



The Mease Federation

Mary Howard St. Andrew's

Medication Policy

September 2023

Review: September
2024

Grow and Flourish

The Mease Federation is a union of two, small, rural Primary schools in villages that lie on the River Mease. Mary Howard CE Primary School and St. Andrew's CE Primary School are both church schools that share the aim for everyone, including adults and children, to *grow and flourish*.

Our Vision:

The parable of the mustard seed (Matthew 13: 31-32) inspires us that even from very small beginnings, something amazing can grow. At The Mease Federation, we are aspirational for the future of all our pupils and adults, in that they will learn how to '*grow and flourish*' as healthy and fulfilled individuals who are passionate about life and learning.

Each of us is a unique individual and, like the mustard seed, we all have the potential to grow and to flourish. At the Mease Federation, every member of our school community is valued and cherished; both as an individual and for the contribution they make to the schools and the wider communities. The mustard seed starts by growing strong, deep roots. With the perfect conditions it grows, becomes strong and attracts birds to rest among its branches. Like the tree that the seed in the parable becomes, we aspire for our federation to be a place where everyone feels at home; for us all to become the people that God calls us to be. Jesus said that faith as small as a mustard seed could achieve great things, even move a mountain. Big things can come from small beginnings; who knows what great things our children will go on to achieve in the future?

Our Motto:

The Mease Federation's motto is '*Grow and Flourish*'. Our children and staff are nurtured and enabled to grow and flourish through teaching and care throughout the federation.

Our Values:

The Mease Federation has a strong commitment to Christian and human Values that underpin our decisions and drive the curriculum, teaching, collective worship and wider opportunities we provide. We are fully inclusive as we are here for 'all faiths and none' and our vision is to ensure that every child in our care experiences life in all its fullness, underpinned by Christian values and teachings.

Our core values work together in harmony to achieve our overarching value, koinonia. They are fundamental to the Mease Way and support our vision.

Koinonia-Wisdom-Love-Perseverance

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1. Introduction

1.1 This policy has been developed between Staff Leaders and The Board of Governors at The Mease Federation and is written in accordance with the Department for Education (DfE) Statutory Guidance "Supporting pupils at school with medical conditions" December 2015.

Other supporting documents include:

- Statutory Framework for the Early Years Foundation Stage.
- Special educational needs and disability (SEND) code of practice.
- Equality Act 2010
- Medication Management Arrangements and Guidance (Staffordshire County Council).

2. Definitions

Within this policy administration refers to "the giving of a medicine or treatment"

3. Purpose

This policy outlines the roles and responsibilities of everyone involved in the handling of regular, emergency, and short-term medicines within The Mease Federation.

4. Scope

This policy covers the administration of all medicines for individual pupils until the end of Year 2023 that are expected to be administered in school in accordance with the signed parental request form.

5. Responsibilities

5.1 The Governing Board

Will ensure that:

- This policy is reviewed regularly and is readily accessible to parents/guardians and school staff.
- The arrangements set out in this policy are implemented.
- There is a named person for the implementation of this policy.

5.2 School Staff

The Executive Headteacher is responsible for accessing safer handling of medicines training for staff, maintaining a register of trained staff and ensuring adequate cover of trained staff throughout the school. The Executive Headteacher will ensure that:

- A person has been designated to lead on the implementation of this policy, this is [Zoe Bolton \(Office Support Manager\)](#).
- All staff involved in handling and administering medicines have received the appropriate training.
- An accurate list is maintained of all staff who are declared competent to handle and administer medicines along with the type of medication training they have received.
- A list of all staff authorised to administer medication is maintained along with a sample of their signature and initials.
- There is safe and secure storage for medicines within school.

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- This policy is reviewed at least annually alongside the Health and Safety Policy.

5.3 Healthcare Professionals

- Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses and notify them of any pupils identified as having a medical condition.

5.4 Other professionals (Social Care, local authorities)

- If necessary, the SENCO will liaise with Social Care and the Local Authority in regards to medical conditions and getting plans put in place.

5.5 Parents/Guardians must provide:

- Timely and up-to-date information about their child's medical needs. Especially any changes to medication.
- A completed consent form at the start of each new school year or when medication changes.
- The medicines to be administered in school. All medications sent into school must be in the original container and include a label stating pupil name, dose, frequency of administration and expiry date.
- An adequate supply of emergency/rescue medication held in school.
- Information via a detailed communication route if any emergency/rescue medication has been administered prior to the pupil attending school that day along with dose and time.

5.6 Pupils

Pupils will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

6. Consent

Parents / Carers / Guardians with this responsibility must come to the school office to complete a consent form for their child. This will include: Child's Details, Name of medication, time and frequency to be administered and a parent/guardian signature. If the medication is long-term, the school and parents/guardians will work together to put a Care Plan in place. When completed, this will be signed by parents/guardians and both parties will keep copies. Care Plans will be reviewed at least annually.

7. Communication

This Policy is available on the school website and a copy can be requested from the school office at any time.

8. Administration

The privacy and dignity of pupils is paramount, and medicines will always be administered in an area where this will not be compromised (usually our school office).

We will ask pupils and parents / carers / guardians about any cultural or religious needs relating to the taking of medication or any prohibitions that apply. This information will be recorded as part of the pupil's care plan or in the pupil's personal record.

To minimise the need for medication in school, and where clinically appropriate parents/guardians are encouraged to ask the pharmacy or prescriber to prescribe medicines in dose frequencies that enable them to be taken outside of school hours. Medicines that need to be taken three times a day could be taken in the morning before school, after school hours and at bedtime.

