



Administration of Medicines Policy 2024-2025

Date: June 2024

Due for Review: June 2025

During the temporary restrictions and changes to practice that are necessitated by Covid-19, then this policy should be read in conjunction with the Covid-19 Protective Measures Risk Assessment that is published on the web site.

We acknowledge that under the standard terms and conditions for the employment of staff there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role so that they are familiar with all administration of medication procedures.

The school will administer medicines that have been prescribed by a doctor or some other authorised person where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines will also be administered by staff at the junior school only when parents/carers give written permission on a Pupil Medication Request form.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- To outline the procedures for administering prescribed medicines to pupils.

Procedure

Role of the Local Committee

The Local Committee has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
 - responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Local Committee;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- ensure all school personnel are aware of and comply with this policy;
- inform parents of the school policy via the school prospectus and school website;
- monitor the effectiveness of this policy;
- report biennially to the Local Committee on the success and development of this policy

Role of the Coordinator (School Business Manager)

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- report biennially to the Local Committee on the success and development of this policy.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report biennially to the Local Committee on the success and development of this policy.

Role of the Designated Person/s

Members of the school office personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or auto-injectors.

Role of School Personnel

School personnel will comply with all aspects of this policy.

Role of Parents/Carers

Parents/carers must provide:

- written permission by completing the Pupil Medication Request form;
- sufficient medical information on their child's medical condition;
- the medication in its original container or blister pack;
- sufficient medicine for the dosage to be given in school;
- medication that is identified as belonging to the named pupil;
- medication that is within the expiry date.

Administration of Prescribed Medicines

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Pupil Medication Request Form before administering or supervising the taking of medicines;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure cabinet/fridge for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal.

Medication Record

The following information must be supplied by the parent/carer:

- Name and date of birth of the child
- Name and contact details of the parent/carer
- Name and contact details of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by parent/carer for staff to administer medication
- Expiry date of medication.

Security

- All medications will be kept in a secure place and accessible only to the designated persons.
- A small secure fridge will be used for medications that need to be kept cool.

Educational Visits

- On educational visits a designated person will also attend in order to administer medications.

Sporting Activities

- We will ensure that pupils and staff are aware that asthma inhalers are kept in the front office for use during sporting activities in the school day.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such as Headteacher reports to the Local Committee
- information displays in the main school entrance.

Monitoring the Effectiveness of the Policy

When the need arises, the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.