



Our historic schools are nestled in the Cheshire countryside, founded upon the principles of the Church of England, to serve the community, with Christian values at the heart of all we do. We offer pupils a caring, nurturing environment, where we endeavour to inspire and develop each unique child to reach their full potential, encouraging faith, hope and love of God. Our diverse and creative curriculum ensures a love of the world around us, a love of learning and a love of one another

*'Love one another, as I have loved you' John 13:34*

## Administration of Medicine Policy

Signed by

Lisa Rigby, Chair of Governors

Rhian Perry, Executive Head

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### OVERVIEW

Where learners 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 during school hours have their needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

### OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

## STRATEGIES

1. Medication prescribed by a doctor, or authorised health care worker, must be clearly labelled by the pharmacist with the child's name, dosage, timescales & course duration. The expiry date of medication should also be checked. Parents must complete a permission form clearly stating all of the above.
2. Following guidance from NHS West Cheshire Clinical Commissioning Group, staff can give a non-prescribed over the counter medicine to a young person, providing there is a completed permission form from the parent/carer. If a young person suffers from frequent or acute pain the parents should be encouraged to refer the matter to their GP.
3. Only members of staff that have been authorised by the Head teacher may supervise and administer medication. In some circumstances, as determined by the Head Teacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
4. Parents must complete the admission of medicines forms held in the medical file when they wish the school to supervise or administer medication.
5. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
6. Medication must be sent into school in its original container.
7. Medication will be kept safely according to the instructions on its container. Medication that needs to be kept in a fridge will be stored in staff room fridge.
8. When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.
9. During an Educational Visit involving a residential or overnight stay (when a parent is unlikely to be available to administer pain relief to their child) an appropriate pain relief may be administered so long as the parent has given consent and specified the medicine on the 'Parent/Guardian Consent for an Educational Visit' form which is required for all residential stays.
10. A written record of medicines administered will be kept, along with a copy of school's consent forms, in the office.
11. Members of staff giving medicines should check:
  - The child's name
  - Prescribed dose
  - Expiry date
  - Written instructions on the packaging
12. Members of staff giving medicines will be trained appropriately for the task. If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.
13. All medicines should be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.
14. There must be a healthcare plan for each child with complex or specific needs that has medication in school.

15. The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. A care plan will be put in place before admittance.
16. The Head Teacher will ensure that all staff receive appropriate support and training and are aware of the policy. The Head Teacher will inform the parents of the policy and its implications for them. In all complex cases the Head Teacher will liaise with the parents and agree a health care plan.
17. All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts.
18. When a child is prescribed antibiotics, school will administer if 4 doses a day is required. 3 doses a day can be administered by parents unless the child is in wrap around care when school will administer

#### **CIRCUMSTANCES REQUIRING SPECIAL CAUTION**

Whilst the administration of all medicines requires caution, there are certain circumstances which require special attention before accepting responsibility for administering medicine when the parents are unable to come to school themselves. These are:

- Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken;
- Where some technical or medical knowledge or expertise is required;
- Where intimate contact is necessary.

In such exceptional circumstances the Head Teacher will consider the best interests of the child as well as considering carefully what is being asked of the staff concerned. The Head Teacher will seek advice from the school nurse, consultant community paediatrician, G.P. Clear guidelines should exist for administration for such medication and there should be clear written instructions, which are agreed by the parents, teachers and advisory medical staff. The Medical Professionals must confirm that non-nursing staff can administer such medicines and what training is necessary and by whom. Clear records should be kept of any medication administered in school and parents should be informed whenever a child is given such medication, which is not part of a regular regime.

#### **OUTCOMES**

The school will do all that it can to ensure that children with medical and special 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.

