



Spires Federation

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Administering Medicines in Schools Policy

Our Core Values are: Friendship, Respect and Honesty

Our Mission:

The Spires Federation family of small schools is committed to excellence. We hope to inspire all of our pupils to enjoy learning, make outstanding progress and achieve their full potential.

Our Aims:

- We will provide our pupils with a solid foundation of essential knowledge and skills.
- We will develop our pupils' social, spiritual, moral and cultural values to help them fulfil their potential.
- We will provide the widest possible range of experiences for all of our pupils.
- We will nurture and develop the strong relationships between the schools and their wider communities.
- At Digby and Dunston, as Church of England schools, we believe that every pupil is unique in the sight of God. We aim to provide a Christian environment for every pupil, including opportunities to worship together and with our local communities.

Digby Church of England School,
Church Street, Digby, Lincoln.
LN4 3LZ
Ph: 01526 320630
Registered charity: 1045696

Dunston St Peter's Church of England
School,
Back Lane, Dunston, Lincoln. LN4 2EH
Ph: 01526 320027
Registered charity: 1045951

Nocton Community School,
School Lane, Nocton, Lincoln. LN4 2BJ
Ph: 01526 320234
Registered charity: 1047895



1. Introduction

Administering Medicines in Schools: March 2019
(Revision Date: March 2021)

Children with medical needs have the same rights of admission to our schools 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.

2. Aims of this Policy

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

3. Legal requirements

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.

4. Prescribed Medicines

Medicines should only be brought into school when they have been prescribed by a doctor and with the permission of the Headteacher. They should only be brought into school and when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

(See Appendix 1 for parental agreement form)

Staff at the Spires Federation will only administer medicines prescribed by a qualified medical practitioner. Medicines will only be accepted in the original container as dispensed by a pharmacist, and should include the original instructions for administration. It is helpful if medicines are prescribed in dose frequencies which enable them to be taken outside school hours.

For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. If a parent wishes to adapt the timing of the medicine administration, written confirmation of this must accompany the medication

4.1 Exceptions

Prescribed medicine will not be given:

1. Where the timing of the dose is vital and where mistakes could lead to serious consequences.
2. Where medical or technical expertise is required. (Unless staff are specifically trained by medically qualified persons so to do.)
3. Where intimate contact would be necessary.

4.2 Children with Asthma

Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. These will be kept in the classroom. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration.

It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

An emergency inhaler is held in school. It is kept in the following locations:

Digby: in the front office in the tub labelled "Medication" on top of the grey tambour cupboard

Dunston: in the front office cupboard in the medicines box

Nocton: in the front office in the red medicines box on top of the bookcase.

Please refer to Appendix 3 "The Use of Emergency Inhalers".

5. Non-Prescribed Medicines

We are unable to administer medicines that have not been prescribed by a qualified medical practitioner. We are unable to give children aspirin or medicines containing ibuprofen unless prescribed by a doctor.

6. Storage of Medicines

All medicines should be delivered to the school office by the parent or carer. In no circumstances should medicine 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 office or staff fridge and should not be kept in classrooms.

EpiPens will be kept in the following locations:

Digby: in the front office in the tub labelled "Medication" on top of the grey tambour cupboard

Dunston: in the front office cupboard in the medicines box

Nocton: in the front office in the red medicines box on top of the bookcase.

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 should be included on the parental agreement form and kept with the medication.

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. An emergency inhaler will be kept in the School Office. Children may carry their own inhalers, when appropriate.

7. Disposal of Medicines

Staff should not dispose 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.

8. 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 Coordinator 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.

9. 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 school office in person.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Must ensure medicines are in date – particularly emergency medication, such as adrenaline pens.

Headteacher

- Must ensure that the schools' policy on the administration of medicines is implemented.
- Must ensure there are members of staff within the school willing to administer medication to specific pupils if required.
- Must ensure that staff receives support and appropriate training where necessary.
- Must share information, as appropriate, about a child's medical needs.
- Must ensure that parents are aware of the schools' policy on the administration of medicines.
- Must ensure that medicines are stored correctly.

Staff

- On receipt of medicines in the school office, 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 administration of medicines following the prescriber's instruction.
- Ensure that a second member of staff is present when medicines are administered.
- Complete the 'administration of medicines' record sheet each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.

10. Refusal of Medicine

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 practicable.

11. 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 1) 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.

12. Children with Long Term Medical Needs

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

13. Confidentiality

The Head and staff should always treat medical information confidentially.

The Head should agree with the child/parent who else should have access to records and other information about a child.

14. Staff Training

Training opportunities are identified for staff with responsibilities for administering medicines. For more information see the health and safety policy and the schools' first aid procedures.

15. 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 school staff.

Signed:

Mrs J.Hutchinson

Chair of the Spires Federation Governing Body

Signed:

Date:

Appendix 1:

Administering Medicine Parental Agreement



The school will not give your child medicine unless you complete and sign this form.
A copy of the “Administering Medicine in School Policy” is available on the school website.

Name of child	
Date of birth	
Class/Year group	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage, method and frequency <i>(as described on the container)</i>	
Timing <i>(to be timed at break/lunchtime wherever possible)</i>	
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

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school 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) _____ (parent/carer) Date _____

Appendix 2:

Record of Medicines Administered

Quantity received

Does medicine name, dose and pupil name match the details provided by the parent/carer? Yes / No

Is the medication to be kept in the fridge? Yes / No

Staff signature _____ Date: _____

Quantity returned to parent/carer

Returned to (print name)

NB: Medicines must never be sent home via a pupil.

Signature of parent _____ Date: _____

Signature of staff _____ Date: _____

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				

	Staff 1	Staff 2	Staff 1	Staff 2
Date				
Time given				
Dose given				
Name of member of staff				
Staff initials				