

Kineton Green Primary School



Administering Medication Policy

May 2022

(review date May 2025)

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Training of staff
5. Receiving and storing of medication
6. Administering medication
7. Emergency Salbutamol inhalers and Emergency AAls
8. Recording the administration of medication
9. Out of school activities and trips
10. Individual Healthcare plans
11. Medical Emergencies
12. Monitoring and review

Appendices

Appendix 1 – Consent to administer medicine forms.

Appendix 2- Record of medication administered.

Statement of intent

At Kineton Green we create a safe, enjoyable and exciting community in which every person is valued and encouraged to explore their potential in an infinitely changing world.

Kineton Green Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

Underpinning this are our values – ***The Five Bees***

Be respectful

Be safe and healthy

Be confident

Be trustworthy and honest

Be a lifelong learner

Kineton Green Primary School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

1. Legal framework

1.1 This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'
- Solihull Borough Council (LA)

<http://www.solihull.gov.uk/Portals/0/ChildrenandYoung/Medicinesin-school2015.pdf>

1.2 This policy is implemented in conjunction with the following school policies:

- Supporting Pupils with Medical Condition Policy
- First Aid Policy
- Intimate Care Policy
- Complaints Procedures Policy

2. Definitions

2.1 Kineton Green Primary School defines "medication" as any prescribed or over the counter medicine.

2.2 The school defines "prescription medication" as any drug or device prescribed by a doctor.

2.3 The school defines a "staff member" as any member of staff employed at the school, including teachers, teaching assistants, lunchtime supervisors, Beehive Kids Club and administration staff.

2.4 For the purpose of this policy, "medication" will be used to describe all types of medicine.

2.5 For the purpose of the policy "the school" will be used to describe the whole school setting including the Beehive Kids Club.

3. Key roles and responsibilities

3.1 The **governing board** is responsible for:

- Ensuring that there is a policy and procedures in place.
- Ensuring that this policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy, as outlined in the school's Complaints Procedures Policy.
- Ensuring the correct level of insurance is in place for the administration of medication.

3.2 The **Headteacher** and **Inclusion Lead** are responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and are able to access the patient's details to ensure that accurate information is provided to the service.
- Organising another appropriately trained individual to take over the role of administering medication in the case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- Ensuring Individual Health Care Plans for pupils are regularly reviewed and updated together with the parent/carer and appropriate healthcare professional.

3.3 **All staff** are responsible for:

- Being aware of and understanding the medical conditions of pupils within their care.
- Adhering to this policy and ensuring pupils do so also.
- Carrying out their duties that arise from this policy fairly and consistently.

3.4 **Parents** are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing a medication administration form (appendix 1) prior to bringing any medication into school.
- Discussing medications with their child prior to requesting that a staff member administers the medication.
- Ensuring medication is correctly labelled and in original packaging.
- Ensuring medication is within date and replace as necessary.

4. Training of staff

4.1 The **Inclusion Lead** will ensure that a sufficient number of staff are suitably trained in administering medication.

4.2 All staff will undergo basic training on the administering of medication (e.g., adrenalin auto injectors and Salbutamol inhalers) to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff.

4.3 Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice.

4.5 The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school.

4.6 Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

4.7 Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; hence, staff members will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

5. Receiving and storing of medication

5.1 The parents of pupils who need medication administered at school must complete and sign a consent to administer medication form before medication can be administered to pupils under the age of 16 (appendix 1).

5.2 All medication received in school must be in the original packaging, complete with instructions and clearly labelled with the pupil's name.

5.3 The school will ensure that all medication will be stored appropriately, according to the instructions, in a medical cabinet in the administration office. Medication requiring refrigeration (e.g. antibiotics) will be stored in the fridge at the rear of the staffroom.

5.4 Salbutamol inhalers are kept in the classroom, clearly visible in a large first aid bag to ensure ease of access to pupils within the classroom. This also allows ease of transport for indoor/outdoor PE lessons and off-site activities.

5.5 Medication that may be required in an emergency, e.g. Salbutamol inhalers and Auto-injector adrenalin pens (AAs), will be stored in such a way that they are readily accessible to pupils and staff members who may need to administer them in an emergency situation.

5.6 Auto-injector adrenalin pens (AAs) are located in the pupil's classroom, clearly visible and marked with their name. A copy of the care plan is kept with the medication.

5.7 The school will ensure that spare inhalers are available in the event of an inhaler being misplaced or failing to operate.

5.8 The school will ensure that pupils know where their medication is at all times.

5.9 Medication that reaches its expiry date will be returned to the parent.

6. Administering medication

6.1 Medication will only be administered at school if a Consent to Administer Medication form is completed by the parent/carer (appendix 1).

6.2 Staff will check the expiry date of each medication before being administered to the pupil.

6.3 Prior to administering medication, staff will check the maximum dosage and when the previous dose was taken to ensure it is given within the accepted time frame.

6.4 Only suitably qualified members of staff will administer/oversee the administration of a controlled drug.

6.5 Only suitably qualified members of staff will administer/oversee the administration of insulin.

6.6 As far as possible, medication will be administered in a private and comfortable environment except in an emergency when it would be detrimental to the pupil's health. e.g. during an asthma attack or suffering an allergic reaction.

