



Administering Medicines Policy 2022-23

Audience:	Parents School staff Local Governing Body Trustees
Ratified:	Local Governing Board September 2022
Other related policies:	Safeguarding and Child Protection First Aid policy
Policy owner:	Andy How
Review frequency:	Annual

Signed by:

_____ Headteacher

Date: _____

_____ Governor

Date: _____

Introduction

Children with medical needs have the same rights of admission to Lower Farm Academy as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Aims of this policy

- to explain our procedures for managing prescription medicines which may need to be taken during the academy day
- to explain our procedures for managing prescription medicines on academy trips
- to outline the roles and responsibilities for the administration of prescription medicines

Legal requirements

There is no legal duty that requires any member of academy staff to administer medicines.

Prescribed Medicine

Medicines should only be taken to the academy when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the academy day. Staff at Lower Farm Academy will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside academy hours. For example, medicines that need to be taken three times a day could be taken in the morning, after academy hours and at bedtime. If a parent wishes to adapt the timing of medicine administration, written confirmation of this must accompany the medication

Exceptions

Prescribed medicine will **not** be given:

1. Where the timing of the dose is vital and where mistakes could lead to serious consequences. (Please refer to Children with Long Term Medical Needs section)
2. Where medical or technical expertise is required and staff training cannot be accessed.

Children with Asthma

Children who have inhalers should have them available where necessary. Inhalers should be kept in an individual container in an accessible place in the classroom. Please refer to the asthma protocol on the Academy's website. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration and records of administration will be maintained.

It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working, have not been completely discharged and are still in date when handing into the school office.

Non-Prescription Medicines

The Academy will only administer non-prescription medicines when parents/carers have met with a member of SLT and have completed a Parental Agreement for Setting to Administer Medicine form. Please obtain medicines prescribed by a doctor/pharmacist wherever possible.

Storage of Medicines

All medicines should be brought to the academy office reception by the parent or carer. In no circumstances should medicines be left in a child's possession. Teachers and teaching assistants should not take receipt of any medicines. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the Medical Room fridge and should not be kept in classrooms, with the exception of any emergency medication which requires immediate access such as adrenaline pens/diabetes equipment and inhalers. All

medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the classroom.

Disposal of Medicines

Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period. A letter or e-mail will be sent home to all parents who have left medicines in the academy in July for collection.

If any medicines remain uncollected at the end of the summer term, they will be disposed of at a local pharmacist by a member of the office staff.

Trips and Outings

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The Educational Visits Co-ordinator will be responsible for tabulating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication. Roles and responsibilities of parents/carers as outlined below will apply.

Roles and Responsibilities

Parent/Carer*:

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the academy office in person.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication, such as adrenaline pens.

Headteacher:

- To ensure that the academy's policy on the administration of medicines is implemented.
- There are members of staff within the academy willing to volunteer to administer medication to specific pupils if required.
- Ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the academy's policy on the administration of medicines.
- Ensure that medicines are stored correctly.
- Liaise with the school nursing team with regards to training and care plans for children with complex needs.
- Complete health care plans/intimate care plans for children with longer term health care needs.

Office Staff:

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction.
- Inform the SENDCO/head teacher immediately of any long-term medication that requires a care plan
- Inform class teacher
- Ensure that medicines are returned to parents for safe disposal.
- Add medication which will remain on site to the medication log with the expiration date noted.

Other staff

- Ensure medication is administered in line with the medication consent form, getting a second member of staff to check and oversee the medicine administered.
- Complete the 'administration of medicines' record online using the 'Evolve' system each time medication is given.
- Report refusal to the office and office staff to contact parents immediately.

Refusal of medicines

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

Record Keeping

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form (see appendix) must be completed and signed by the parent, before medicines can be administered. At the time of administering medicines, the member of staff must complete the medicines record sheet on Evolve. No medication should be given unless it has been checked by a second adult.

Children with Long Term Medical needs

It is important that the academy has sufficient information about the medical condition of any child with long term medical needs. A health care plan (see appendix) will be written for children with long term medical needs, involving the parents and relevant health professionals.

Confidentiality

The headteacher and staff should always treat medical information confidentially. The headteacher should agree with the child/parent who else should have access to records and other information about a child.

Staff Training

Training opportunities are identified for staff with responsibilities for administering medicines.

Related Policies

For more information see the health and safety policy, asthma protocol and the academy's first aid procedures.

Monitoring

This policy should be reviewed annually in accordance with national guidance.

*Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby-sitters, child minders, nannies and academy staff.

Childs Photo:



Individual Healthcare Plan

Child's Name	
Date Of Birth	
Home Address	
Medical Diagnosis or Condition	
Medication	
To be administered at school?	
Consent to administer when required	Parent/carer signature:
Date	Date:
Review Date	
Family Contact Information	
Name	
Mobile	
Other	
Name	
Mobile	
Other	
Care Needs	
Brief Description	
Possible Triggers	
Specific preventative measure	
Remedial Actions	
Who is responsible in an emergency?	
Clinic/GP contact	



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.

Name of school/setting	Lower Farm Academy	
Name of child		
Date of birth		
Group/class/form		
Medical condition or illness		
Medicine		
Name/type of medicine <i>(as described on the container)</i>		
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	Yes	No
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 have delivered 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/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____