

*Be the Best that you can be!
Be independent, creative and persevere!*

Pen-y-Fai Church in Wales Primary School

Administering Medicines

This policy is written because Roxy - Our Rights Respecting Schools
Mascot says that:

"You should not be harmed, you should be looked after and kept
safe"

Article 19

Policy Version Control	
Version Number	1
Date of adoption by Policy Committee	Spring Term 2020
Date for Next Review	Spring Term 2023

CHURCH IN WALES
PRIMARY SCHOOL



We are a Rights Respecting School

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We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work, etc Act 1974
- Children Act 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 1996
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Children 2004
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

The following documentation is also related to this policy:

- Supporting pupils at school with medical conditions (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England) (DfE)

We acknowledge that under the standard terms and conditions for the employment of school staff there is no legal duty for them to administer or to supervise a child taking medication. Supporting pupils at school with medical conditions clearly states that 'Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.'

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, volunteer personnel will be expected to undertake sufficient and suitable training and to achieve the necessary level of competency before they are able to administer medicines.

We ensure all school personnel and supply teachers:

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- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard with relevant healthcare professionals to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

Where required, those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements at lunch time to administer the medication to their child.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy. Responsibilities for the maintenance and monitoring of all policies are outlined in the Policy Governance and Awareness Policy. As a result, the responsibilities listed in this document specifically focus on this policy area.

Aims

- To outline the procedures for administering prescribed medicines to pupils.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;

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Role of the Headteacher

The Headteacher will:

- ensure designated persons undertake suitable and sufficient training;
- ensure designated persons achieve an expected level of competency after a period of training;
- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- ensure a designated person will attend all educational visits in order to administer medications;
- ensure pupils have access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;
- provide training for all staff on induction and when the need arises;
- lead the development of this policy throughout the school

Role of the Designated Person/s

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as those that have diabetes or require the use of an epipen;
- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- Be familiar with requirements on the Medical Consent Forms for individual pupils
- check that the medication belongs to the named pupil;
- Inform parents of their responsibility to monitor expiry dates of medication
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure cabinet for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal.
- work closely with the Headteacher and other school personnel;
- ensure the following information is supplied by the parent/carer:

- Name and date of birth of the child
- Name and contact details of the parent/carer
- Name and contact details of GP
- Name of medicines
- Details of prescribed dosage
- Where appropriate, date and time of last dosage given
- Consent given by parent/carer for staff to administer medication
- Expiry date of medication

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Storage details

- ensure all medications are kept in a secure place and accessible only to the designated persons;
- where required, medications are kept cool in a secure fridge;

Role of School Personnel

School personnel will:

- consider the medical needs of all pupils when planning activities offsite;
- be aware that they have the right to decline administering medicines to pupils;

Role of Pupils

Pupils will:

- alert staff if they are experiencing symptoms specific to their medical requirements
- when required, be aware of the designated school personnel who can administer medications;
- ask for further help if they do not understand what is required of them;

Role of Parents/Carers

Parents/carers must provide:

- written permission by completing the Medication Consent Form;
- sufficient medical information on their child's medical condition;
- the medication in its original container;
- sufficient medicine for the dosage to be given in school;
- Provide medication that is within the expiry date;
- A contactable telephone number should a query with the medication arise

Training

All school personnel:

- receive training related to this policy on induction which specifically covers:
 - Medical and First Aid
 - general information about medication
 - administering medications
 - safe use and storage of medications
 - dealing with emergencies

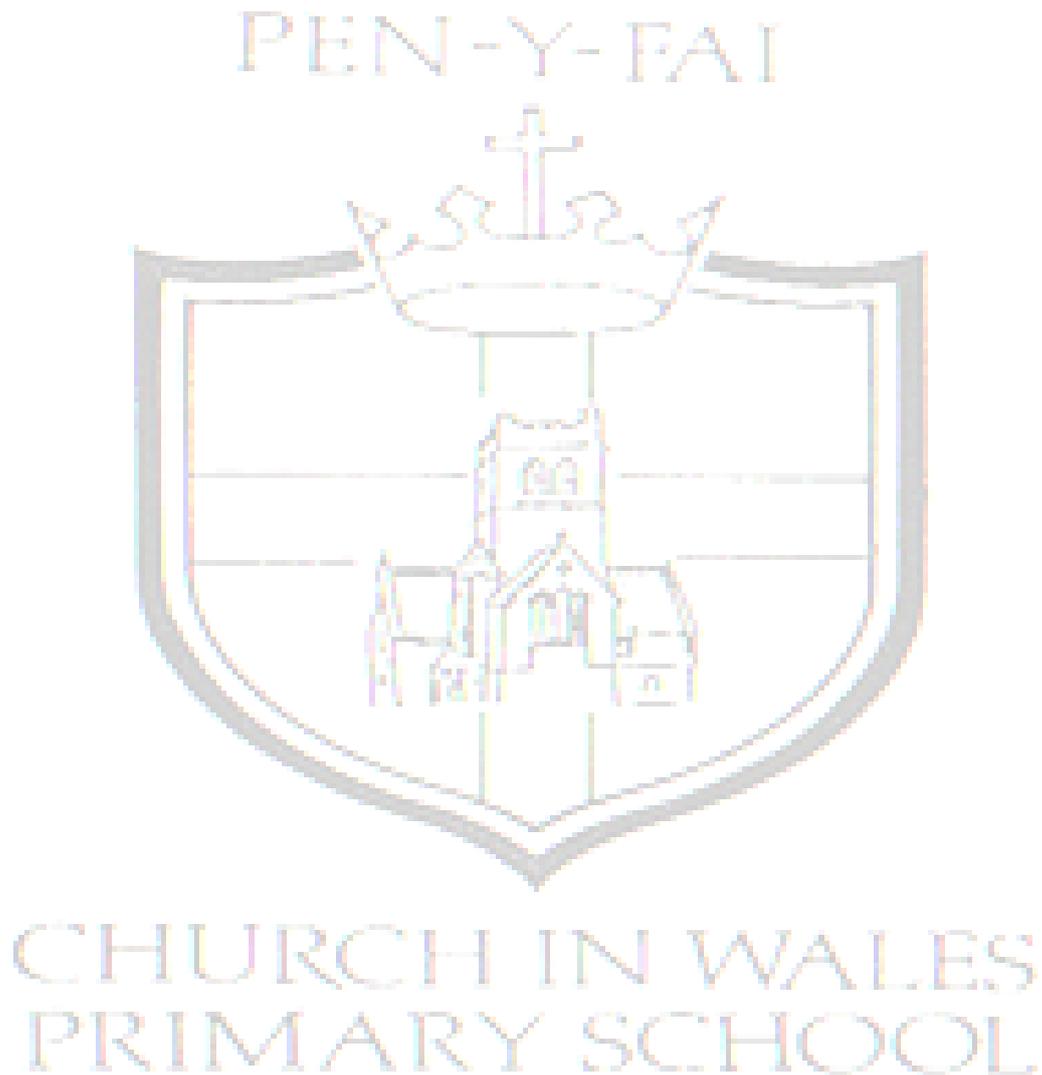
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- specific health care plans of pupils they may come in to contact with
- receive periodic training so that they are kept up to date with new information

Key Controls

- Medical consent form (Appendix 1)
- Specific health care plans
- Asthma book



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Article 29. Roxy says that;
“All children have the right to be the best that they can be”



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Medication Consent Form (Appendix 1)

DECLARATION

I(name of parent or carer) who lives at
.....(address)
as the parent/carer of(child's full name)
born on(child's date of birth)
hereby request that.....(child's name) should receive
.....(dosage) of(name of medication)
via.....(route of administration)
at (times of administration) for
..... (duration of treatment).
Is the child named in the declaration to self administer the medication? YES / NO

ADDITIONAL INFORMATION

Has a dose been/will a regular dose be administered at home prior to attending school? YES / NO
If so, please state what time the dose was/will be administered
Please state how much time should pass between doses
Please state the expiry date of the medication, if known
Please state where the medication should be stored
Please state if there are any possible side effects of the above medication

P.T.O

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Initial Equality Impact Assessment

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Administration of Medication				✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓		✓

Question	Equality Groups																					Conclusion				
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
			✓			✓			✓			✓			✓			✓			✓			✓		
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓	

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
M STREET	January 2020	MATTHEW BATER	January 2020

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