

# Hartford Infant and Pre School



## Administering Medicine Policy October 2020

Lead person: Mrs Rae Lee  
Adopted by Governors: Spring 2021  
Reviewed: Every 2 years

## **1. Aims**

This policy aims to ensure that:

- pupils, staff and parents understand how our school will support pupils when administering medicine.

Please read this policy in conjunction with 'Supporting Children with a Medical Condition Policy'.

The Local Governing Body will implement this policy by:

- making sure sufficient staff are suitably trained;
- making staff aware of pupil's condition, where appropriate;
- making sure there are cover arrangements to ensure someone is always available to administer medicine;
- providing supply teachers with appropriate information about the policy and relevant pupils;

The named person with responsibility for implementing this policy is Mrs Rae Lee (Headteacher).

## **2. Roles and responsibilities**

### **2.1 Headteacher**

The Head Teacher will:

- make sure all staff are aware of this policy and understand their role in its implementation;
- ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all emergency situations;
- make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way;
- contact the school nursing service in the case of any pupil who has medication that may require further support at school, but who has not yet been brought to the attention of the school nurse;
- ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date;
- keep a record of training completed by staff;

### **2.2 Staff**

Staff will:

- on some occasions, be required to administer medicines as per the 'Agreement for Hartford Infant School to Administer Medicine [Appendix 1];
- receive sufficient and suitable training and will achieve the necessary level of competency before taking on the responsibility to administer medicines;
- consider the needs of pupils who need medicine that they teach;
- know what to do and how to respond accordingly when they become aware that a pupil needs medicine.

### **2.3 Parents**

Parents will:

- provide the school with sufficient and up-to-date information about their child's medical needs;
- provide a copy of the protocol if issued from the GP/consultant if applicable

- complete and sign the 'Agreement for Hartford Infant School to Administer Medicine [Appendix 1] note this must be completed before any staff member will administer medicine;
- provide a suitable wipe down box for the medicine to be stored in;
- deliver and collect the medicine if it is going home daily as per the days the child needs it;
- take all medicines home at the end of term and return them to school for the start of the next term;
- dispose of the medicine once the course has been completed;
- ensure that the medicine is 'in date' and replace with an up to date replacement as required.

## 2.4 Pupils

Pupils will:

- walk to the school office (with an accompanying adult\*) to have their medicine administered  
\* younger children will need an escort whereas older children who are familiar with the school layout/regularly need medicine will be able to come alone;
- alert a member of staff immediately if they are feeling unwell.

## 2.5 School nurses and other healthcare professionals

The school nursing service should notify the school when a pupil has been identified as needing medicine that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools' nurses and notify them of any pupils identified as needing medication.

## 3. Equal opportunities

Our school is clear about the need to actively support pupils who need medicine and will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils needing medicine are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 4. Individual Healthcare Plans (IHP) (see Appendix 2)

If a child requires an **Individual Healthcare Plan (IHP)** please see the 'Supporting Children with Medical Conditions Policy' for further information on the school's protocol.

## 5. Managing Medicines

**Prescription (and non-prescription) medicines** will only be administered at school:

- when it would be detrimental to the pupil's health or school attendance not to do so and
- where we have parents' written consent

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken, if in doubt. Parents will always be informed.

The school will only accept prescribed medicines that are:

- in-date;
- specifically described for the pupil;
- labelled (suggest that medicine is in a clearly named box for storage and accessibility)
- provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage;
- parents/carers have completed and signed the 'Agreement for Hartford Infant and Pre School to Administer Medicine' (see Appendix 1);
- staff are able to easily administer.

Parents/Carers must inform the school of any changes to the medication prescribed or administration.

All medication will be stored in the school First Aid cupboard located in the school office\* or staff room fridge (where manufacture's instruction require medication is stored in a temperature-controlled environment).

\* Where it is necessary to have medication stored closer to the child e.g. a classroom, this will be arranged with the Head Teacher's permission and a Risk Assessment will be put in place.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Whilst no staff can be compelled to give medication to a pupil, it is hoped that the support given through parental consent will encourage them to see this as part of the pastoral role. Where such arrangements fail it is the responsibility of the parent carer to make an appropriate alternative arrangement.

Pupils will be informed about where their medicines are always and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

## **6. Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## **7. Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs. Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

## **8. Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP [if applicable], but it is generally not acceptable to:

- prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary;
- assume that every pupil with the same medication requires the same treatment;
- ignore the views of the pupil or their parents;
- ignore medical evidence or opinion (although this may be challenged);
- send children who need medicine home frequently for reasons associated with their medicine or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs;
- send a pupil to the school office unaccompanied or with someone unknown to them if they are feeling unwell;
- penalise pupils for their attendance record if their absences are related to their medicine, e.g. hospital appointments for repeat prescriptions etc;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to manage their medicine effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues;
- expect that a parent has to give up working because the school is failing to support their child's medical needs (*please note due to Covid -19 unless a child has an Intimate Health Care Plan IHCP, staff are unable to change and clean children in Reception and Key Stage 1 classes who have soiled themselves and therefore parents as per the Whole School Risk Assessment will be required to come to school and support and/or take the child home to clean/change before returning to school*);
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child;
- administer, or ask pupils to administer, medicine in school toilets;
- not to wash hands before administering medication to a pupil.

