



Rye Community Primary School Policy

Policy Title:	Administration of Medicines
Leadership Responsibility:	Head of School
Review Body:	Executive Headteacher
Date:	November 2021
Review:	November 2022

Context

Academies are expected to develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs. At Rye Community Primary School, we believe positive responses to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

All colleagues have a duty to maintain professional standards of care and to ensure our pupils are safe. In response to the Equality Act 2010, we make reasonable adjustments for disabled school users, including those with medical needs, and we plan strategically to improve access over time. In response to the requirement to support pupils at school with medical conditions we also produce individual healthcare plans and make reasonable adjustments to enable pupils with medical needs to participate fully in all areas of school life including educational visits and sporting activities.

There is no legal or contractual duty on colleagues to administer medicine or supervise a child taking it. However, some colleagues do have specific duties to provide medical assistance as part of their job description. In an emergency, swift action must be taken by any colleague to assist any child. Teachers, assistants and associates have a common law duty of care to act like any reasonably prudent parent. This duty also extends to colleagues leading activities taking place off site, such as visits, outings or field trips.

At Rye Community Primary School, we believe children should take responsibility to manage their own medicines if they are able to and, whenever possible, assume complete responsibility under parental guidance.

This policy statement must be considered in conjunction with the school's health and safety procedure.

Objectives and targets

The purpose of this policy, in conjunction with the policy on supporting pupils at school with medical conditions, is to put into place effective management systems and arrangements to support those children with medical needs in our school and to provide clear guidance for colleagues and families on the administration of medicines so all children with a medical requirement can be cared for while in the school.



Action plan

At the Academy non-prescribed medicines are never administered by colleagues. If a parent wishes their child to take one, then it is their responsibility to come into school to administer it. Aspirin is never given unless prescribed by a doctor.

Similarly, no child will be given prescription medicines without their parent's written consent.

The use of an emergency Salbutamol CFC Free 100 MCG inhaler is available for those children who have asthma and whose family has completed the 'Emergency Inhaler' form (appendix 3).

For any child who will need to have medicine administered at school on a regular basis a pupil's healthcare plan will be drawn up in consultation with the school, family and health professionals. The healthcare plan will outline the child's needs and the level of support required in school. It will be reviewed at least annually.

Under the Management of Health and Safety at Work Regulations 1999 covering the administration of medicines no child under 16 will be given medicines without their parent's written consent so any family wishing their child to have medication administered must complete the

'Prescribed medicine form' (see Appendix 1).

Children may carry, and administer, their own medicines if they are considered able to do so such as inhalers and if this is the case, then colleagues only need to supervise the action.

If a child refuses to take medicine, colleagues must not force them to do so, but should note this in the records along with the reasons for refusal and any action then taken by the colleague. Family will be informed of the refusal as soon as possible on the same day. If a refusal to take medicines results in an emergency, an ambulance will be contacted first and the family second.

Children with medical needs have the same rights of admission to school as other children, and cannot generally be excluded from school for medical reasons. Occasionally, a pupil's presence on the school site may represent a serious risk to the health or safety of other pupils, or colleagues, and the Head of School may send the pupil home that day after consultation with the parents. This is not exclusion and may only be done for medical reasons.

Roles and responsibilities

Head of School

The Head of School, in consultation with the Advisory Council, colleagues, family, health professionals and the trust will decide how our school can assist a child with medical needs.

The Head of School is responsible for:

- Implementing the policy on a daily basis;
- Ensuring the procedures are understood and implemented;
- Ensuring appropriate training is provided;
- Making sure there is effective communication with parents/carers, pupils, colleagues and all relevant health professionals concerning pupils' health needs;



- Determining if medication is to be administered in school, and by whom, following consultation with colleagues;
- Ensuring all colleagues are aware of what to do in an emergency;
- Ensuring the plan for the management of Anaphylaxis is adhered to (see appendix 4).

Colleagues

Colleagues, including supply colleagues, will be informed of any pupil's medical needs where this is relevant and of any changes to their needs as and when they might arise. All colleagues, parents and pupils will be informed of the designated person with responsibility for medical care.

All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.

Any colleagues giving medicine to a pupil should check on each occasion:

- Name of pupil;
- Written instructions provided by the family or doctor;
- That the medication is labelled and provided in the original container as dispensed by a pharmacist and includes the instructions for administration, dosage and storage. (The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container);
- Expiry date of the medication and of the request to administer it.

If in doubt about any procedure, colleagues should not administer the medicines but check with the family or a health professional before taking further action. If colleagues have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.

Colleagues must also complete and sign the form school record for the administration of medication (see appendix 2) each time they give medication to a child. There are always two colleagues present when administering medication.

