

Administering Medication Policy

Agreed by Governors: LGB July 2018

Next review date: March 2019

Statement of Intent

Essa Trust Academy wishes to ensure that pupils with medication needs receive appropriate care and support at school.

1. Key roles and responsibilities

- 1.1. The Local Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Essa Trust Academy.
- 1.2. The Local Governing Body has overall responsibility for ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Local Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The Local Governing Body has responsibility for ensuring the correct level of insurance is in place for the administration of medication.
- 1.5. The Principal will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures of Essa Trust Academy.
- 1.6. Natasha Wood and Gemma Small are responsible for overseeing insulin injections for diabetic pupils.
- 1.7. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for also ensuring pupils do so also.
- 1.8. Staff, including teachers, support staff and volunteers, will be responsible for implementing the agreed policy fairly and consistently.
- 1.9. Parents and carers will be expected to keep the school informed about any changes to their child/children's health.
- 1.10. Parents and carers will be expected to complete a medication administration form prior to bringing medication into school.
- 1.11. Parents and carers will be expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

2. Definitions

- 2.1. Essa defines "medication" as any prescribed or over the counter medicine.
- 2.2. Essa defines "prescription medication" as any drug or device prescribed by a doctor.
- 2.3. Essa defines a "staff member" as any member of staff employed at Essa Primary and Academy, including teachers.

3. Training of staff

- 3.1. Teachers and support staff will be informed of the Administering Medication Policy as part of their new starter induction.
- 3.2. Nominated teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Staff members trained in Safe Handling and Administration of Medication (Level 2) are identified in the First Aid Needs Assessment for Essa Primary Academy and first aid posters for Essa Academy.

4. Guidelines

- 4.1. Only staff members trained in Safe Handling and Administration of Medication (Level 2) will be able to administer medication to pupils.
- 4.2. Before administering any medication, the parents/carers of the child must complete and sign a medication administration form.
- 4.3. No child will be given medicines unless prescribed by a doctor with written parental consent. The only exception to this is Calpol, which does not have to be prescribed by a doctor.

- 4.4. Medicines MUST be **in date, labelled**, and provided in the **original container** with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 4.5. A maximum of one week's supply of the medication may be provided to the school apart from ongoing long term medications such as insulin, eczema cream and asthma inhalers.
- 4.6. For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHCP) will be developed in liaison with the pupil, parents/carers, Principal, SENDCO and medical professionals.
- 4.7. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 4.8. Medications will be stored securely in the medical room. Any medications requiring refrigeration will be stored in the medicine fridge in the admin area.
- 4.9. Only qualified staff may administer a controlled drug.
- 4.10. Any medications left over at the end of the course will be returned to the child's parents.
- 4.11. Written records will be kept of any medication administered to children.
- 4.12. Pupils will never be prevented from accessing their medication.
- 4.13. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- 4.14. Essa Trust Academy cannot be held responsible for side effects which occur when medication is taken correctly.
- 4.15. All parents will be asked to sign a form giving permission that in the event of their child needing Calpol in school, a trained member of staff can administer this following school procedures.
- 4.16. Emergency Calpol is kept in the medical room in the locked cabinet. This is to be administered in school if it is deemed necessary by a Paediatric First Aid trained member of staff following first aid procedures e.g. high temperature of 37.5° or above. Parents will be contacted by telephone to advise that their child requires a dose of Calpol at school. At the end of the day the parent will be required to sign the administering medications form in the office on collection of their child.
- 4.17. Emergency Piriteze medicine will be kept in school and administered to pupils who have a care plan stating that an antihistamine medication can be used to treat an allergic reaction. As with emergency Calpol, parents will be contacted to seek verbal permission and on collection of their child the parent will be required to sign the administering medications form in the office.

Appendix 1 – Medical Needs Care Plan



Essa Trust Academy Medical Needs Care Plan

Essa Trust Academy will not give your child medicine unless you complete and sign this form.

Name of Child:			
Date of Birth:			
Group/Class/Form:			
GP Name, address, contact number:		Clinic/hospital contact details:	
Medical condition/illness – please describe and give details of symptoms:			
Pupil care requirements (e.g. before sport, at lunchtime):			
Medicine/s:			
Name/Type of Medicine (as described on the container):			
Self-Administration: Yes/No (delete as appropriate)			

