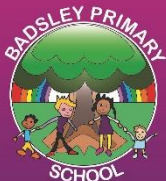


BADSLEY PRIMARY SCHOOL



Administering Medication and Medical Needs Policy

Policy Date	January 2025	Review Date	January 2027
GB Responsible	Full Governing Board	Written by	V Somerset
Approved	21.01.25	Website	Yes



Growing Together; Aiming High

Badsley Primary School will ensure that pupils with medical conditions receive appropriate care and support in order for them to have full access to education and remain healthy.

The school takes very seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's medical needs and ensuring medicine is administered appropriately are aspects of safeguarding.

The Governing Board recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

We are committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and to ensure the pupil feels safe whilst at school.

Legal framework

This policy complies with the following legislation, including, but not limited to:

- The Education Act 2011
- The Children Act 1989 and 2004
- The Equality Act 2010

This policy has consideration for, and is compliant with the following statutory guidance:

- The Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015
- DfE 'Working together to safeguard children' 2023

Key roles and responsibilities

The role of the Governing Board

- The governing board has overall responsibility for the implementation of this policy.
- The governing board has overall responsibility this policy as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The governing board is responsible for handling complaints regarding this policy, support provided or administration of medicine, as outlined in the school Complaints Policy.
- The governing board is responsible for ensuring the correct level of insurance is in place for the administration of medication.
- The governing board is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- The governing board is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.

Headteacher:

- The Headteacher is responsible for the day-to-day implementation and management of this policy and relevant procedures of the school.
- The Headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication, for example Epipen training for children with allergies.
- The Headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- In the case of staff absence, the Headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.

Staff:

- Staff, including teachers, support staff and volunteers, are responsible for following and implementing the policy fairly and consistently.
- If a pupil is sent to hospital, at least **one** member of staff will accompany the pupil until their parent/carer has arrived. It may be appropriate for two members of staff to accompany the pupil. This will be decided on an individual basis.

Parents/carers:

- Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- Parents/carers are expected to complete a medication consent form (**Appendix 1**) prior to bringing medication into school.
- Parents must ensure their child has already had one dose of this medication and has not suffered any unwanted reactions.
- Parents/carers are expected to discuss medications with their child/children (age appropriately) prior to requesting that a staff member administers the medication.

Training of staff

The Headteacher will ensure that an adequate number of staff are appropriately trained in administering medication, for example Allergy/ Epi-Pen training.

All school staff (including office staff, lunchtime supervisors, etc) staff will be made aware of a pupil's medical condition as appropriate.

Receiving and storing medication

Medicines are only given to pupils in school if it would be detrimental to a child's health or school attendance not to do so. When possible, it will be suggested to parents/carers that medicines are taken before and after school, if the dose frequencies allow for this. If this is not possible (for example, antibiotics prescribed four times daily) then a medication consent form (**see Appendix 1**) must be completed by the parent/carer prior to staff members administering the prescribed medicines.

No pupil will be given prescription or non-prescription medicines without parent/carer consent. When parents/carers bring in a medicine, they will be asked to fill in and sign a medicine form (**Appendix 1**). This is then copied and one copy sent to class and the other copy kept in the school office. **Medication cannot be administered if this consent form is not present.**

The consent form must make it clear if the medication is prescribed or non-prescribed, and the reason for use, for example antibiotics, antihistamines, skin cream, eye drops, etc. The form must be fully completed and accurate.

THE SCHOOL WILL ONLY ADMINISTER PARACETOMOL/ IBUPROFEN FOR A MAXIMUM OF 3 DAYS UNLESS PROVIDED WITH A DOCTOR'S NOTE.

The school will not, under any circumstances, administer aspirin unless there is evidence that it has been prescribed by a doctor.

Parents/Carers are asked to keep medication provided to the school in the original packaging, complete with instructions.

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored in a place inaccessible to pupils, e.g. locked cupboards.

Medication will be stored according to the following guidance:

- In the original container alongside the instructions
- Clearly labelled with the name of the pupil and the name (and correct dosage of the drug if prescribed)

Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.

Medication that may be required in emergency circumstances, e.g. asthma inhalers and EpiPens, will be **not** be kept in locked cupboards. Such medication will be stored in emergency kits in each child's classroom. They should be readily accessible to pupils who may need them and can self-administer, and staff members who will need to administer them in emergency situations.

The school will ensure that spare emergency asthma inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced. These are kept in the school reception, pastoral base and in EYFS base at Badsley Primary School.

The school will not store surplus or out-of-date medication, and parents will be asked to collect containers for delivery back to the chemist.

Needles and sharp objects will always be disposed of in a safe manner, e.g. the use of 'sharp boxes'.

Administering medication

Prior to administering medication staff members must wash their hands before, after administering staff must wash their hands and clean any equipment after use if necessary.

Staff must also check:

- the child's identity
- that there is written consent from a parent/carer
- that the medication name, strength and dose instructions match the details on the consent form
- that the name on the medication label is that of the child being given the medication
- that the medication to be given is in date
- that the child has not already been given the medication

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/ carer 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/ carer.

