



# MEDICINES POLICY

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
1.7.13	1.0	Created at Elmridge as Acre Hall joined The Dunham Trust – circulated and approved by LGB and SLT	V. Mohammed
2.7.14	1.1	Updated by SLT and approved by governors	J Appleyard
1.7.15	1.2	Updated by SLT to reflect new procedures within school	M. Edmundson
1.10.15	1.3	Policy completed revised in light of new requirements – put forward to LGB for approval	M. Edmundson
4.6.18	1.4	Individual school policy created from Dunham Trust policy	M Edmundson
22.4.20	1.5	Updated for LGB meeting	M Edmundson

This policy will be reviewed every 12 months in light of local and Government legislation.

The Dunham Trust believes it makes a significant contribution in transforming children's life chances. Our aim and commitment is to transform schools into sustainable learning academy communities.

*"We aim to ensure that, for everyone involved, excellence and equity become and remain a reality"*

*"They come this way only once so we should litter their pathways with quality experiences"*

We believe that we are able to help our academies and their young people to aspire to and achieve success. To do this, we are committed to ensuring that every child and young person has a pathway to succeed that:

- gives the best possible start in life
- equips with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen
- ensures continued success in his/her future and contributes to the local community

Our aims for 'Improvement' are designed to ensure all academies are consistently benchmarked against key improvement priorities. This framework will ensure effective progress across the Trust, whilst at the same time, leaving space for autonomy at the school level. It will:

- focus efforts on what really matters, i.e. our vision, principles and commitment to the children, young people, families and communities that we serve.
- provide a flexible approach to improvement that meets the needs of each Academy. This will involve a commitment to immediate improvement in each individual context, professional development and a collaborative approach that engages with improvement projects designed to build capacity, an approach that is responsive, reflective and sustainable.
- focus on outcomes, understanding that these are not negotiable. We are committed to a no-excuses culture. In achieving these outcomes, all will focus on individual responsibility and collective accountability for success

The Trust has a responsibility to ensure the success of each academy by allowing every pupil to maximise his/her potential. As an academy sponsor there will be an expectation for joint working across individual academies. The Trust is committed to high quality academy improvement activity, networking and development and research. Equally, the promotion of sport, outdoor education and the creative arts will be important in the development of pupil self-esteem and building learning skills.

## **1. Introduction**

The purpose of this policy is to ensure the safe and appropriate administration of medication to students with medical needs at Elmridge Primary School.

Most students will, at some time, have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some students may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other students may require medicines in particular circumstances, for example severe allergies or asthma. Allowing students to take medication during the school day will minimise the time that they need to be absent from Elmridge and safeguard their wellbeing.

## **2. Legal Framework**

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

Children and Families Act 2014;

DfE 'Supporting pupils at school with medical conditions' 2015.

## **3. Context**

The Administering Medication Policy should be considered in the context of: –

The Supporting Students with Medical Conditions Policy; –

The Managing Food and other Allergens Policy; –

The Health and Safety Policy; –

The Special Educational Needs and Disability Policy; – Educational Visits and Trips Policy.

## **4. Definitions**

Elmridge defines "medication" as any prescribed or over the counter medicine. Elmridge defines "prescription medication" as any drug or device prescribed by a doctor. TKS defines a "staff member" as any member of staff employed at the school, including teachers. For the purpose of this policy, "medication" will be used to describe all types of medicine.

## **5. Key Roles and Responsibilities**

The Dunham Trust Scheme of Delegation policy framework sets out that the Administering Medication Policy and Procedure will be the responsibility of the Local Governing Body.

**The Governing Body** - The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Elmridge Primary School. The Governing Body has overall responsibility of 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.

The Governing Body is responsible for handling complaints regarding this policy, as outlined in the school's complaints policy.

The Governing Body will manage any complaints or concerns regarding the support provided or administration of medicine using the PAT's Complaints Policy. –

The Governing Body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of students with medical conditions are properly supported.

The Governing Body will provide staff members with opportunities and details of CPD.

**The Head of School**- The Head of School is responsible for ensuring that members of staff who provide support to students with medical conditions are suitably trained and have access to information needed. The Head of School is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Elmridge Primary School. The Head of School/Deputy Headteacher / will ensure that supply teachers are appropriately briefed regarding students' medical conditions. The Head of School will ensure that a sufficient number of staff are suitably trained in administering medication. The Head of School will ensure that all relevant staff will be made aware of a student's medical condition.

**The Business Manager** -The Business Manager is responsible for ensuring the correct level of insurance is in place for the administration of medication.

**The Office Manager**- The Office Manager is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication and that these are shared with, and understood, by all relevant members of staff. The Office Manager is responsible for the storage of medicines and the maintenance of care plans and parental agreements for pupils to receive medication.

**Members of Staff**- Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring students do so also. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

If a student is sent to hospital, then the student's parent/carer will be informed and at least one member of staff will accompany the student until their parent/carer has arrived.

