ST BEDE C OF E PRIMARY
MULTI ACADEMY TRUST

Administration of Medicines Policy

Version Control

Version	Date	Author	Changes made:
0.1	16.11.2021	Sarah Rostron	New policy created for the MAT
0.2	08.12.2021	Sarah Rostron	Signed off by the MAT Directors

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Administration of Medicines Policy

Rationale

St. Bede Multi Academy Trust aims to meet the needs of and provide equal opportunities for all pupils by providing a safe environment where staff are aware of children with medical conditions. On entry to school parents are required to provide information on the nature, symptoms and treatment of their child's condition. If necessary a Health Care Plan and Risk Assessment will be created by a member of the SEND team and shared with the relevant staff who support the child and recorded on CPOMS and Bromcom. Pupils will be supported and encouraged to become independent in administration of medicines under adult supervision and guidance.
This document outlines the operational management and safety implications of medicines brought into school. Parents should keep children at home when they are acutely unwell. Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day. Prescription medicines will be given in line with this Policy. Aspirin, Paracetamol or Ibuprofen will NOT be administered unless prescribed by a doctor. Parents are welcome to come in and give their child medicine if they wish.

Roles and Responsibilities

All staff in schools have a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice that schools and settings will review cases individually and administer medicines in order to meet the all-round needs of the child.

However, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role. Any decision on the part of a member of staff to agree to administer medicines has to be a matter of individual choice and judgement. All staff who agree to administer medicines take on a legal responsibility to do so correctly.

Under the 'Equality Act 2010', schools and settings should be making reasonable adjustments for disabled children, including those with medical needs, and are under a duty to plan strategically to increase access to buildings over time. Schools and settings should consider what reasonable adjustments they need to make to enable children with medical needs to participate fully in all areas of school life, including educational visits and sporting activities.

Staff, including supply staff must always be informed of a child's medical needs where this is relevant and of any changes to their needs as and when they might arise.

Prior to designated staff administering any medication, the parents / carers of the child must complete and sign a medication administration form agreeing that the medication can be administered by staff or self-administered by pupils as in line with a Health Care Plan. The capacity of the child to self-administer should be considered very carefully by all stakeholders. If considered appropriate the child may also be offered the option of self-administering but with a designated member of staff observing. Any key instructions as how to best support the child to do this should be relayed to the observing member of staff by the parent or health care

professional where appropriate. The Head of School should also sign these agreements. If absent, the form will be signed by the member of staff nominated by the Head of School to undertake such responsibilities in their absence.

Staff Responsibilities

All staff are required to adhere to the following protocol regarding the administration of medicines:

- Non-prescribed medicines are not allowed in school;
- Parent/carer must provide and deliver the prescribed medication to the appropriate staff member who will ensure it is securely stored. The medication must be labelled with the child's name and the date should be checked;
- Where a child has long term or complex medical needs all the staff, including supply staff and non-teaching staff, will be informed if necessary in confidence. Training will be given to designated staff volunteers
- Designated staff will agree to and receive any training required to ensure compliance with this policy.
- Designated staff will receive ongoing training where necessary and as part of their development
- Support pupils to become independent in administering medicines under adult supervision in collaboration with parents/carers.
- When on school trips/visits all prescribed medication must be taken, including asthma inhalers, and held by the teacher in charge/staff designated volunteer;
- In an emergency the emergency services will be contacted immediately. If medication has been provided by the parent/carer to be given in an emergency, this should only be administered by a qualified first aider or a specifically trained staff member;

Parent/Carer Responsibilities

It is the responsibility of parents/carers to:

- Keep their child at home if they are unwell or are taking any medication which cannot be self-administered in school.
- Aim, if possible, to administer medication out of school hours.
- Support pupils to become independent in administering medicines with adult supervision
- Inform the school of their child's medical needs
- Provide any medication in a container clearly labelled with the child's name and dosage (only prescribed medicine will be administered)
- Collect and dispose of any medicines held in school at the end of each term
- Ensure that medicines have not passed the expiry date.

Parents must complete the medicine consent form before staff can administer medicine to a child.

Emergency Medication

Pupils suffering from conditions such as asthma or anaphylaxis may have to receive medication, usually in the form of an inhaler or adrenaline pen, during the school day. Written details of the treatment must be provided by the parent, the medication should be administered where possible by the child under supervision of an adult. Emergency inhalers and adrenaline pens will be located in the classroom. Any pupil having an asthma attack during the school day, should be recorded and parents informed immediately. The emergency services will be called as soon as a pupil shows signs of going into an anaphylactic shock.

Refusing to take medication

If a child refuses to take their medication, staff will not force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal to take medications must also be recorded as well as the action then taken by the teacher.

Training

Training and advice will be provided by health professionals for staff involved in the administration of medicines. Staff who have volunteered to administer the medicine must sign a 'Staff Training Acknowledgement' form. This must then be scanned in and recorded on CPOMS in the pupil's records.

Training will be organised by expert teams across the school via medical professionals. Expert teams include:

- Diabetes team
- Asthma team
- Allergy team
- Epipen

As of the 1st of September 2021. Paediatric First Aid Course should incorporate basic training on how to 'Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions'. Therefore, the school will check our training provider meets Early Years Foundation Stage Statutory Criteria. Annex A

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

Health Care Plan

Where appropriate, a personal Health Care Plan will be drawn up in consultation with the school, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed annually.

School Trips / Residential trips and visits off site

A thorough risk assessment will be undertaken to ensure the safety of all children and staff. No decision about a child with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/carers.
Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip.

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Medication Administration Form

Designated staff will not give your child medicine unless you complete and sign this form. Any medication that has been prescribed by a GP, should be within the expiry date & include original packaging with dispensing & dosage label. No medication will be administered without the completion of this form.

Name of School	
Name of Child:	
Date of Birth:	
Class/Form:	
Medical condition/illness:	
Medicine/s	
Name/Type of Medicine (as described on the container):	
Requirements for storage:	
Date dispensed:	
Expiry date	
Dosage, method and timing:	
Special Precautions:	
Are there any side effects that the school/setting needs to know about?	
Self-Administration: Yes/No (delete as appropriate)	
Are there any key points the observing member of staff should know?	
The above information is to the best of my knowledge accurate at the time of writing and I give my consent to school staff administering the medication in accordance with school policy and I understand that this is administered in good faith and on a voluntary basis and that school cannot be held responsible.	
Parents Signature	
Print Name	
Date	
Head of School's signature. In absence of HoS. form to be signed by the member of	

staff nominated by HoS	

Staff Training Acknowledgement for Administration of Medicines

Designated staff who have volunteered to administer medicine for a particular child must sign this form to acknowledge they have received correct training to administer medicines.

Name of School	
Name of Child:	
Class/Form:	
Medical condition/illness:	
Medicine/s	
Staff Signature	
Print Name	
Date	