

Medication Policy

William Amory Primary School



1. Introduction

1.1 This policy has been developed between the school's Senior Leadership team and named partners involved in the policy e.g NHS Trust School Nursing Teams, and is written in accordance with the Department for Education (DfE) Statutory Guidance "Supporting pupils at school with medical conditions" December 2015.

Other supporting documents include:

- Statutory Framework for the Early Years Foundation Stage.
- Special educational needs and disability (SEND) code of practice.
- Equality Act 2010
- Medication Management Arrangements and Guidance (Staffordshire County Council).

2. Definitions

Within this policy administration refers to "the giving of a medicine or treatment"

3. Purpose

This policy outlines the roles and responsibilities of everyone involved in the handling of regular, emergency, and short-term medicines within William Amory Primary School.

4. Scope

This policy covers the administration of all medicines for individual pupils until the end of Year 6 that are expected to be administered in school in accordance with the signed parental request form.

5. Responsibilities

5.1 The Governing Body

Will ensure that:

- This policy is reviewed regularly and is readily accessible to parents and school staff.
- The arrangements set out in this policy are implemented.
- There is a named person for the implementation of this policy.

5.2 School Staff

The Senior Leadership Team (SLT) is responsible for accessing safer handling of medicines training for staff, maintaining a register of trained staff and ensuring adequate cover of trained staff throughout the school. SLT will ensure that:

- A person has been designated to lead on the implementation of this policy; this is the headteacher.
- All staff involved in handling and administering medicines have received the appropriate training.
- An accurate list is maintained of all staff who are declared competent to handle and administer medicines along with the type of medication training they have received.
- A list of all staff authorised to administer medication is maintained along with a sample of their signature and initials.
- There is safe and secure storage for medicines within school.
- This policy is reviewed at least annually.

5.3 Healthcare Professionals

Detail designated responsibilities and roles which may include:

- School nursing team via Moorlands Hub

- Informing the school when a pupil has been identified as having a medical condition that will require support in school.eg diabetic nurse , epilepsy nurse.
- Support with on implementing a pupil’s individual healthcare plan.
- Providing training for school staff.
- Providing advice and support.

5.4 Other professionals (Social Care, local authorities)

Autism Outreach, SEND Hub, Social Care

5.5 Parents/ Carers

Must provide:

- Timely and up-to-date information about their child’s medical needs. Especially any changes to medication.
- A completed consent form at the start of each new school year or when medication changes.
- The medicines to be administered in school. All medications sent into school must be in the original container and include a label stating pupil name, dose, frequency of administration and expiry date.
- An adequate supply of emergency/rescue medication held in school.
- Information via the school office if any emergency/rescue medication has been administered prior to the pupil attending school that day along with dose and time.

5.6 Pupils

Pupils will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

6 Consent

Parents to complete a confirmation of medicine administration form from parents for administering long term and short-term medication.

7 Communication

Policy will be put onto the school website along with a copy of the consent form.

8 Administration

The privacy and dignity of pupils is paramount, and medicines will always be administered in an area where this will not be compromised.

We will ask pupils and parents about any cultural or religious needs relating to the taking of medication or any prohibitions that apply. This information will be recorded as part of the pupil’s healthcare plan or in the pupil’s personal record.

To minimise the need for medication in school and where clinically appropriate parents are encouraged to ask the pharmacy or prescriber to prescribe medicines in dose frequencies that enable them to be taken outside of school hours. Medicines that need to be taken three times a day could be taken in the morning before school, after school hours and at bedtime. Instructions such as “when required” or “as necessary” are discouraged.

If a pupil refuses to take their medicine, they will not be forced to do so. Refusal will be documented, parents informed and agreed protocols followed.

Detail the school's arrangements:

- Checking medication in and out of school especially for controlled drugs where two members of staff will be needed. This is done by the office staff.

Include administering medication in different situations such as:

- Long term (regular/daily) medication- consent form to be obtained, care plan to be out in place and training given to staff
- Short term (seasonal/short courses) medication- via consent form
- Self management of medication is not applicable due to the age of our pupils
- Emergency medication- via care plan
- School trips and off-site activities (eg residential visits, sporting activities) medication taken detailed in care plan and as part of the trip / activity risk assessment.
- Epilepsy medication- via care plan. Medication kept in classroom so easy access but out of pupils reach.
- Asthma medication- via care plan. Inhalers kept in classroom
- Administration of anaphylaxis medication- via care plan medication kept in classroom
- Administration of insulin- via care plan. Medication kept with pupil

9 Safe Storage of Medicine

Access to areas of the school where medication is stored is restricted. The medication will be kept in the office fridge.

9.6 Within School including any dedicated medication administration rooms

9.7 Transport between school and home

9.8 During off site school visits and activities

10 Disposal of Medicine

All unwanted/expired medicines will be returned home with the pupil for destruction at a community pharmacy. This school has no facilities for disposing of unwanted medication.

11 Management of Errors and Incidents (Misused medication or suspected theft)

The SLT will be informed of:

- Any medication that cannot be accounted for
- Suspected or known misuse of medication

SLT will instigate an investigation and report the incident following the school's incident reporting systems and disciplinary and capability policies.

This will allow for trends to be monitored with supported improvement actions to be put in place.

12 Training

- The school's SLT are V Woollacott, A Robinson, N Coates, S Baskeyfield, J Riley
- School staff involved in the administration of medication to pupils will receive suitable training. **Staff must not administer medicines without appropriate training.**
- A record of who delivered the training and who received the training, along with the date the next training is due will be maintained by the school.
- At least two members of permanent staff will receive pupil specific medication training eg diabetic training. This training will be provided by the relevant healthcare professional.

13 Record Keeping

The following records will be kept by the school:

- Confirmation of Medication Details and Parental consent
- Self Medication Assessment
- Protocol for Administration of PRN Medication

- Receipt of Medication
- Medication Incident Report Form
- Medication Administration Record sheet
- Staff Training Records including Medication In-house Training Record

14 Confidentiality

Whilst the school will strive to maintain confidentiality and comply with GDPR regulations, sometimes it may be in the pupil's best interests to share information about their condition/treatment/medication to other staff within the school and/or with other professionals. In these cases parent consent will be sought.

15 Complaints

Please refer to the policy on the school website

16 Monitoring and Review

- The school's designated lead for this policy will monitor the implementation of this policy and provide the SLT with information regularly once a term on medication incidents.
- The school's SLT will review this policy annually or when there is a significant incident or change in guidance.
- The next scheduled review is September 2024

17 Forms

- Confirmation of Medication Details and Parental Consent – paper copy from the office or copy on the school website.
- Medication Incident Report Form – via the office
- Medication In-house Training Record – via the office
- Medication Administration Record sheet held in the office

Date of policy September 2023

Reviewed: November 2024

Review date: November 2025