



STRATFORD RURAL SCHOOLS FEDERATION

LOXLEY C OF E COMMUNITY PRIMARY SCHOOL

SNITTERFIELD PRIMARY SCHOOL

WILMCOTE C OF E PRIMARY SCHOOL

Small schools, big ambitions...

FEDERATION POLICY FOR ADMINISTERING MEDICINES IN SCHOOL

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This policy incorporates guidance taken from:

‘Supporting pupils with medical conditions’

Department for Education, May 2014 (updated August 2017)

AIMS

This policy aims to:

- Provide a clear policy and set procedures which will be understood and accepted by staff, parents and pupils, and which provide a sound basis for ensuring that pupils with medical needs receive proper care and support in school
- Set out the necessary safety measures to support pupils with medical needs (including long term or complex needs)

RESPONSIBILITIES

Parents / Guardians / Carers

Parents are responsible for making the decision that their child is well enough to attend school.

Normally, any prescribed medication should be administered at home. However, the school accepts that in some cases it may be necessary for some medication to be administered during school hours. Parents will be expected to complete an Agreement for School to Administer Medication form (see Appendix B).

Under arrangements made by the schools, parents should provide the Head of School/SENDSCO with sufficient information about their child's medical condition and its treatment or special care needed whilst at school. Parents are responsible for ensuring that these details are up to date.

Parents are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner; that the details and the administration of it are clearly set out on the bottle / packaging and that any medication is in date.

Where appropriate, parents should be involved in the drawing up of a healthcare plan for their child.

The School

No members of staff are obliged to administer or oversee the administration of medication to pupils.

School staff can oversee the administration of prescription medication and 'over the counter' medication for allergies, e.g. Piriton, as long as the parent has completed the Agreement for School to Administer Medication form (Appendix B).

The Head of School / Executive Headteacher

Responsibilities include:

- ensuring that appropriate procedures are in place
- ensuring the formulation of individual healthcare plans where necessary
- delegation to appropriately trained staff, where available
- drawing up emergency medical procedures and First Aid arrangements
- ensuring that all parents are aware of the school's policy and procedures for children with medical needs
- ensuring that staff who agree to accept responsibility for administering medication to a pupil are deemed suitable
- ensuring that a system is in place for keeping staff up to date with information and names of pupils who need access to medication
- if appropriate, the Head of School will liaise with the SENDSCO and/or School Health (Compass) about pupils' individual needs.

- ensuring that staff receive guidance on the practical aspects of management of the following conditions, if any are currently applicable to children or staff
 - Asthma attacks
 - Anaphylaxis
 - Diabetes
 - Epilepsy

Class teachers in charge of particular activities are responsible for:

- ensuring that appropriate arrangements are made for pupils with medical needs during educational visits / learning outside the classroom and sporting activities
- ensuring that all staff involved in curriculum delivery are informed about children's medical needs as appropriate e.g. sports coaches, Forest School practitioners

All staff are responsible for:

- knowing the arrangements and following the procedures
- knowing how to call for help in an emergency
- reporting any problems to the Head of School

Staff who accept responsibility for overseeing the administration of medication:

- ensure safe storage
- collate information provided by parents
- make a written record of every event and store paperwork in the School Office (School Health File)

SPECIFIC MEDICAL ISSUES

Schools will keep a record of pupils who may require specific treatment.

Storage of medicines

Medicines, including inhalers, are either located in a central space or in classrooms for ease of access. See individual school information in their Health & Safety arrangements document.

EQUAL OPPORTUNITIES

In making, reviewing and implementing this policy the schools will have regard to their equality duties, and in particular will have regard to the needs of any pupil with disabilities.

MONITORING AND REVIEW

The Head of School /Executive Headteacher will determine the monitoring and review arrangements in the school, either annually or when there is significant change.

The Governors will review this policy annually in the Autumn Term.

Do	Do not
<p>✓ 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</p> <p>✓ Check the maximum dosage and when the previous dosage was taken before administering medicine</p> <p>✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it</p> <p>✓ Inform parents if their child has received medicine or been unwell at school</p> <p>✓ Store medicine safely</p> <p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	<p>✗ Give prescription medicines or undertake healthcare procedures without appropriate training</p> <p>✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions</p> <p>✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances</p> <p>✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor</p> <p>✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers</p> <p>✗ Force a child to take his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents</p>

The following templates are taken from:

‘Supporting pupils with medical conditions’

Department for Education, May 2014 (updated August 2017)

Appendix A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

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

Form copied to

Appendix B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school

Name of child

Date of birth

Class

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

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

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

[agreed member of staff]

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.

Signature(s) _____

Date _____

Appendix C: record of medicine administered to an individual child

Name of school	
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix D: record of medicine administered to all children

Name of School:

Date	Child's name	Time	Name of medication	Dose given	Reactions?	Staff signature