



Administration of Medicines Policy

Bankfields Primary School Mansfield Road ESTON TS6 0RZ

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the Local Authority and encourages self-administration of medication when possible. Contact details for the School Nurse are available from the School Office.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible;
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- receive appropriate training;
- work to clear guidelines;
- bring to the attention of the head teacher any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- the school will only administer prescribed medicines in which the dosage is required 4 times a day.
- when parents have asked the school to administer the prescribed medication for their child, they must ensure that the prescription and dosage regime should be printed clearly on the outside of the medication.
- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.
- School will keep general painkiller (calpol) within school and designated trained staff will administer to pupils with parental consent as required

Storage of Medication

Any medication is securely stored in a lockable cabinet in the main reception office with a Record of Administration. Medication that needs to be kept refrigerated is also kept in the office fridge

Policy into Practice

Appendices:

Individual Healthcare Plan

Parental Agreement for Administration of Medicine

Record of Medicine administered to all children

Staff Training Record

Model letter for Parent

April 22

Review Date: September 2024

Bankfields Primary School - Individual Healthcare Plan

Child's name

Year Group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

1. Name

Relationship to child

Contact no.

2. Name

Relationship to child

Contact no.

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Bankfields Primary School - Parental Agreement for Administration of Medicine

Name of child	
Date of birth	
Year Group	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Dosage and method	
Timing	
Special precautions/other instructions	
Self-administration – y/n	

Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Contact telephone no.	
Relationship to child	
I understand that I must deliver the medicine personally to	The School Office

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 of the medication or if the medicine is stopped.

Parental Signature _____ Date _____

Date				
Time given				
Dose given				
Name of staff member				
Staff initials				

Date				
Time given				
Dose given				
Name of staff member				
Staff initials				

Name of child:

Date

Time given

Dose given

Name of staff member

Staff initials

Date

Time given

Dose given

Name of staff member

Staff initials

Date

Time given

Dose given

Name of staff member

Staff initials

Date

Time given

Dose given

Name of staff member

Staff initials

Date

Time given

Dose given

Name of staff member

Staff initials

Date

Time given

Dose given

Name of staff member

Staff initials

Bankfields Primary School - Record of Medicine Administered to all Children

Record Date: to

[illegible]

Bankfields Primary School - Staff Training Record, Administration of Medicines

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that the following members of staff have received the training detailed above and are competent to carry out any necessary treatment. I recommend that the training is updated (*annually*).

Trainer's signature _____ Date _____

[illegible]

Model letter inviting parents to contribute to Individual Healthcare Plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely