



# Administering Medication Policy

**September 2023**

DATE FOR REVIEW: September 2024



## **Statement of intent**

The **James Montgomery Academy Trust (JMAT)** will ensure that pupils with medical conditions receive appropriate care and support at JMAT schools, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The JMAT is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and to ensure the pupil feels safe whilst at school.

## **Legal framework**

**This policy complies with the following legislation, including, but not limited to:**

- The Education Act 2011
- The Children Act 1989 and 2004
- The Equality Act 2010

This policy has consideration for, and is compliant with the following statutory guidance:

- The Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015
- DfE 'Working together to safeguard children' 2018

The JMAT will implement this policy in conjunction with our Safeguarding and Child Protection Policy, Health and Safety Policy, Infection Control Policy, Behaviour Policies and Equality, Diversity and Inclusion Policy.

## **Definitions**

**James Montgomery Academy Trust** makes the following definitions:

- "medication" as any prescribed or over the counter medicine.
- "prescription medication" as any drug or device prescribed by a doctor.
- a "staff member" as any member of staff employed at the school, including teachers.
- for the purpose of this policy, "medication" will be used to describe all types of medicine.

## **Key roles and responsibilities**

### **The role of the Local Governing Body (LGB)**

The LGB has overall responsibility for the implementation of the Administering Medication Policy and procedures of the JMAT and its schools.

The LGB has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The LGB is responsible for handling complaints regarding this policy, support provided or administration of medicine, as outlined in the JMAT's Complaints Policy.

The LGB is responsible for ensuring the correct level of insurance is in place for the administration of medication.

The LGB is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.

The LGB is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.

### **Headteacher:**

The Headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of the school.

The Headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication, for example EpiPen training for children with allergies.

The Headteacher (in consultation with school nurse if appropriate) is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

In the case of staff absence, the Headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.

### **Staff:**

Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.

Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

If a pupil is sent to hospital, at least **one** member of staff will accompany the pupil until their parent/carer has arrived.

### **Parents/carers:**

Parents/carers are expected to keep the school informed about any changes to their child/children's health.

Parents/carers are expected to complete a medication consent form ([Appendix 1](#)) prior to bringing medication into school.

Parents must ensure their child has already had one dose of this medication and has not suffered any unwanted reactions.

Parents/carers are expected to discuss medications with their child/children (age appropriately) prior to requesting that a staff member administers the medication.

### **NB**

It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with other members of staff.

### **Training of staff**

Teachers and support staff will receive regular and on-going training as part of their development.

The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication, for example Epi-pen training.

All school staff (including office staff, lunchtime supervisors, etc) staff will be made aware of a pupil's medical condition.

The Headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.

A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

The JMAT and its schools will provide whole-school awareness training where appropriate, so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

## Receiving and storing medication

Where a child has been prescribed medication such as antibiotics, it is the parent/carers responsibility to administer it to their child. Therefore, we advise and encourage parents to ask their child's doctor to prescribe medicines which can be administered outside of school hours. If this is not possible (for example, antibiotics prescribed four times daily) then a medication consent form ([see Appendix 1](#)) must be completed by the parent/carer prior to staff members administering the prescribed medicines.

The parents of pupils who require medication to be administered must complete and sign the medication consent form, and return it to school before staff can administer medication to pupils. Medication cannot be administered if this consent form is not present.

The consent form must make it clear if the medication is prescribed or non-prescribed, and the reason for use, for example antibiotics, antihistamines, skin cream, eye drops, etc.

### **THE SCHOOL WILL ONLY ADMINISTER PARACETOMOL/ IBUPROFEN FOR A MAXIMUM OF 3 DAYS UNLESS PROVIDED WITH A DOCTOR'S NOTE.**

The school will not, under any circumstances, administer aspirin unless there is evidence that it has been prescribed by a doctor.

Parents are asked to keep medication provided to the school in the original packaging, complete with instructions.

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored in a place inaccessible to pupils, e.g. locked cupboards.

Medication will be stored according to the following stipulations:

- In the original container alongside the instructions
- Clearly labelled with the name of the pupil and the name (and correct dosage of the drug if prescribed)
- Alongside the consent form/ administration of medication record

Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.

Medication that may be required in emergency circumstances, e.g. asthma inhalers and EpiPens, will be **not** be kept in locked cupboards. Such medication will be stored in such a way that they are readily accessible to pupils who may need them and can self-administer, and staff members who will need to administer them in emergency situations.

The school will ensure that spare (asthma) inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced.

The school will not store surplus or out-of-date medication, and parents will be asked to collect containers for delivery back to the chemist.

The school will ensure that pupils (age appropriately) know where their medication is at all times and are able to access them immediately.

Needles and sharp objects will always be disposed of in a safe manner, e.g. the use of 'sharp boxes'.

## **Administering medication**

Prior to administering medication staff members must wash their hands before and afterwards, wear PPE (gloves and apron) where needed and clean any equipment after use if necessary. Staff must also check:

- the child's identity
- that there is written consent from a parent/carer
- that the medication name, strength and dose instructions match the details on the consent form
- that the name on the medication label is that of the child being given the medication
- that the medication to be given is in date
- that the child has not already been given the medication

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent.

Where age appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member, provided that parental consent for this has been obtained. Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication e.g. asthma inhaler.

If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The JMAT and its schools will not be held responsible for any side effects that occur when medication is taken correctly. Parents must ensure their child has already had one dose of this medication and has not suffered any unwanted reactions.

Written records will be kept of all medication administered to pupils ([see Appendix 1](#)), including the date and time that medication was administered and the name of the staff member responsible.

Staff members have the right to refuse to administer medication. If a class teacher does refuse, the Headteacher will delegate the responsibility to another staff member.

## **Out of school activities and trips**

In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and pupils.

If the medication is not one that should be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they need assistance with taking the medication, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or activity which pupils with medical conditions will attend.

Staff members will ensure that they are aware of any pupil who will need medication administered during the trip or activity and will make certain that they are aware of the correct timings that medication will need to be administered.

If the out-of-school trip or activity will be over an extended period of time, e.g. an overnight stay, we will ensure that there is a record (see appendix 1) of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record should be kept by a designated trained staff member who is present on the trip and can manage the administering of medication.

All staff members, volunteers and other adults present on out-of-school trips or activities will be made aware what should be done in the case of a medical emergency with regard to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

### **Individual healthcare plans (IHCP)**

For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher/head of school, special educational needs and disabilities coordinator (SENDCo) and medical professionals (see 'Supporting pupils with medical conditions policy' for full details).

If medication for asthma is being administered in school this requires an Asthma Plan provided by GP or hospital.

### **Medical emergencies**

Medical emergencies will be handled in line with the First Aid Policy.

The school will ensure that emergency medication is always readily accessible and never locked away, whilst remaining secure and out of reach of other pupils.

The headteacher will ensure that there is a sufficient number of staff who have been trained in administering emergency medication by an appropriate healthcare professional.

For all emergency and life-saving medication that is to be kept in the possession of a pupil, e.g. EpiPens or prescribed AAls, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times, and a spare copy of these instructions will be kept by the school office.

### **Monitoring and review**

This policy is reviewed annually by the **Trust DSL**.

Any changes made to this policy by the above will be communicated to all members of staff. The policy is available for public view on the JMAT website.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

The next scheduled review date for this policy is **September 2024**.

# MEDICATION CONSENT FORM



**School:**

Please note: this form must be completed and signed by parent/carer before any medication is administered by school staff.

If this form is being completed for **asthma** medication, school requires an Asthma Plan provided by GP or hospital.

**WE WILL ONLY ADMINISTER PARACETOMOL/ IBUPROFEN FOR A MAXIMUM OF 3 DAYS UNLESS PROVIDED WITH A DOCTOR'S NOTE.**

|   |  |
|---|--|
| <b>Pupil name:</b>  | <b>Pupil date of birth:</b>                                  |
|   | <b>Class:</b>  |
| <b>Name of medication:</b>  | <b>Expiry date:</b>  |
| <b>Reason for medication:</b>   | <b>Prescribed/Non-prescribed<br/>(please circle clearly)</b> |
| <b>Dosage to be given:</b>  | <b>Duration of medicine:</b>                                 |
| <b>Time of dosage:</b>  |  |
| <b>Method of administration:</b><br>(e.g. spoon/syringe)  | <b>Self-administered: YES/NO?</b>                            |
| <b>Any special precautions/instructions:</b>  | <b>First date of medication:</b>                             |
| <b>EMERGENCY CONTACT NAME:</b>  |  |
| <b>EMERGENCY CONTACT NUMBER:</b>  | <b>Relationship to child:</b>                                |
| <b><u>PARENTAL CONSENT</u></b><br>*I consent to school staff giving my child the above medication.<br>*I confirm that the medication supplied is in the original container and is labelled with my child's name.<br>*I confirm that my child has already had one dose of this medication and has not suffered any unwanted reactions. |  |
| <b>Name of Parent/Carer:</b>  | <b>Date form completed:</b>                                  |
| <b>Signed by parent/carer:</b>  |  |

**RECORD OF ADMINISTERED MEDICATION**