If the circumstances require an intimate or invasive treatment then this will only take place at the discretion of the Executive Headteacher with written permission from the family and only under exceptional circumstances. Two adults, must be present for the administration of such treatment. Cases will be agreed and reviewed on an annual basis. All such treatments will be recorded.

Colleagues providing intimate or invasive treatment must wear the appropriate PPE protection.

Colleagues who provide additional medical or intimate care have access to first tier personal protective equipment in 'dedicated locations' including:

- Surgical masks;
- Eye protection;
- Disposable gloves;
- Disposable plastic aprons.



Colleagues involved in the administration of medicines will receive training and advice from health professionals and through online training facilities. Training for all colleagues will be offered on a range of medical needs, including any resultant learning needs as and when appropriate. Details of all training will be recorded for each colleague. It is also the responsibility of the colleague to keep a record of their training and to identify to the Head of School when their training needs renewing.

Colleagues will undertake a risk assessment to ensure the safety of all participants in educational visits and to enable, as far as possible, all pupils to have access to all activities and areas of school life. No decision about a child with medical needs attending/ not attending a school visit will be taken without prior consultation with family. The same will apply for residential visits and sufficient essential medicines and appropriate health care plans will be taken and controlled by the colleague supervising the visit. If additional supervision is required for activities, e.g. swimming, we may request the assistance of the family.

Families

At Rye Community Primary School, we expect families to administer medication to their children at home if at all possible. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

No medication will be administered without prior written permission from the family including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).

It is the responsibility of families to:

- Inform the school of their child's medical needs;
- Provide any medication in its original container/box with the medicine instruction sheet, clearly labelled with the following:
 - The child's name;
 - Name of medicine;
 - Dose and frequency of medication;
 - Any special storage arrangements;
- Collect and dispose of any medications held in school at the end of each term for prescribed medicines;
- Ensure medicines have NOT passed the expiry date.

At the start of each school year, parents/carers should give the following information about their child's long-term medical needs. The information must be updated as and when required and at least annually:

- Details of pupil's medical needs;
- Medication including any side effects;
- Allergies;
- Name of GP/consultants;
- Special requirements e.g. dietary need; pre-activity precautions;
- What to do and who to contact in an emergency;
- Cultural and religious views regarding medical care.



Carrying and storage of medicines

For safety reasons, pupils are not allowed to carry medication unless agreed on an individual basis. All other medicines must be handed into the school office on entry to the school premises where it will be kept. Pupils must be made aware of where their medication will be stored. Teachers may store pupils' epi-pens in a safe secure place accessible by an adult in an emergency, which must be labelled with the pupil's name. Inhalers will be stored within the child's class base within a green **first aid/medical bag**. Where children have been prescribed controlled drugs, colleagues must be made aware these should be kept in safe custody in a locked cupboard in the school office, **or in a locked medication box in the medicine fridge, which only trained adults have access to**. Medical cabinets are also located in classrooms for the storage of emergency epilepsy medication for individual children.

Children should know where their medicines are at all times and be able to access them immediately assisted by a colleague. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on school trips.

Monitoring and evaluation

The school will monitor and review the individual needs of pupils and administer medicines in order to meet the all-round needs of each child on an on-going basis.

Reviewing

The policy will be reviewed following discussion with Executive Headteacher and changed accordingly where necessary.

BBL March 2019

BBL May 2020

BBL November 2021

DATA PROTECTION

Rye Community Primary School [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.



Appendix 1: Prescribed Medication

Parental Consent Form

To be completed by the parent/guardian of any child to whom drugs may be administered under the supervision of school staff

Please complete in block letters

Name of Child: Date of Birth:

Address

Medical Diagnosis/Condition/illness:

Date: Class/Form:

Review Date:

Doctor's Name: Doctor's telephone number:

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

a) Regularly:

Name of Drug or Medicine:

How often (e.g.; Lunchtime? after food):

How much (e.g.; half a teaspoon? 1 tablet?) to be given:

b) In special circumstances: (here describe what circumstances, and the nature and dosage of the prescribed medication or treatment)

.....

A separate form must be completed for each medicine.

I accept that I must deliver the medicine personally to (agreed member of staff). The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school/early year's setting staff administering medicine in accordance with their policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in properly labelled containers.

I accept that whilst my child is in the care of the School, the School staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signed:

Date:



Appendix 3: Consent Form

USE OF EMERGENCY SALBUTAMOL CFC FREE 100 MCG INHALER

For use of child showing symptoms of asthma/having asthma attack

1. I confirm my child has been diagnosed with asthma/has been prescribed an inhaler; *(delete as appropriate)*
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day;
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol CFC free 100mcg from the emergency inhaler held by the school for such emergencies.

Signed:

Date:

Name (print):

Child's name (as held on SIMS):

Class:

Parent's address:

Daytime telephone number:

E-mail: