;
- the dose given and method;
- any side effects;
- expiry date;
- signature of qualified First-aider at work and if child is in Early Years, his/her Key Person;
- signature of parent/carer (on the day of administration).

6 Staff training

6.1 Grangewood's qualified First-aiders at work and Early Years staff are trained to administer basic medicines and this is enhanced whenever a new type of medication is introduced.

6.2 Administering medication is part of induction training for all Early Years staff.

6.3 Staff also receive additional anaphylaxis, use of 'epipen' & asthma training delivered by the Local Authority School nurse (last training 30/10/2017).

7 Storage of medicines

7.1 All medication is stored depending on prescriber's instructions; however, it will be stored safely, either in a drawer out of children's reach or refrigerated.

7.2 As the refrigerator is not used solely for storing medicines, they are kept in a designated section and are clearly marked with child's name for easy identification.

7.3 It is the responsibility of the school's qualified First-aider at work (or, if in Early Years, the child's Key Person) to ensure that the medication is handed back to parents/carers at the end of the day. We do not keep any medication on the premises apart from during school hours (with the exception of emergency life-saving equipment referred to in **7.4**).

7.4 Parents/carers of children with inhalers or other emergency life-saving equipment for example, Epipens, are asked to place them in a medication box with instructions attached. The box is kept out of children's reach during school hours but readily available in case of an emergency.

7.5 If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

7.6 Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their class teacher (Key Person, if in Early Years) or a member of staff about what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

8 Medication on trips/outings

- 8.1** If children are going on outings, staff accompanying the children will include the class teacher (Key Person, if the child is in Early Years) for the child with a completed risk assessment (see 3.5), or another member of staff who is fully informed about the child's needs and/or medication.
- 8.2** Medication for a child is taken in a sealed plastic bag clearly labelled with the child's name for easy identification, and the name of the medication. Inside the bag is a copy of the signed consent form and a pro-forma to record when it has been given, with the details as given above (see 5.7 and appendix A).
- 8.3** This bag will also be taken with the child to hospital if emergency treatment is required.
- 8.4** On returning to Grangewood the pro-forma is stapled to the medication record form for the parent/carer to sign.
- 8.5** This procedure also works alongside the off-site visits policy.

9 Monitoring and review

- 9.1** This policy was agreed and implemented on 15th July 2013.
- 9.2** The Governing Body undertakes a review of this policy every two years.
- 9.3** There will be on-going monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

Signed:

Member of Governing Body:

Date:

Chair of Governors:

Date:

Next Review Date:

Jan 2020



PERMISSION TO ADMINISTER MEDICINE (DURING SCHOOL HOURS)

Name of child:

Name of medication: _____

Medication prescribed by: _____

Dosage to be administered: (eg 5ml)	Enter frequency or specific times to be given: (eg once, after lunch or at 11am and 3pm)	<i>For office use: Tick when medicine given.</i>	<i>For office use: Enter the time the medication was given.</i>	<i>For office use: Enter the initials of administrator and date.</i>

Declaration:

I consent (and hereby give instruction) for my child (named above) to be given the medication (named above) at the times and in the amount (stated above) by a nominated school first-aider during school hours.

Signature: _____

Print name: _____

*Parent/carer/other (if 'other' please specify relationship to child) _____

Date: _____

*Delete as appropriate