



Policy Title:	Administration of Medicines
LT Responsibility:	Head Teacher
Review Body:	Executive Head
Date:	September 2017
Review:	September 2019

Together we aim believe and achieve

At Cudham CE Primary School we want the very best for the children in our care so that they flourish in our Christian community and realise their potential. We strive to provide an enriching environment where each child will be happy, thrive and succeed.

Context

Schools are expected to develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs. At Cudham Church of England Primary School we believe that 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 members of staff have a duty to maintain professional standards of care and to ensure that 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 staff to administer medicine or supervise a child taking it. However, some support staff at Cudham Church of England Primary School do have specific duties to provide medical assistance as part of their contract. In an emergency, swift action must be taken by any member of staff to assist any child. Teachers and school staff have a common law duty of care to act like any reasonably prudent parent. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.

At Cudham Church of England Primary School we believe that 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 policy.



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 staff and parents/carers on the administration of medicines so that all children with a medical requirement can be cared for while in the school.

Action plan

At Cudham Church of England Primary School non-prescribed medicines are never administered without first checking pre-signed instructions or contacting a parent first. 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 parents/carer 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, parents/carers 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 parent/carer wishing their child to have medication administered must complete either the pink 'Prescribed medicine form' (see appendix 1a) or the white 'Non-Prescribed medicine form' (see appendix 1b). 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 staff only need to supervise the action.

If a child refuses to take medicine, staff 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 staff member. Parents 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 parent/carer 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 school staff, and the head teacher 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: school staff

The head teacher, in consultation with the Aquinas Advisory Council, staff, parents/carers, health professionals and the trust will decide how our school can assist a child with medical needs. Mrs Heather Peck, Mrs Yvonne Corneille and Mrs Jane Stewart are the designated members of staff with the responsibility for medicines in school. The head teacher is responsible for:

- Implementing the policy on a daily basis.
- Ensuring that the procedures are understood and implemented.
- Ensuring appropriate training is provided.
- Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs.
- Determining if medication is to be administered in school, and by whom, following consultation with staff. Ensuring that all members of staff are aware of what to do in an emergency.
- Ensuring that the plan for the management of Anaphylaxis is adhered to (see appendix 4)

Staff, including supply staff, 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 staff, 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 member of staff giving medicine to a pupil should check on each occasion:

- Name of pupil.
- Written instructions provided by the parents/carers 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



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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, staff should not administer the medicines but check with the parent/carer or a health professional before taking further action. If staff members 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.

Staff must also complete and sign the form school record for the administration of medication (see appendix 2) each time they give medicine to a child. If the circumstances require an intimate or invasive treatment then this will only take place at the discretion of the head teacher and governors, with written permission from the parent/carer and only under exceptional circumstances. Two adults, one same gender as the child, 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.

School staff involved in the administration of medicines will receive training and advice from health professionals. Training for all staff 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 member of staff. School staff 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 parents/carers. The same will apply for residential visits and sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for activities, e.g. swimming, we may request the assistance of the parent/carer.

Roles and responsibilities: parents/carers

At Cudham Church of England Primary School we expect parents/carers 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 parent/carer including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs.



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- 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 and at the end of each day for non prescription medicines.
- Ensure that 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 needs, 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' inhalers and epi-pens in a safe secure place accessible by an adult in an emergency, which must be labelled with the pupil's name. Where children have been prescribed controlled drugs, staff must be made aware that these should be kept in safe custody in a locked filing cupboard in the school office.

Children should know where their medicines are at all times and be able to access them immediately assisted by a member of staff. 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 by the Head Teacher, following a meeting with the SBM and Executive Head.

DATA PROTECTION

Cudham CE 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 staff 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.

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Appendix 1a: Prescribed Medication

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

Cudham Church of England Primary School	
Name of Child :	Class:
Date of Birth:	
Medical condition or illness :	
MEDICINE	
Name /type of medicine (as described on the container):	
Date dispensed:	Expiry Date:
Dosage and method:	
When to be given:	
Are there any side effects that the school need to know about?	
Self administration? Yes/No (delete as appropriate)	
Procedures to take in an emergency:	
Is there a "Care Plan" in place? Yes/No (delete as appropriate)	
CONTACT DETAILS Yes/No (delete as appropriate)	
Daytime telephone number:	
Name and phone number of GP:	
Agreed review date to be initiated by (name of member of staff):	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency or if the medication is stopped.

Parent's signature	
Print Name	Date:

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Appendix 1b: Non Prescribed Medication

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

Cudham Church of England Primary School	
Name of Child :	Class:
Date of Birth:	
Medical condition or illness :	
MEDICINE	
Name /type of medicine (as described on the container):	
Date dispensed:	Expiry Date:
Dosage and method:	
When to be given:	
Are there any side effects that the school need to know about?	
Self administration? Yes/No (delete as appropriate)	
Procedures to take in an emergency:	
Is there a "Care Plan" in place? Yes/No (delete as appropriate)	
CONTACT DETAILS Yes/No (delete as appropriate)	
Daytime telephone number:	
Name and phone number of GP:	
Agreed review date to be initiated by (name of member of staff):	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency or if the medication is stopped.

Parent's signature	
Print Name	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 that 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: