



# Medication Policy

1	<b>Introduction</b>
1.1	The Medication Policy is based upon the L.A. model policy for medication. It was written following discussion with staff and with the Health and Safety Committee of the Governing Body in <b>Autumn 2014</b> . It has been reviewed and updated in September 2019.
1.2	<p>There are occasions when staff are required to assist children to self-administer and/or are administering medicines, either as part of long term therapy for a chronic health condition or as an emergency measure, e.g. allergic reactions/seizures.</p> <p>Any assistance or administering of medicines must be conducted in a safe and competent manner, procedures must be followed and relevant legislation complied with.</p>
1.3	<p>Children may need medication in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. During a short term illness or condition, such as the requirement to take a course of antibiotics.</li> <li>2. For treatment of a long term medical condition which may require regular medicines to keep them well.</li> <li>3. Medication in particular circumstances, such as children with severe allergies who may need an emergency treatment such as adrenaline injection.</li> <li>4. Daily medication for a condition such as asthma, where children may have the need for daily inhalers (and, potentially additional assistance during an asthma attack).</li> </ol>
2	<b>Aims and Objectives</b>
2.1	The overall aim of the policy is to ensure that Haughton St. Giles Primary School has in place clear and well documented local procedures which detail how medication will be managed.
2.2	The policy operates on the principal of an individual assessment being undertaken to establish the extent of the child's ability to safely and effectively administer their medication. This should take into consideration their age, condition and their overall care plan and procedures should be in place to outline how this must take place. This assessment is undertaken by the T.A. with responsibility for First Aid and the Headteacher.

2.3	It is acknowledged that employees are not health professionals. Therefore, they must receive appropriate information, instruction and, where need identified, training and support to enable them to become competent in the administration of medication. It is the responsibility of the Headteacher to ensure appropriate training and support for staff. This is monitored through the health and safety training overview.
3	<b>Authorisation for Administering Medication</b>
3.1	All teachers, teaching assistants and lunch-time supervisors are trained to administer asthma inhalers and to administer epi-pens in case of severe allergic reactions. This training is renewed at the start of each academic year.
4	<b>Consent Arrangements</b>
4.1	<p>The medication proforma includes the following information about medication:</p> <ul style="list-style-type: none"> <li>• Quantity received.</li> <li>• The dosage required to be administered.</li> <li>• The time of the required dose.</li> <li>• Expiry date of medicines.</li> <li>• Signature of the employees receiving the medicines from parents.</li> <li>• Consent from parents/carers is also needed and should be included.</li> </ul>
4.2	At Houghton St. Giles Primary Academy it is deemed that children of primary age are not responsible to give their own consent for medication.
5	<b>Administering Medicines - General Principles</b>
5.1	<ul style="list-style-type: none"> <li>• In all circumstances the medication administered must be recorded.</li> <li>• Under no circumstances must medicines prescribed be given to anybody except the person for whom it was prescribed.</li> <li>• Medicines should be administered directly from the dispensed container. A small cup, spoon or medicine syringe may be used as a way of hygienically handing it to the child if necessary.</li> </ul>
5.2	<p><b>Non-Prescription Medicines</b></p> <p>Staff should only give a non-prescribed medicine to a child where there is specific prior written permission from the parents/carers. The school will only administer this where parents/carers can show medical advice recommending non-prescription medicines.</p>

5.3	<p><b>Over the Counter (OTC) Medicines (Homely Remedies)</b> Occasionally parents and carers or children themselves may wish to use 'over the counter' remedies to treat minor symptoms for short periods.</p> <p>Children who need cough sweets or throat lozenges should give them to their class teacher for safe-keeping during the school day. The child's request for a sweet will be monitored by the class teacher to ensure they are taken at appropriate intervals.</p>
5.4	<p><b>Risk Assessment and Care Plans</b> Care plans are put in place for any child who needs to receive medication in school. They are the responsibility of the T.A. with overall responsibility for first aid. Care plans are signed by parents/carers, the school nurse and the child's class teacher. They are stored in the first aid filing cabinet in the Staffroom.</p> <p><b>Care plans are updated at the start of each academic year and after any changes in medical advice.</b></p>
5.5	<p><b>Control of Substance Hazardous to Health (COSHH) Assessments</b> As local medication policy guidelines are established, implemented and monitored in accordance with this policy there is no requirement to complete COSHH Assessments for medication products, as these arrangements will ensure its safe storage, handling, administration and disposal.</p>
5.6	<p><b>Refusing Medicines</b> If a child refuses to take medicine, staff must not force them to do so, but should note this in the records. In such circumstances parents should be informed of the refusal as soon as practicable and the refusal should be recorded on the Medication Administration Record sheet. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.</p>
6	<p><b>Storage of Medication</b></p>
6.1	<p>Medication (except asthma inhalers and epi-pens) must be kept in the first aid filing cabinet in the Staffroom. This cabinet is kept locked at all times. The key is kept by the T.A. responsible for overseeing first aid during the school day. A spare key is kept securely in the school office. Medicines are kept in the Headteacher's office in the fridge.</p>
6.2	<p>Asthma inhalers are kept in the classroom of the child to whom they belong.</p>