6.7 Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- The school has written consent from a parent/carer.
- The medication name and dose instructions match the details on the consent form.
- The name on the medication label is the name of the pupil who is being given the medication.
- The medication is within its expiry date.
- The child has not already been given the medication within the accepted time frame.

6.8 If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent/carer or healthcare professional, documenting any action taken.

6.9 Where appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member, provided that parental consent for this had been obtained.

6.10 If a pupil cannot receive the medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

6.11 If a pupil refuses to take their medication, staff will not force them to do so and will inform the parent/carer so that alternative options can be considered.

6.12 The school will not be held responsible for any side effects that occur when medication is taken correctly.

7. Emergency Salbutamol inhalers and Emergency AAls

7.1 Consent is required from parents/carers in order for an emergency Salbutamol inhaler and adrenaline auto-injectors (AAIs) to be administered (appendix 1).

7.2 An emergency Salbutamol inhaler and AAI is stored in the First Aid Box in the school office along with a list of children whose parents/carers have completed the consent forms referred to in 7.1.

7.3 Emergency Salbutamol inhalers and AAI's will be checked on a termly basis to ensure that levels of the medication are adequate and the medication is in date.

7.3 Parents/carers should be informed in the event of an emergency Salbutamol and/or emergency AAI being administered.

8. Recording the administration of medication

8.1 The school keeps accurate records of all medication administered, including the dose, time, date and name of supervising staff member.

8.2 Records for administering medication kept in the medicine cabinet in the school office will be kept in the folder beside the cabinet.

8.3 Records for administering inhalers will be recorded in the individual red note book which is kept in the wallet containing the pupil's inhaler, consent form and Asthma Care Plan when one has been provided by a GP/Asthma Nurse.

8.4 Children who require medication and have an Individual Health Care Plan relating to their condition e.g., diabetes, records will be kept in line with the requirements stated on the plan.

8.5 All medication will be returned to parents/carers at the end of the academic year for updating and must be returned at the beginning of the new term.

9. Out of school activities and trips

9.1 In the event of a school trip or activity which involves leaving the school premises, the trip organiser/lead must ensure all medication are readily available to staff and pupils.

9.2 There will be at least one member of staff which is trained to administer medication on every out-of-school trip which pupils with medical conditions will attend.

9.3 Staff members will ensure that they are aware of any pupil who will need medication administered during the trip or activity and will make certain they are aware of the correct timings that the medication will need to be administered.

9.4 In the event of a residential trip/activity, pupils will carry certain medications themselves e.g. Salbutamol inhalers

9.5 On a residential trip, a designated trained staff member will be responsible for managing and administering medication in accordance with its instructions and recording dates, time and dose of medication administer.

9.6 All staff members, volunteers and other adults present on out-of-school trips will be made aware what should be done in case of a medical emergency e.g., what to do if a pupil has an asthma attack

10. Individual Healthcare Plans (IHPs)

Refer to the school's Supporting Pupils with Medical Conditions Policy

11. Medical Emergencies

11.1 The school will ensure that emergency medication is always readily accessible and never locked away, whilst remaining secure and out of reach of other pupils.

11.2. The SENCO/Inclusion Lead will ensure that there is a sufficient number of staff who have been trained in administering emergency medication by an appropriate healthcare professional.

11.3 A defibrillator is located in the school office.

11.4 Medical emergencies will be handled in line with the First Aid Policy.

11.5 In the event of an emergency requiring an ambulance (999) the casualty should remain in sight of the person making the call and therefore it may be necessary to make the call from a mobile phone.

12. Monitoring and review

12.1 The policy will be reviewed every three years by the governing body or sooner if necessary.

12.2 Records of medication that have been used on school premises will be monitored and the information will be used to improve school procedures.

12.3 The school will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix 1

Parental/carer consent to administer medicine in school.

- All medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

Child's name		
Child's date of birth		
Class/form		
Name of medicine		
Strength of medicine		
How much (dose) to be given. For example: One tablet One 5ml spoonful		
At what time(s) the medication should be given		
Reason for medication		
Duration of medicine Please specify how long your child needs to take the medication for.		If medication is ongoing e.g., an inhaler, please give expiry date.
Are there any possible side effects that the school needs to know about? If yes, please list them		
Note: Antibiotic medicine is only accepted when 4 doses per day are prescribed. Medicine prescribed for 3 doses per day can be given before and after school and bedtime.		

Pupils with prescribed Salbutamol Inhalers

I give permission for my child's Salbutamol inhaler to be kept within the classroom and he/she can administer their medication with adult supervision.	Yes	
	No	
I give permission for my child to have access to the emergency Salbutamol inhaler prescribed to the school in the event of their own inhaler not functioning or any reason preventing them using their own inhaler.	Yes	
	No	

Pupils with prescribed AAI's (Adrenaline Auto-Injectors)

I give permission for my child's AAI to be kept within the classroom and he/she can administer their medication with adult supervision.	Yes	
	No	
I give permission for my child to have access to the emergency AAI prescribed to the school in the event of their own AAI not functioning or any reason preventing them using their own AAI.	Yes	
	No	

Mobile number of parent/carer	
Daytime landline for parent/carer	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for the headteacher / staff member to administer the prescribed medicine to my son/daughter during the time he/she is at school/nursery. I will inform the school/nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school/nursery activities, as well as on the school/nursery premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school/nursery, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Date	

