

# **The Grange School**

## **Administering Medication Policy**

**February 2018**

**Next Review: February 2019 or sooner if required**

## **Administering Medicines Policy**

We believe this policy relates to the following legislation:

Medicines Act 1968

Misuse of Drugs Act 1971

Health and Safety at Work, etc Act 1974

Children Act 1989

Workplace (Health, Safety and Welfare) Regulations 1992

Education Act 1996

Schools Standards and Framework Act 1998

Education (School Premises) Regulations 1999

Management of Health and Safety at Work Regulations 1999

Special Educational Needs and Disability Act 2001

Education Act 2002

Health and Safety (Miscellaneous Amendments) Regulations 2002

Children 2004

Equality Act 2010

School Premises (England) Regulations 2012

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Children and Families Act 2014

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. These medicines will be administered, by two trained school staff, between the hours of 12:15 and 1:15. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements at lunch time to administer the medication to

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their child. Medicines to be administered outside of these times should be administered by a parent.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To outline the procedures for administering medicines to pupils.
- To work with other schools to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Head Teacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### **Role of the Head Teacher**

The Head Teacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure the administration of medicines by putting into practice effective strategies and examples of good practice;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

#### **Role of the Designated Person/s**

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training;

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- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens;
- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines; this will be doubled-checked by another adult
- check that the medication belongs to the named pupil; this will be doubled-checked by another adult
- check that the medication is within the expiry date; this will be doubled-checked by another adult
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage; this will be doubled-checked by another adult
- record on the medication record all relevant details of when medication was given; this will be doubled-checked by another adult
- return medications to the secure cabinet for storage; this will be doubled-checked by another adult
- always take appropriate hygiene precautions;
- record when a child refuses to take medication; this will be doubled-checked by another adult
- immediately inform the parent/carer of this refusal
- ensure all medications are kept in a secure place and accessible only to the designated persons;
- ensure all medications are kept cool in a small secure fridge;
- provide guidance and support to all staff;
- ensure a designated person will attend all educational visits in order to administer medications;
- ensure pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- attend appropriate training sessions;
- report any concerns they have on any aspect of the school community;

### **Role of Parents/Carers**

Parents/carers must provide:

- written permission by completing the Medication Consent Form;
- sufficient medical information on their child's medical condition;
- the medication in its original container;

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- sufficient medicine for the dosage to be given in school

### **Training**

All school personnel:

- receive training related to this policy on induction which specifically covers:
  - general information about medication
  - administering medications
  - safe use and storage of medications
  - dealing with emergencies
  - use of the two defibrillators in school
- receive periodic training so that they are kept up to date with new information

A list of those staff members who are specifically trained in Paediatric First Aid will be kept in the Medical room.