	<p>Children are encouraged to be responsible for their own inhalers and to make their own judgements as to when to use them. <b>A salbutamol inhaler for emergency use is stored in the medication cabinet.</b></p> <p>Epi-pens are stored in the classroom of the child to whom they belong. They are in a clearly labelled drawer.</p>
6.3	<p><b>Small Quantities of Medication Requiring Refrigeration</b></p> <p>In settings where low quantities are administered, medicines may be stored in a domestic fridge located in the headteachers office, in a monitored/locked room.</p>
7	<p><b>Record Keeping</b></p>
7.1	<p>A record must be kept for each medication administered in school. The record must show:-</p> <ul style="list-style-type: none"> <li>• The full name and date of birth of the child.</li> <li>• The name, dosage and frequency for administering the medicine (to be copied from the original packaging). The expiry date should also be recorded, if applicable.</li> <li>• Dates, times and dosage administered.</li> <li>• The signature of the member of staff who administered the medication.</li> </ul>
8	<p><b>Receipt of Medicines by the School</b></p>
8.1	<p>Medicines must always be provided in the original container <b>as originally dispensed</b> by the pharmacist. This should be clearly marked with the young person's name, date of dispensing and the name of medication, and include the prescriber's instructions for administration.</p> <p>The label on the container supplied by the pharmacist must not be altered under any circumstances.</p>
9	<p><b>Transportation of Medication</b></p>
9.1	<p>Children are not permitted to transport medication to, from or around the school. Parents/carers are responsible for bringing medication in to the School Office. At the end of a course of medication, or at the end of each term medication must be collected back from the office by the child's parents/carers.</p>
9.2	<p><b>Educational Visits</b></p> <p>Medication will be transported by a member of staff authorised to administer medication. It is kept in a portable locked box, out of sight.</p>

10	<b>Disposal of Medicines</b>
10.1	<b>Medication should not be disposed of by via the sink, toilet or dust bin: this is both illegal and unsafe.</b>
10.2	<b>Schools and Early Years Settings</b> School and Early Years settings must not undertake to dispose of any medication, except in the case of spoiled doses. Any unused medication must be returned to the parent/carer.
11	<b>Information for Staff and Others</b>
11.1	Staff who may need to deal with an emergency will need to know about a child's medical needs. The headteacher should make sure that all staff (including supply and temporary staff) know about any medical needs. This is done through class 'Need to Know' files which are stored in each classroom. <b>Information about medical conditions is given to supply teachers, visiting sports coaches. These staff are expected to return the information to the school office at the end of each school day.</b>
12	<b>Confidentiality</b>
12.1	The Headteacher and staff should always treat medical information confidentially.
13	<b>Monitoring and Evaluation</b>
13.1	The Headteacher is responsible for monitoring the day-to-day implementation of the policy. The Governing Body are responsible for its evaluation.



## AUTHORISATION REGARDING ADMINISTERING MEDICINE IN SCHOOL

For children with long-term health problems only.

In consideration of you allowing me to bring my child's medication to school so that it can be administered to him/her, I hereby indemnify all members of the staff of the school and their employers against all claims arising through the administration of the medicine.

Name of Child.....

Class.....

Name of Medication	State 'Time' to be taken	Dose to be taken	Expiry date of medication	My child will take the medication themselves with staff supervision <b>Yes or No</b>

Further instructions: .....  
.....  
.....

Signed: ..... Print Name: ..... Date:.....  
(Parent/Person with Parental Responsibility)

Signature of member of staff receiving the medicines: .....

Date: .....