

SUTTON-ON-SEA COMMUNITY

PRIMARY SCHOOL



Administration of
Medication in School
Policy

This policy is written in response to *Supporting Pupils at School with Medical Conditions DfE 2015* – Statutory Guidance

Sutton-on-Sea Community Primary School staff wish to ensure that pupils with medication needs receive appropriate care and support at school. **The Headteacher** 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.**

The governing body will ensure that staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

Supporting a child with a medical condition during school hours is not the sole responsibility of one person, however, there are named staff in school who will ensure correct protocols are followed:

The **Headteacher** is the named **teacher** for overall responsibility of the implementation and effective use of this policy, Individual Health Care Plans (IHCP) and administering of medications in school.

Class Teachers are responsible for ensuring the implementation of this policy for a child in their class who requires the administration of medication during school hours, however, the task of administering the medication may be delegated to another member of staff where they have agreed to do so.

The **School Business Manager** is the named **person** for overall responsibility of managing medical supplies, supported by the Senior Leadership Team.

The **Safeguarding Governors** are the named **governors** for ensuring that arrangements are in place in school to support pupils at school with medical conditions.

Administering Medications

Parents/carers are responsible for providing the school with comprehensive information regarding the pupil's condition and medication (through use of an IHCP if necessary, see below).

Non-prescribed medications, such as pain relief, should be avoided in school, but in some circumstances may be necessary, administering of non-prescribed medication is at the discretion of the Head Teacher.

Prescribed medication will not be accepted in school without evidence of prescription and requires complete written and signed instructions from the parent/carer.

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

If the medication does not have to be administered at school, eg for 3 times daily, then the school will ask for it to be administered at home only: before school, after school and bedtime.

Each item of medication must be delivered to the school office, in normal circumstances by the parent/carer, **in a secure and labelled container as originally dispensed**. 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 accept items of medication in unlabelled containers.

Medication will be kept out of the reach of pupils, unless it is deemed as 'lifesaving' medication that children might need to access themselves (eg auto-injector pens, inhalers).

The school will keep written records of the administration of medication, which will be available for parents/carers. For children in EYFS, a parent/carer signature will be required at the end of the day to acknowledge medicine has been administered by a member of staff at school.

A notification of use of inhaler will be sent home with children on the day this has been used.

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

If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers 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.

It is the responsibility of parents/carers to notify the school if the pupil's need for medication has ceased.

It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. All medications and related paperwork will be handed directly to the parent/carer at the end of the school year in July, to be returned in September, if still required. If medication is required at home for weekends or school holidays, then it is the responsibility of parents/carers to collect this from a member of staff at school – medications (except for inhalers in KS2) will not be sent home in children's bags.

School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.

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

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if 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.

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

Individual Health Care Plans (IHCP's)

Children who have chronic medical conditions or require long term (more than 2 weeks) medication should have an Individual Health Care Plan. IHCP's may be initiated by a member of school staff or another healthcare professional involved in providing care to the child. Plans should be developed in the context of assessing and managing risks to the child's education, health and social well-being to minimise disruption. Plans will be reviewed at least annually at the start of each academic year or earlier if the child's needs change.

In the case of Asthma, parents/carers should provide school with a copy of the Asthma Plan developed by the Asthma Nurse or Medical Professional prescribing the inhaler. If this cannot be provided, parents/carers must complete a School Asthma Card, in addition to an Individual Health Care Plan.

The IHCPs will be shared with all staff so they know what action is required in the event of an emergency.

Unacceptable Practice

The staff at Sutton-on-Sea Community Primary School agree that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication,
- Ignore the views of the child or their parents,
- If a child becomes ill, send them to the school office or medical room unaccompanied,
- Prevent children from drinking, eating or taking toilet (or other) breaks whenever they need to in order to manage their medical condition effectively,
- Require parents/carers, or otherwise make them feel obliged to attend school to administer medication or provide medical support to their child, including toileting issues.
- Prevent or create unnecessary barriers to children participating in any aspect of school life, including school trips.

Complaints

Should parents/carers be dissatisfied with the support provided to their child, they should discuss their concerns directly with the **Head Teacher.** If parents/carers remain dissatisfied, they should contact the Chair of Governors via the Complaints Policy.

EYFS

Sutton-on-Sea Community Primary School Early Years staff will continue to apply the Statutory Framework for the Early Years Foundation Stage as recommended in *Supporting Pupils at School with Medical Conditions* DfE 2014 (p3).

Expiry or Review Date

This policy will be reviewed in September 2025, or in response to the statutory guidance review.