

Medication for Pupils Policy

The *Medication for Pupils Policy* was reviewed during the Spring Term 2024
This document is the result of that review.

DATE AGREED BY FULL GOVERNING BODY:	28.02.24
REVIEW DATE:	February 2025
REVIEW CYCLE:	Annual
PLACED ON WEBSITE:	01.03.24
AUTHOR:	Mrs Kay Bridson & Miss Angela Britten Review: Mrs Justine Watkins & Miss Hannah Crook
HEADTEACHER:	Mrs Justine Watkins
NOMINATED GOVERNOR:	Miss Angela Britten
CHAIR OF GOVERNORS:	Mr Andrew Mintram
TO BE READ IN CONJUNCTION WITH:	<i>Aims of the School</i> <i>Educational Visits Policy</i> <i>Health & Safety Policy</i> <i>Risk Assessment Policy</i> <i>Safeguarding Policy</i> <i>Special Educational Needs Policy</i> <i>LA Medication for Pupils Policy.</i>

Medication for Pupils Policy

'Life in all its fullness' (John 10:10)

Purpose

The purpose of this policy is to:

- fulfil the aims of the school through a consistent approach to the administration of medication to pupils
- acknowledge the importance of our school's pastoral role in the welfare of young people
- reflect the Health & Safety issues pertinent to our school.

Statement of Aims

We aim:

- to provide a safe and healthy learning environment for all our pupils
- to ensure no child is excluded from school or other educational activity simply by virtue of having a medical condition.

Statement of Principles

We believe:

- in pursuing a policy of inclusive education
- that no child should be excluded from school or other educational activity simply by virtue of having a medical condition
- that a safe and healthy learning environment is crucial to the well-being of our pupils and staff.

Teaching and Support Staff

We have a responsibility to maintain the health and safety of the pupils under our control, at school or during any other school event or activity. This may extend to administering medicine or taking other medical action in an emergency.

Very few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken "*three times a day*" can be given before school, after school and at night. The same principle can also be applied to medication such as creams/drops.

Where a child has long-term medical needs or where more frequent administration of medicine is prescribed, the school management makes a risk assessment.

The school management:

- decides whether to accept responsibility for medication and, where it does, it accepts the duty with reasonable care and follows the guidelines contained in this policy and the LA policy
- may delegate responsibility for administering medication to other staff. However, it is the decision of each individual employee as to whether he/she is prepared personally to administer medication. No sanction is taken against any staff member who declines to undertake this task.

The concern of employees administering medication in respect of personal liability is unfounded. The LA takes vicarious liability for the actions of its staff, provided those actions are taken in good faith and in accordance with LA policy and practices.

Parents/Carers

No medication is given to any child without the *specific written consent* of the parent/carer concerned. Under no circumstances will staff help a child to administer prescribed medication on their own initiative.

Implementation

The Headteacher has overall responsibility for the management and monitoring of this policy. The day to day implementation is a shared responsibility.

Procedures for managing medication in school

- A meeting between school management and parents, where a risk assessment is completed, will take place before medication is accepted into school.
- The medicine, together with the signed letter of permission, is delivered to school and handed personally to Justine Watkins, Hannah Crook or Melanie Munt. These named people are authorised to return medicines to parents/carers. Medicines are not returned to pupils.
- In the case of pupils attending '*Early Birds*', medication may be handed to the leaders. The leaders will pass the medication onto either Justine Watkins, Hannah Crook or Melanie Munt. The Head teacher makes a decision as to the management or otherwise of the medicine. Parents/carers are informed immediately if there is a problem.
- A written record is kept of the administration of all prescribed medication to pupils. This record is kept together with the instructions, and is checked and completed by the designated member of staff. The record gives the date and time of administration, the dose given, the name of the child and the name of the staff member supervising and witnessing the taking of medication.
- When helping a child to take their medicine, the designated staff member checks the identity of the child with the child in question with another member of staff.
- Medicines are stored safely in the pharmacists' original container and clearly labelled with the contents, the child's name and the dosage or other instructions. The receiving member of staff checks the accuracy of the child's name and the date. Medicines not requiring refrigeration are kept in a locked drawer (Office) or in the locked locker (Main Building).
- Some medication, such as insulin or liquid antibiotics may need to be kept in the refrigerator. These medicines are placed in a suitable additional container and clearly labelled.
- *Under no circumstances are medicines kept in first aid boxes.*
- Any medicine which has passed its expiry date is to be collected from school within 5 days of the expiry date or disposed of safely, by returning it to the local pharmacist. Medicines are not disposed of in the sink or the toilet.
- Non-prescribed medicines are not given to children.
- All children administer their own medication, supervised by the designated member of staff and a witness.

Special Circumstances

Some children have unusual or specific medical needs which may require treatment in an emergency. Early identification and planning, in conjunction with the Health Service, results in detailed discussion and the formulation of a carefully designed "Individual Health Care Plan" to meet the needs and circumstances of an individual child. For special individual cases, staff are trained to enable them to act in emergencies or administer treatment in potentially life-threatening situations.

Risk Assessment

Risk assessments, individual health care plans and school nursing health care plans compiled by trained and competent persons, in conjunction with parents/carers, determine the procedures which we adopt to comply with our policy of inclusive education. These assessments and plans also identify any exceptions to normal participation in school activities.