



# Oxenhope Church of England Primary School

## Administering Medication Policy



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|-------------|----------------|-------------------|
| Created By: | Last Reviewed: | Next Review Date: |
| A Jones     | Oct 2022       | Oct 2024          |

We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.

Life in all its fullness; John Chapter 10 v 10.

### School Vision

We provide the rich soil allowing children to flourish and develop deep roots. We nurture **growth**, enabling children to thrive as our Christian values blossom in their lives. We cultivate a sense of pride in our rural **community** where children are **loved** and valued.

*May our children flourish in their youth like well-nurtured plants. Psalm 144 v 12.*

Throughout our curriculum and school life, along with our school vision, these three golden strands permeate through everything we do.

### Community

Jesus often spoke of unity in our communities and encouraging one another on our journey. He spoke of bearing each other's burdens in love and helping those in need.

'Live in harmony with one another.' Romans 12 v 16



### Love

It says in the Bible that God is Love and encompasses all that is loving and good. Jesus showed the ultimate unconditional love when he laid down his life for us on the cross. Therefore, this love should lead to a desire to love other people.

'Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.' Ephesians 5 v 2



### Growth

Just like a plant, we must endure the difficult times along with the good; but God has sent us his Holy Spirit to help and strengthen us so we can bear fruit and grow in the likeness of Christ.

'Grown in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3 v 18



## **Administering Medication Policy**

### **Relationship to Bradford Inclusion Strategy**

The Inclusion Strategy adopted in Bradford prioritises action to promote and support the Presence, Participation and Achievement of all children and young people in the district's schools and educational settings.

In order to ensure that all children enjoy the fullest access to the life of the school community, and that the needs of those who are vulnerable to under-achievement are fully recognised, the Inclusion Strategy is driving policy development to ensure that best practice is shared and adopted across the district.

This guidance is promoted to headteachers, governing bodies, staff associations, parents' groups and pupil councils, in order to support consensus building and decision making at school level.

This guidance document has been produced to help schools to support pupils with medical needs who may require medication to be administered during the school day and where the medication is required to be administered more than 3 times per day. The guidance and policies are based on the DCSF guidance 'Supporting pupils with Medical Needs' as well as current guidance from the DCSF website. Schools should be familiar with this guidance.

Schools should be aware also of the wider context of the extension of the Disability and Discrimination Act 1995 to include educational settings, as well as the good practice guide produced by the DCSF entitled 'Health and Safety of Pupils on Educational Visits'.

Whilst all staff have a duty to take reasonable care for the health and safety of pupils in school (including the oversight and management of the pupils' care plan/care package which must be up-to-date and received on time) *there is no contractual obligation for teachers to administer medication*. Where teachers do agree to participate in this duty it should be recognised that these duties are a voluntary action. Such teachers should consult their trade union before entering into such an agreement

### **Administration of Medicines**

Oxenhope Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. Pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

Ideally the school will only normally accept medicine in school where it has been prescribed by a doctor or other medical professional. However, some non-prescribed medication will be administered. Aspirin will not be permitted or administered unless there is written authorisation from a medical professional for this to be administered. Medication both prescription and non-prescription provided in a secure and labelled container can only be administered to pupils where parents **provide** such medication to the school and parents must complete the school Administration of Medication form giving consent for school to administer medicine.

## 1 Definitions

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

A "staff member" is defined as any member of staff employed at Cullingworth Village Primary School, including teachers.

Pupils' medical needs may be broadly summarised as being of two types:

- a) Short-term affecting their participation in school activities when they are on a course of medication.
- b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

## 2 Key roles and responsibilities of the school

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

### The Governing Body is responsible for:

- The overall implementation of this policy and procedure.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring written records are kept of any and all medicines administered to individual pupils and ensuring the level of insurance in place reflects the level of risk.

### The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and procedure.
- Ensuring the policy is developed effectively with partner agencies and liaising with healthcare professionals regarding the training required for staff.

- Making staff who need to know aware of a child's medical condition and making them aware of this policy.
- Ensuring Individual Healthcare Plans (IHCPs) are developed and ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring adequate insurance is in place for staff members who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

### **Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and, where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Any medicines that they bring into school e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date. Pupils should not bring in their own medicine (except for inhalers). This should be brought into school by the parent.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children before requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.
- Specifying in advance at what times/intervals and what dose of any non-prescription medicine is to be given. It must never be left for staff to diagnose or decide where and when the non-prescription medication is required or administered.
- Making it clear whether medication needs to be kept in school or should be collected at the end of the day.
- Notifying the school of any changes to a child's medication. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication.

No staff member may administer drugs by injection unless they have received training in this responsibility.

- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

### **3 Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality. They will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

### **4 Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to Administer Medicine Form.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored either in the school office or the child's classroom.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- The school cannot be held responsible for side effects that occur when medication is taken correctly.