Only medicines prescribed for individual pupils will be administered within school. Medicines bought over the counter that do not have a label stating pupil name and dose will not be administered. Instructions such as "when required" or "as necessary" are discouraged.

If a parent / carer / guardian wants their child to have non-prescribed medication during the school day, they can come into school and give it to their child.

If a pupil refuses to take their medicine, they will not be forced to do so. Refusal will be documented, parents / carers / guardians informed and agreed protocols followed.

In all circumstances the medication administered must be recorded on the child's individual medical form. All parental consent forms are kept securely in the school office. Prior to any medication being administered the following check should be made:

- Right Medication
- Correct route of administration
- Ensure correct time
- Ensure correct child
- Check dosage

When administering medication, two members of staff must undertake the procedure and sign the documentation.

8.1 “As required” Medication (PRN)

Instructions such as “when required” or “as necessary” must be discouraged, but when they appear on prescribed medication, advice from parents / carers / guardians and GPs with a knowledge of the young person should be incorporated into “as required” (PRN) protocol. The protocol will identify any signs, symptoms and advice and will outline the necessity to do so. A signed record must be kept of all advice and decisions made.

8.2 Self-Management of Medication

It is good practice to support and encourage children, who are able, to take responsibility for managing their own medicines from a relatively early age and schools and other settings should encourage this.

Older children with a long-term illness should, wherever possible, assume complete responsibility for managing their own medication under the supervision of their parent or staff. Where it is agreed that a child will self-manage their medication, this must be added to the parental consent form.

Staff supervising the child self-medicating will ensure the medication is appropriately stored, the medication belongs to the child and is within expiry date and must keep a record of the supervision.

9. Safe Storage of Medicine

All medicines are stored in a clear, lockable box that is stored in the fridge. The fridge is only accessed by staff. Parents / carers / guardians must drop medication off to the office staff in the morning and then must come to collect it at the end of each day from the office.

Inhalers/epi pens etc. are kept in a locked cupboard in the child’s classroom. This gives quick access to the medication if needed. The member of staff on duty will make sure this medication goes onto the playground at playtimes.

During an educational visit, the clear, lockable box goes with the class teacher.

10. Disposal of Medicine

All unwanted/expired medicines will be returned home with the pupil for destruction at a community pharmacy. This school has no facilities for disposing of unwanted medication.

11. Management of Errors and Incidents (Misused medication or suspected theft)

The Executive Headteacher will be informed of:

- Any medication that cannot be accounted for
- Suspected or known misuse of medication

The Executive Headteacher will instigate an investigation and report the incident following the school’s incident reporting systems and disciplinary and capability policies.

This will allow for trends to be monitored with supported improvement actions to be put in place.

12. Training

- School staff involved in the administration of medication to pupils will receive suitable training. **Staff must not administer medicines without appropriate training.**
- A record of who delivered the training and who received the training, along with the date the next training is due will be maintained by the school.
- At least two members of permanent staff will receive pupil specific medication training. This training will be provided by the relevant healthcare professional.

13. Record Keeping

The following records will be kept by the school:

- Confirmation of Medication Details and Parental consent
- Medication Administration Record sheet
- Staff Training Records including Medication In-house Training Record

All documents will be kept in line with the document retention schedules.

14. Confidentiality

Whilst the school will strive to maintain confidentiality and comply with GDPR regulations, sometimes it may be in the pupil's best interests to share information about their condition/treatment/medication with other staff within the school and/or with other professionals. In these cases, parent / carer / guardian consent will be sought.

15. Complaints

If a parent / carer / guardian would like to make a complaint regarding the administration of medication, the federations complaints policy must be followed.

16. Residentials, Outings and Educational Visits

Where required, staff will take charge of the medicines and return the remainder on return to school to parents / carers / guardians as appropriate. Where a young person is self-medicating this should continue whilst on residentials or educational visits, but consideration must be given to the locations, activities and storage of the medication to ensure that they are kept safe and secure for the young person.

17. Individual Health Care Plan

Not all children who have medical needs will require an individual plan. The main purpose of an individual care plan for a child with medical needs is to identify the level of support that is needed, who will carry out that support and how the setting will deal with any problems or emergencies.

The individual Health Care Plan may also include individual risk assessments which have taken place as decisions have been made about the child's medication or care. An Individual Health Care Plan clarifies for staff, parents/guardians and the child the

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help that can be provided. It is important to be guided by the child's GP or paediatrician as well as parents, carers or guardians.

Individual Health Care Plans are reviewed annually by both parents and staff. A parent retains a copy and all staff read the Care Plan and sign to say that they understand it.

18. Monitoring and Review

- The school's designated lead for this policy **Zoe Bolton (Office Support Manager)** will monitor the implementation of this policy and provide the Executive Headteacher with information regularly (each term) on medication incidents.
- The Health and Safety Governor (**Mrs Jo Bennett**) will monitor medication paperwork and procedures during her termly Health and Safety Visits.
- The school's Executive Headteacher and Governing Board will review this policy annually or when there is a significant incident or change in guidance.
- The next scheduled review is **December 2024**.

Parental request for the administration of medicines in school

To be completed by the parent / carer / guardian of any child requesting drugs to be administered under the supervision of school staff or where the child is bringing medicine into school which they will self-administer.

Name of child _____ Date of Birth _____

Address _____ School _____

Doctors Name _____

Prescribed Medicines

The doctor has prescribed (as follows) for my child:

Name of drug or medicine to be given and any special storage instructions	When? (E.g. lunchtime? After food? When wheezy? Before exercise?)	How much? (e.g. half a teaspoon? One tablet? Two drops?)	Route (e.g. by mouth or in each ear)

Parent / Carer / Guardian Signature _____

Date _____

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