Where age appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member, provided that parental consent for this has been obtained. Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication e.g. asthma inhaler.

If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon and parents will be informed so that alternative options can be considered.

If a child is brought to the office with minor symptoms that could be alleviated by Calpol/ Paracetamol, their parents/carers will be phoned and asked if this medicine can be administered from school stock to avoid the child having to be sent home ill. Calpol/ Paracetamol will never be given without the consent of parents and a

discussion about whether this or any other medicine has already been given that day. Dosage instructions on the packaging will be followed for the age of the child.

Controlled drugs are kept in secure storage, in the school office. There are signing out procedures for medicines to be taken on school trips.

When any medicine is administered to a pupil (apart from an asthma inhaler), two members of staff will be present – one to deliver the medicine and the other to check the name, dosage etc. Both adults will then sign the form as a record

Written records will be kept of all medication administered to pupils ([see Appendix 2](#)), including the date and time that medication was administered and the name of the staff members responsible.

Staff members have the right to refuse to administer medication. If a member of staff does refuse, the Headteacher will delegate the responsibility to another staff member.

Application of Creams and Lotions

Non-prescribed creams and lotions should be applied before school if required.

If a child has ongoing needs and has a care plan, prescribed cream or lotion can be applied. The child should apply the cream or lotion if able, but in the event of this not being possible, it will be applied by a member of staff and in the presence of another member of staff.

Parents and carers are responsible for sending in prescribed cream, clearly labelled with the child's name, then name of the medication, the strength of the medication and when to apply it, it must also include the expiry date. Parents/ Carers will fully complete a form (appendix 1).

Steroid creams are usually applied twice daily only – this would usually be expected to be applied at home.

Sun cream needs to be applied by parents and carers. We ask parents/ carers to apply sun cream in the morning before coming to school. Children may bring in their own creams but parents/ carers must ensure it is in date. It should be labelled clearly and is the child's responsibility.

Out of school activities and trips

In the event of a school trip or activity which involves leaving the school premises, medicines and devices will be readily available to staff and pupils. This will form part of the risk assessment for the school trip or activity.

If the medication is not one that should be carried by pupils, e.g. capsules, or if pupils are very young 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 emergency medication, such as EpiPens on every out-of-school trip or activity which pupils with medical conditions will attend.

Staff members will ensure that they are aware of any pupil who will need medication administered during the trip or activity and will make certain that they are aware of the correct timings that medication will need to be administered. This will be part of the risk assessment prior to the school trip or activity.

If the out-of-school trip or activity will be over an extended period of time, e.g. an overnight stay, we will ensure that there is a record (see appendix 2) of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record should be kept by a designated staff member.

All staff members, volunteers and other adults present on out-of-school trips or activities will be made aware what should be done in the case of a medical emergency with regard to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure or a child has an allergic reaction.

Individual healthcare plans (IHCP)

For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher/head of school, special educational needs and disabilities coordinator (SENDCo) and medical professionals.

Medical Emergencies

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

The school will ensure that emergency medication is always readily accessible and never locked away, whilst remaining secure and out of reach of other pupils.

The headteacher will ensure that there is a sufficient number of staff who have been trained in administering emergency medication by an appropriate healthcare professional.

For all emergency and life-saving medication that is to be kept in the possession of a pupil, e.g. EpiPens or prescribed AAls, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times, and a spare copy of these instructions will be kept by the school office.

Monitoring and Review

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

The next scheduled review date for this policy is **September 2027**.

MEDICATION CONSENT FORM – Badsley Primary



Please note: this form must be completed and signed by parent/carer before any medication is administered by school staff.

If this form is being completed for **asthma** medication, please also see the school's Asthma Plan unless one is being provided by a GP or hospital.

WE WILL ONLY ADMINISTER PARACETOMOL/ IBUPROFEN FOR A MAXIMUM OF 3 DAYS UNLESS PROVIDED WITH A DOCTOR'S NOTE.

Appendix 1

Pupil name:	Pupil date of birth:	
	Class:	
Name of medication:	Expiry date:	
Reason for medication:	Prescribed/Non-prescribed (please circle clearly)	
Dosage to be given:	Duration of medicine/ End date of medicine being given:	
Time of dosage:		
Method of administration: (e.g. spoon/syringe)	Self-administered: YES/NO?	
Any special precautions/instructions:	First date of medication:	
EMERGENCY CONTACT NAME:		
EMERGENCY CONTACT NUMBER:	Relationship to child:	
<u>PARENTAL CONSENT</u>		
*I consent to school staff giving my child the above medication.		
*I confirm that the medication supplied is in the <u>original container</u> and is <u>labelled</u> with my child's name.		
*I confirm that my child has already had one dose of this medication and has not suffered any unwanted reactions.		
*I will collect my child's medicine from the school office when it is no longer required.		
Name of Parent/Carer:	Date form completed:	
Signed by Parent/Carer:		

