



Policy Document: ADMINISTRATION OF MEDICATION IN SCHOOL

Schools Lead Member of Staff: HEADTEACHER

Lead Governors (monitoring): FULL GOVERNORS

Publication /Revision Date: NOVEMBER 2019

Document Version: 1.0

Governor Committee: FULL GOVERNORS
(REVIEWED IN NOVEMBER 2021 WITH NO CHANGES)

Committee Approval Date: NOVEMBER 2019

Full Governors Ratification Date: NOVEMBER 2019

Review Frequency: 2 YEARS

Date of next review: NOVEMBER 2023

Publication date: 6th March 2020

Purpose:

Chair of Governors signature:

A handwritten signature in black ink, consisting of a large, stylized letter 'C' with a vertical line extending upwards from its top right corner.

ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

Introduction

The Governors and staff of Christian Fellowship School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head Teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so. There is no legal duty that requires school staff to administer medication; this is a voluntary role. The administration of medication to children is the responsibility of the parent or those with parental responsibility.

At CFS all medication will be administered to pupils in accordance with the DfE document [‘Supporting pupils at school with medical conditions’](#)

At CFS the Head Teacher has agreed that medication can be administered according to the following protocol:-

Medication should only be taken to school when absolutely essential.

However the DfE guidance says that “Parents, where possible, should request that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime”.

Please note that parents should keep their children at home if acutely unwell or infectious.

Parents responsibilities

Parents are responsible for providing the School office with comprehensive information regarding the pupil’s condition and medication.

Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need.

It is the responsibility of parents to notify the school in writing if the pupil’s need for medication has ceased.

It is the parents’ responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Prescribed medication

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Each item of medication must be clearly labelled with the following information:

- Pupil’s Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not make changes to dosages on parental instructions.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the School Office, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.**

The school will not accept items of medication in unlabelled containers. (unless at the beginning of the process the original labelled container has been shown to the school office for clarification)

The school will keep records of administering of medication, which they will have available for parents.

Parents will be required to complete the following form 'Request for a school to administer medication' (AM2) before the school can administer any medication.

Non-prescribed medication (e.g. paracetamol)

A consent form will be sent to parents on an annual basis, which will allow the routine administration of short-term medications to pupils Y7-Y11 only. Younger pupils will only be given non-prescribed medication if supplied by the parents with written permission and clear instructions for administering. School staff will NEVER give non prescribed medication to pupils unless there is specific prior written permission from parents. In some instances, pupils will be permitted to self- administer from a personally held supply, if parental permission has been gained. e.g. 1day supply of non-prescribed pain killers for period pains, headaches, etc.

Administering Medication

YR -Y6 If the Form Teacher has volunteered to do so, the administration of medication will usually take place in the Form room or the staff room by the Form Teacher and another observing adult volunteer. Otherwise, if a member of the office staff has volunteered to do so, this will take place in the school office by the member of the office staff and another observing adult volunteer.

Y7-Y11 If a member of the office staff has volunteered to do so, this will take place in the school office or in the staff room by the member of the office staff and another observing adult volunteer.

Recording the Administering of Medication

Blank forms 'Record of Medicine administered to an individual child' (AM4) will be available in the staff room and in the school office. The office will supply volunteering YR-Y6 Form Teachers with this form with the medication received from the parent. The volunteer staff member must complete this every time medication is administered. (This procedure replaces the yellow medical record book kept in the staff room). Completed forms must be returned to the office to be stored in a secure place (GDPR). If the medication is for more than one day then the form can be kept in the register, to be updated each day until the need for medication has ended.

Secure Storage of Medicine

Non-emergency -All non-emergency medication kept in school will be kept securely stored [e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge in staffroom] with access strictly controlled. The office will advise form teachers on how a pupil should access their medication. (e.g. R-Y6 will go to form teachers to receive their medication, others will need to go to the staff room or the office)

Emergency - Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., they should keep this with them at all times and a spare will be

kept in a medical box in the staffroom (next to the medical cupboard, and clearly labelled with the pupil's name).

All staff will be made aware of the procedures to be followed in the event of an emergency.

Disposal of Medication

School staff are not responsible for the disposal of medication. Medicines, which are in use and in date, should be collected by the parent at the end of each term, if needed during the holidays. Date expired medicines or those no longer required for treatment will be returned to the parent for transfer to a community pharmacist for safe disposal.

Refusing Medication

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Where a child has a long-term medical need a written health care plan will be drawn up with the parents and health professionals.

Self-Management

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

If a parent would like their child to keep his/her medication on him/her for use a necessary then form AM3 'Request for pupil to carry his/her medication' will need to be completed by the parent.

Health Care Plans

For each pupil with long term or complex medication needs, CFS will require that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals and parents. Parents will need to complete form AM1 'Medication plan for a pupil with medical needs'.

Staff Training

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

School Trips

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, although additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.