## **5 Asthma**

School will deal with asthma in a positive way and encourage children with asthma to take part in all activities. Children should have their own reliever inhaler at school to treat symptoms and for use in the event of an asthma attack. Inhalers are kept in named bags in a designated area of their classroom where they are easily accessible. In cases or episodes of chronic asthma and if they are able to manage their asthma themselves they should keep their inhaler on them, and if not, it should be easily accessible to them. This would be agreed with parents in advance.

## **6 Avoiding unacceptable practice**

The school understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## **7 Insurance**

Staff who undertake responsibilities within this policy are covered by the school's insurance. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions.

**SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL****The Administration of Prescribed Medicine in School**

The school will not give your child any medication unless you complete and sign this request form and the Headteacher has confirmed that school staff have agreed to administer the medication and, where necessary have received appropriate training.

| <b>DETAILS OF PUPIL</b>  |                      |
|--|----------------------|
| <b>Surname</b>   |                      |
| <b>Forename(s)</b>   |                      |
| <b>Address</b>   | <b>M/F</b>           |
|  | <b>DATE OF BIRTH</b> |
|  | <b>CLASS/FORM</b>    |
| <b>Condition or Illness</b>  |                      |
| <b>Medication</b>  |                      |
| <b>Name/type of medication (as described on container)</b>   |                      |
| <b>For how long will your child take this medication?</b>  |                      |
| <b>Date dispensed</b>  |                      |
| <b>Full directions for use</b>   |                      |
| <b>Dosage and amount (as per instructions on container)</b>  |                      |
| <b>Method</b>  |                      |
| <b>Timing</b>  |                      |
| <b>Special storage instructions (explain if medicine should remain in school or return home daily)</b> |                      |
| <b>Special precautions</b>   |                      |
| <b>Side effects</b>  |                      |



|  |  |      |
|--|--|------|
| <b>Self administration</b>   |  |      |
| <b>Action to be taken if pupil refuses to take the medication</b>  |  |      |
| <b>Procedures to take in an emergency</b>  |  |      |
| <b>PARENT/CARER CONTACT DETAILS</b>  |  |      |
| <b>Name</b>  |  |      |
| <b>Daytime Telephone No</b>  |  |      |
| <b>Relationship to Pupil</b>   |  |      |
| <b>Address</b>   |  |      |
| <p>I understand that I must deliver the medication personally to (agreed member of staff) and I request that authorised staff administer the above medication to my child. I accept that this is a service which the school is not obliged to undertake.</p> <p>I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.</p> <p>I confirm that the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/consultant.</p> |  |      |
| Signature  |  | Date |
| FULL NAME OF PARENT/CARER (IN CAPITALS)  |  |      |

Each item of medication must be delivered in its original container and must be clearly labelled with the following information: pupil's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

**SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL**

**The Administration of Prescribed Medicine in School - record**

Check that the parents/carers have signed Appendix 1 and that Appendix 1 is attached.

| Date | Pupil's Name | Pupil's Date of Birth | Time | Name of Medication | Dose Given | Any reactions to the medication | Signature of Staff) | Print Name |
|------|--------------|-----------------------|------|--------------------|------------|---------------------------------|---------------------|------------|
|      |              |                       |      |                    |            |                                 |                     |            |
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|      |              |                       |      |                    |            |                                 |                     |            |

Please add any other relevant information below (continue overleaf if necessary):

**SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL IN THE CASE OF IHCP**

**The Administration of Medicines in School**

**CONFIRMATION OF THE HEADTEACHER’S AGREEMENT TO REQUEST TO ADMINISTER MEDICATION**

Dear *(name of parent/carer)*

I agree that *(name of child)* will receive *(quantity and name of medication)* every day at *(time medication to be administered eg lunchtime or afternoon break)* as you have requested

*(Name of child)* will be supervised whilst he/she takes their medication by *(name of member of staff)*. This arrangement will continue until *(either end of course of medication or until instructed by parents)*.

Each item of medication must be clearly labelled by the parent with the following information:

- Pupil’s name
- Date of Birth
- Address
- Name of Medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if necessary)
- Expiry date

The school will not accept medication which is in unlabelled containers.

You have already supplied to us the information in the attached form giving details of your child’s medication.

Where your child requires several medications you have confirmed that the combined medication has been administered to your child without any adverse effect and that approval has been obtained from a medical practitioner for their combined administration.

Can I remind you that it is your responsibility to ensure the school is informed in writing of any changes in your child’s medication. The school should also be informed of any other circumstances that may affect the administration of medicine or your child’s reaction to that medicine.

Signed: .....(Headteacher)

I confirm that I will supervise *(name of child)* whilst he/she takes their medication.

Signed: .....

(Name of member of staff)

: .....

I would like my son/daughter to keep his/her medication on him/her for use as necessary and

I confirm that s/he may administer his/her own medicine

or

I confirm that s/he may administer his/her own medicine but will require supervision

Signed: ..... Date: .....

Full Name (in capitals) .....

Relationship to child: .....