

Ivory Federation

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School Rushcroft Primary School

MANAGEMENT OF MEDICINES

RATIONALE

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or supervise a child taking medication. Administration of medicines by teachers is undertaken purely voluntarily and individual decisions will be respected. However, administering medication to pupils is identified as a role of support staff in the school.

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 lunchtime to administer the medication to their child.

Where children have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication whilst in our care have their medical needs met in such a way that they retain the fullest access to the life and work of our school. This policy sets out how we will establish safe procedures.

PURPOSE

1. To ensure that children who need to take medication while they are with us have their needs met safely and sensitively.
2. To make safe provisions for the supervision and administration of medication.
3. To ensure the school procedures are in-line with the most up-to-date health guidance

BROAD GUIDELINES

Role of the Designated Person (Pastoral Care worker)

- Be up to date with individual health care plans for those pupils with specific medical needs
- Be aware of individual health care plans and of symptoms which require action and ensure relevant staff are given a copy.
- Read and check medical consent forms, check that the medication belongs to the named pupil, check that medication is within the expiry date and confirm the dosage and frequency.
- Ensure medication is kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator, it will be stored in the medicines fridge in the staffroom/family room.
- Provide class teachers with regular updates or changes to any of their pupils' medical needs.
- Provide the Senior Leadership Team with updated medical information.
- Keep the class medical files up to date, current and organised.

Role of the Senior Leadership Team

- Ensure only medication prescribed by a doctor, or authorised health care worker, is administered.
- Authorise that, in some circumstances, as determined by the Executive Headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit the school to administer the medication.
- Parents must complete written requests (form 3A) to the Pastoral Care Worker/ Senior Leaders when they wish the school to supervise or administer medication.

- Senior leaders will decide whether we can reasonably meet the above request and if so, endorse the form.
- When children who are on medication, are on visits away from the building, they will do their best to see that, as far as possible, within the available resources, special arrangements are made to allow the children to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.
- All procedures for accepting a request to administer medicines will follow the guidance contained in *Medicines Standard of the National Service Framework for Children, Department for Education and Skills*.

Role of School Personnel

- Comply with all aspects of this policy
- Ensure that up-to-date records are kept when medication has been administered
- Alert the SLT / Pastoral Care Worker of any concerns you have with regards to the administration of medication, record keeping of administration of medications, and symptoms/side effects as a result of administration of medication.
- Be familiar with and follow the information contained in care plans and class medical folders.
- Share information with the Executive Headteacher about own medical needs and the storage of any personal prescribed medication that is being kept on the school site.
- Store prescribed medication securely in classrooms.

CONCLUSION

Our school will do all that it can to ensure that children with medical needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

Linked Policies

Health and Safety

Manual Handling

Asthma

First Aid

Sickness and Communicable Diseases

Safeguarding

*Policy reviewed **Sept 2024***