## 9. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' 'Arrangements for Hartford Infant School to Administer Medicine' forms will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

## 10. Training

Staff who are responsible for administering pupils with medical needs will receive suitable and sufficient training to do so.

Training will be identified during the completion of either the 'Agreement for Hartford Infant School to Administer Medicines' form, the submission of an IHP form or notification form from the parents/ school nursing team. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher (Mrs R Lee) or the school SENDCo (Mrs V McGregor). Training will be kept up to date.

Training will:

- be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils;

- fulfil the requirements in the IHPs [if applicable];
- help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction. A record of training undertaken by all staff will be kept.

## **11. Record keeping**

The Local Governing Body will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in the children's personal files in the school office and shared with staff on a need to know basis and will be signed by the Head Teacher (or her representative e.g. the SENCo) and parent(s).

## **12. Liability and indemnity**

The Local Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

DfE RPA Policy Reference 143870 Unlimited Employer Liability

## **13. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

## **14. Monitoring arrangements**

This policy will be reviewed and approved by the Local Governing Body every [2] years.

## **15. Links to other policies**

This policy links to the following policies:

- Supporting Children with Medical Conditions
- Accessibility Plan
- Complaints
- Equality information and objectives
- First Aid
- Health and Safety
- Intimate Care Plan
- Child Protection and Safeguarding
- Special Educational Needs
- Special Educational Needs Information Report
- Children with Health Needs who cannot Attend School

## Appendix 1 Agreement for Hartford Infant School to Administer Medicine

Please complete this form should you need School to administer essential/prescribed medicines to your child. You are then required to meet with the Headteacher briefly to go through the form to ensure that School has all, and understands all, the details. In the absence of the Headteacher, the School Secretary can perform this task.

### PUPIL NAME

Class

Date of Birth

Address

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### MEDICAL CONDITION/ILLNESS

Symptoms, triggers, signs

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### MEDICATION

Expiry Date

Dosage and Method

Timing

Administration

Special precautions/other instructions

Side effects

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What constitutes an **EMERGENCY**

Procedures to take in an emergency

Who is responsible in an emergency  
(state if different for off-site activities)

|                            |
|----------------------------|
|                            |
|                            |
| Headteacher, Class Teacher |

### FURTHER INFORMATION

Daily care requirements

Specific support for the pupil's  
educational, social, emotional needs

Arrangements for school visits and  
trips etc

Staff training needed/undertaken –  
who, what, when

Any other information

|   |
|---|
|   |
|   |
| Adult responsible for pupil's group to take<br>medicine in named sealed container |
|   |
|   |

**FAMILY CONTACT**

Name  
 Relationship to child  
 Tel (mobile)  
 Tel (home)  
 Tel (work)  
 Name  
 Relationship to child  
 Tel (mobile)  
 Tel (home)  
 Tel (work)

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**GP**

Name  
 Telephone

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**Staff responsible for providing support in School:**

Mrs R Lee, Headteacher  
 Mrs N Hayhoe, School Secretary  
 Mrs R Cooper, Finance Secretary  
 Mrs G Wright, Office Administrator  
 Mrs S Orledge, Teaching Assistant and 'Four Day' First Aider

\_\_\_\_\_ (Additional name if required)

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

|                            |  |
|----------------------------|--|
| Parent Name (please print) |  |
| Parent Signature           |  |
| Headteacher Signature      |  |
| Date                       |  |



## Appendix 2 Individual Health Care Plan

|   |  |
|---|--|
| Child's name  |  |
| Group/class/form  |  |
| Date of birth   |  |
| Child's address   |  |
| Medical diagnosis or condition  |  |
| Date  |  |
| Review date   |  |
| <b>Family Contact Information</b>   |  |
| Name  |  |
| Relationship to child   |  |
| Mobile  |  |
| Name  |  |
| Relationship to child   |  |
| Phone mobile  |  |
| <b>Clinic/Hospital Contact</b>  |  |
| Name  |  |
| Consultant  |  |
| Phone no.   |  |
| <b>G.P.</b>   |  |
| Name  |  |
| Phone no.   |  |
| Adults responsible for providing support in school  |  |
| <b>Background</b>   |  |
| <b>Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc</b>               |  |
| <b>Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision</b> |  |
| <b>Specific support for the pupil's educational, social and emotional needs</b>   |  |
| <b>Arrangements for school visits/trips etc</b>   |  |
| <b>Other information</b>  |  |
| <b>Describe what constitutes an emergency, and the action to take if this occurs</b>  |  |
| <b>Who is responsible in an emergency (state if different for off-site activities)</b>  |  |
| <b>Plan developed with</b>  |  |
| <b>Staff training needed/undertaken – who, what, when</b>   |  |
| <b>Form copied to (signed)</b>  |  |