

Administering Medications Policy

**2023**

|  |  |
| --- | --- |
| **Chair of Governors** | Ali Basharat  |
| **Head Teacher** | Faik Kordemir  |

|  |
| --- |
|  |
| **Review Date** | November 2025 |

**Contents:**

[Statement of intent](#_Statement_of_Intent)

1. [Key roles and responsibilities](#_Key_roles_and)
2. [Definitions](#_Definitions)
3. [Training of staff](#_Training_of_staff_1)
4. [Guidelines](#_Guidelines)
5. Appendices
	1. [Individual Healthcare Plan Template](#_Appendix_1_–)
	2. [Parental agreement for school to administer medicine](#_Appendix_4_-)

# **Statement of Intent**

Holden Clough Primary wishes to ensure that pupils with medication needs receive appropriate care and support at school.

Holden Clough Primary

**Our Vision Statement**

 ***“A family of independent life-long learners that***

***reach for the stars”***

**At Holden Clough Community Primary we have ‘STAR QUALITY’**

1. **We enjoy change and challenge, demonstrating STICKABILITY in everything we do**
2. **We love learning and laugh a lot TOGETHER**
3. **We strive for excellence and ACHIEVEMENT in everything that we do**
4. **We value and RESPECT each other as friends and celebrate our differences**

#

# Key roles and responsibilities

* 1. The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Holden Clough Primary.
	2. The Governing Body has overall responsibility for ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
	3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school’s Complaints Policy.
	4. The Governing Body has responsibility for ensuring the correct level of insurance is in place for the administration of medication.
	5. The Headteacher will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures of Holden Clough Primary.
	6. Faik Kordemir is responsible for overseeing insulin injections for diabetic pupils.
	7. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for also ensuring pupils do so also.
	8. Staff, including teachers, support staff and volunteers, will be responsible for implementing the agreed policy fairly and consistently.
	9. Parents and carers will be expected to keep the school informed about any changes to their child/children’s health.
	10. Parents and carers will be expected to complete a [medication administration form](#_Appendix_2_Parental) prior to bringing medication into school.
	11. Parents and carers will be expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

# Definitions

* 1. Holden Clough Primary defines “medication” as any prescribed or over the counter medicine.
	2. Holden Clough Primary defines “prescription medication” as any drug or device prescribed by a doctor.
	3. Holden Clough Primary defines a “staff member” as any member of staff employed at Holden Clough Primary , including teachers.

#

# Training of staff

* 1. Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
	2. Teachers and support staff will receive regular and ongoing training as part of their development.

# Guidelines

* 1. Prior to staff members administering any medication, the parents / carers of the child must complete and sign a medication administration form.
	2. No child will be given medicines without written parental consent, or **aspirin** unless prescribed by a doctor.

Medicines MUST be **in date**, **labelled**, and provided in the **original container** with dosage instructions. Medicines which do not meet these criteria will not be administered.

* 1. Non prescribed medication, including tablets and creams, such as allergy relief and paracetamol can be administered in school as long as schools follow the ‘Supporting pupils at school with medical conditions policy’. Medication should be provided in the original packaging and written records must be kept in line with the policy. The school should obtain confirmation from the parent/carer that the child has used this medication before and did not suffer any allergic or other adverse reaction. **Sun cream is not covered by this policy**. Non prescribed medication (not aspirin or aspiring containing medication) should only be given up to 48 hours and parents should be advised to seek medical opinion if the need continuous. Always check when the previous dosage was taken and record it. Homeopathic medicine is regarded as non-essential and **will not** be administered
	2. A maximum of four weeks supply of the medication may be provided to the school.
	3. For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHCP) will be developed in liaison with the pupil, parents/carers, headteacher, SENCO and medical professionals.
	4. Medications will only be administered at school if it would be detrimental to the child not to do so.
	5. Medications will be stored securely in the staff room. Only qualified staff may administer a controlled drug.
	6. Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the headteacher will delegate the responsibility to another staff member.
	7. Any medications left over at the end of the course will be returned to the child’s parents.
	8. Written records will be kept of any medication administered to children.
	9. Pupils will never be prevented from accessing their medication.
	10. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
	11. Holden Clough Primary cannot be held responsible for side effects which occur when medication is taken correctly.

|  |  |
| --- | --- |
| **Do** | **Do not** |
| * Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so
* Check the maximum dosage and when the previous dosage was taken before administering medicine
* Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it
* Inform parents if their child has received medicine or been unwell at school
* Store medicine safely
* Ensure that the child knows where his or her medicine is kept, and can access it immediately
 | * Give prescription medicines or undertake healthcare procedures without appropriate training
* Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
* Give prescription or non-prescription medicine to a child without written parental consent, unless in exceptional circumstances
* Give medicine containing **aspirin** to a child unless it has been prescribed by a doctor
* Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers
* Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents
 |

# Appendix 1 – Individual Healthcare Plan Template

|  |
| --- |
| Holden Clough Primary Individual Healthcare Plan |
| **Pupil name:** **Address:** **Date of Birth:****Class teacher:****Medical Condition:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Date plan drawn up:****Review date:****CONTACT INFORMATION****Family Contact 1** **Name:** **Phone No:** **(work):** **(home):** **(mobile):** **Relationship:** **Family Contact 2****Name:** **Phone No:** **(work):** **(home):** **(mobile):** **Relationship:** **GP****Name:****Address:****Phone No:****Clinic/Hospital Contact****Name:** **Phone No:** **Describe medical condition and give details of pupil’s individual symptoms:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Daily care requirements (e.g. before sport/at lunchtime):**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Follow up care:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Who is responsible in an emergency (State if different on off-site activities):**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **Signed** | **Date** |
| **Parent/Carer** |  |
| **Pupil (where appropriate)** |  |
| **Headteacher** |  |
| **SENCO** |  |
| **GP** |  |

 |

# Appendix 2 - Parental agreement for school to administer medicine

|  |
| --- |
| Holden Clough Primary Medication Administration Form |
| Holden Clough Primary **will not give your child medicine unless you complete and sign this form.**

|  |  |
| --- | --- |
| Name of Child:  |  |
| Date of Birth:  |  |
| Group/Class/Form:  |  |
| Medical condition/illness:  |
| Medicine/s: |
| Name/Type of Medicine (as described on the container): |
| Date dispensed: | Expiry date: |
| Agreed review date to be initiated by [name of member of staff]: |
| Dosage, method and timing: |
| **Last dosage** administered (**Date and Time**): |
| Special Precautions: |
| Are there any side effects that the school/setting needs to know about? |
| Self-Administration: Yes/No (delete as appropriate) |

Parent/carer:Signed: Date: |