In the case of staff absence, there is a clear procedure for delegation of responsibilities for organising another appropriately trained individual to take over the role of administering medication. It is both staff members' and students' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the First Aid and Safety Support Officer or other members of staff.

**Parents and Carers**- Parents/carers are expected to keep Elmridge Primary School informed about any changes to their child/children's health. Parents/carers are expected to complete a medication administration form (Appendix 3) prior to bringing medication into school. There is an expectation that students will have taken the prescribed medication for 24 hours before bringing the medication into school. – Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

**Educational Visit Trip Leaders**- The Trip Leader is responsible for undertaking a risk assessment for school trips and external activities. The trip leader is responsible for ensuring that they take with them on the trip, any medication that a participant may require for the duration of the residential or day trip and that they have detailed instructions for the administration of the medication and that the medication is clearly labelled. This includes epipens and inhalers.

## **6. Training of Staff**

Key teachers and support staff will receive regular and ongoing training as part of their development. Elmridge will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

## **7. Medication- Managing medicines during the school day**

Medicines will only be administered at Elmridge when it would be detrimental to a student's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

No pupil will be given prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.

A pupil will never be given medicine containing Aspirin unless prescribed by a doctor.

**Non-prescription medicines** in an exceptional circumstance (for example as part of a pupil's return to school after a significant injury that has required medical treatment), prescribed medication, e.g. for pain relief, provided by the parent, will be administered with verbal or written consent of the parent/carer but will not be administered without first checking maximum dosages and when the previous dose was taken. For un-prescribed medicine to be administered, the school will also require written confirmation that the child has never suffered a side effect from the medication being administered. The school will inform parents/carers that this medication has been given.

**Prescription medicines** Prescribed medicines or controlled substances which have not been prescribed by a medical practitioner will not be administered at Elmridge. Prescription medicines should only be taken during the school day when essential. Elmridge will only accept prescribed medicines that are in-date, labelled and intact, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Medicines will only be administered according to the instructions on the pharmacy label and with written parental consent. Qualified members of staff may administer a controlled drug to the student for whom it has been prescribed. Any student who has been prescribed a controlled drug may legally have it in their possession if they are deemed competent to do so by the Head of School but in limited amounts or prescribed doses (eg.

one or two tablets/inhaler). Elmridge will closely monitor any such occurrence and acknowledge that passing it to another student for use is an offence.

**Records** The office manager will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted. (See Appendix 1)

**Storing Medicines** Elmridge will keep the medication securely in a locked cupboard in the medical room which may only be accessed by authorised staff. In particular, all controlled drugs that have been prescribed for a student will be securely stored in a non-portable container and only named staff will have access. Where medicines need to be refrigerated they will be stored appropriately. Prescription drugs will be returned to parents/carers when no longer required, or out of date. It is the parent's/carer's responsibility to collect and dispose of out of date or unused medication. It is the parent/carer's responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents to supply medication, school staff will inform parents when there is 10 days' worth of medication left to allow plenty of time for a repeat prescription to be fulfilled. A maximum of four weeks supply of medication may be provided to Elmridge. Sharps boxes should always be used for the disposal of needles and other sharps.

**Epipens and other Emergency Medication-** All staff will be given appropriate training in the administration of emergency medication, where necessary, in conjunction with health professionals. Arrangements will be made for immediate access to any emergency medications for example: Epipens will be kept in the class teacher's storeroom with a labelled spare pen held in staffroom. → Asthma medication will be kept with the student with labelled spare inhalers and equipment held in the staffroom. Wherever there are specific requirements needed with a controlled medicine, to meet the medical needs of an individual in school, then TKS will work within the medical and DfE guidance regarding this. Emergency medication will always be taken if the student goes out on a trip and identified trained staff designated to administer if required.

## **8. Supporting Students with Medical Needs that take Medication**

Where a student needs to take medication in school for an extended period or has a chronic ongoing condition, an Individual Health Care Plan (IHCP) will be put in place. This will be agreed jointly by Elmridge and parents/carers with the advice of health professionals. Parents/carers should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication. IHCPs and their implementation is the responsibility of the School Appointed Person. The IHCPs are compiled and recorded in line with Appendix 2. Elmridge will work with parents/carers to put plans in place that give regard to the Equality Act 2010 and the SEN Code of Practice so that students with medical conditions have access to the same opportunities as other children as long as it is safe for them to do so. Members of staff will be made aware of students with IHCPs and their conditions. Any student on an IHCP will be accompanied to the First Aid Room if they indicate that they feel unwell and require medical attention. Administration of medication by a qualified member of staff or self-administration by the student may take place with written permission from parents/carers and the Head of School. TKS will ensure that procedures are in place for an emergency situation and that contingency arrangements are in place.

**Records for IHCP-** In addition to the usual general medicine log used for all students, any medicine administered to a student with an IHCP is also recorded on a separate recording sheet in line with DfE Template C (see Appendix 3).

## **9. Procedures for Off-Site Learning Residential Visits**

The Trip Leader is responsible for liaising with the office manager and Head of School/Assistant Headteacher to check the medical needs of students. The Trip Leader must check any IHCP requirements with parents/carers and put appropriate procedures and contingency plans in place, this includes undertaking a risk assessment. A copy of the IHCP is available in the first aid file in the medical room. The Trip Leader must check any IHCP requirements with parents/carers and put appropriate procedures and contingency plans in place, this includes undertaking a risk assessment.

For part-day visits, students should, wherever possible, go to the First Aid Room before/after the visit to take their medication. For full day visits, parents/carers are responsible for completing the Parental Consent Form providing the relevant information. The Trip Leader will collect any necessary medication from the First Aid Room and follow normal guidelines or requirements set out in an IHCP and take any plans appropriate to the needs of the individual student.

## **10. Publicity**

This policy will be posted on the shared server of the School's IT network and Website. Notices will be displayed around Elmridge showing the Appointed Person and the staff who currently hold First Aid qualifications and where they are located in school, along with procedures for contacting Emergency Services (see Appendix 3 & 4 - in line with DfE guidance and Template F).

## **11. Monitoring and review**

The implementation of this policy will be monitored by the Head of School, who will make an annual report to the Local Governing Body of that school.

### **Approval by The Dunham Trust**

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Review date: \_\_\_\_\_

This policy, signed by a Director on behalf of the Dunham Trust, is held centrally on the One Drive.

**End of policy statement**

## Care Plan (attachment 1)

Name of School/Setting \_\_\_\_\_

Child's name \_\_\_\_\_

Group/Class/Form \_\_\_\_\_

Date of Birth \_\_\_\_\_

Child's Address

\_\_\_\_\_

Medical Diagnosis or condition \_\_\_\_\_

Date \_\_\_\_\_

Review date \_\_\_\_\_

### Family contact 1

Name  
Phone No.  
(work)  
(home)  
(mobile)

### Family contact 2

Name  
Phone No.  
(work)  
(home)  
(mobile)

### Clinic/Hospital contact

Name  
Phone No.

### GP

Name  
Phone No

Describe medical needs and give details of child's symptoms:

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Daily care requirements: (e.g. before sport/at lunchtime)

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Describe what constitutes an emergency for the child, and the action to take if this occurs:

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Follow up care:

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Who is responsible in an Emergency: (State if different for off-site activities)

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Form copied to:

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**Parental agreement for school/setting to administer medicine  
(attachment 2)**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine

Name of School/Setting \_\_\_\_\_

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Group/Class/Form: \_\_\_\_\_

Medical condition/illness: \_\_\_\_\_

**Medicine**

Name/Type of Medicine (as described on the container):  
\_\_\_\_\_

Date dispensed: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Agreed review date to be initiated by \_\_\_\_\_  
*[name of member of staff]:*

Dosage and method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Are there any side effects that the school/setting needs to know about?  
\_\_\_\_\_

Self-Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Details**

Name: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

I understand that I must deliver the medicine personally to [agreed member of staff] and accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date: \_\_\_\_\_

Signature(s): \_\_\_\_\_

\_\_\_\_\_

Relationship to child: \_\_\_\_\_

**Record of medicine administered to an individual child (Attachment 3)**

Name of School/Setting \_\_\_\_\_

Name of Child \_\_\_\_\_

Date medicine provided by parent \_\_\_\_\_

Group/class/ form \_\_\_\_\_

Quantity received \_\_\_\_\_

Name and strength of medicine \_\_\_\_\_

Expiry date \_\_\_\_\_

Quantity returned \_\_\_\_\_

Dose and frequency of medicine \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Time Given \_\_\_\_\_

Dose Given \_\_\_\_\_

Name of member of staff \_\_\_\_\_

Staff initials \_\_\_\_\_

Date \_\_\_\_\_

Time Given \_\_\_\_\_

Dose Given \_\_\_\_\_

Name of member of staff \_\_\_\_\_

Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time Given \_\_\_\_\_  
Dose Given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time Given \_\_\_\_\_  
Dose Given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time Given \_\_\_\_\_  
Dose Given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time Given \_\_\_\_\_  
Dose Given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

**Confirmation of the Head of School/Executive Principal's agreement to administer medicine (attachment 4)**

Name of School/Setting \_\_\_\_\_

It is agreed that \_\_\_\_\_ *[name of child]* will receive  
\_\_\_\_\_ *[quantity and name of medicine]* every day at  
\_\_\_\_\_ *[time medicine to be administered e.g. Lunchtime or  
afternoon break].*

\_\_\_\_\_ *[name of child]* will be given/supervised whilst he/she  
takes their medication by \_\_\_\_\_ *[name of member of staff].*

This arrangement will continue until \_\_\_\_\_ *[either end date  
of course of medicine or until instructed by parents].*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*[The Head teacher/Head of Setting/Named Member of Staff]*