



Earsham CE VA Primary School

*Our aim is to provide a happy, purposeful,
Christian environment, in which each child feels
secure and flourishes, reaching their full potential.
We value parents and carers as partners in the
learning process.*

Administration of Medicines

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Procedure

Whenever the school is notified that a pupil has a medical condition:

- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly

School staff will not administer medicines to children except in the two circumstances listed below.

Parents who have children who need to have medication at lunch time must make arrangements to do so themselves.

All parents are informed of this through the school brochure.

The exceptions to this are:

1. **Where pupils need to use an inhaler:** Inhalers are kept in classrooms and taken when leaving premises, to ensure child has immediate access. Details of all children who use inhalers, their medication and their triggers, are kept on a discreet chart in each classroom. A record of use is kept with inhalers and parents are informed. (Appendix A)
2. **To provide for children with long term medical needs usually with a health care plan in place:** After discussion with parents and headteacher an agreement will be reached regarding the administration of medicine and recorded on Norfolk County Council's

“Form Med 1.” Medicine will be kept in the office stationary cupboard on the top shelf. Every time medicine is administered to the child concerned it will be recorded on “Form Med 2.”

School Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

Safe storage and disposal of medicines

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record book unless they have personally administered, assisted, or witnessed the administration of the medicines.

When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.

Medicines should only be kept while the child is in attendance.

Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.

In the event of problems arising the headteacher or class teacher will liaise with agencies as appropriate to the individual circumstances. eg. Parents, health visitor, school nurse, Education Welfare Officer.

This policy has been agreed by the teaching staff and approved by the Governing Body in March 2018

It will be monitored by the headteacher and governors' health Safety and Premises committee and reviewed every three years.



PARENTAL/HEADTEACHER AGREEMENT FOR SCHOOL/SETTING TO ADMINISTER MEDICINE

The school/setting will not give your child medicine unless you complete and sign this form and the school/setting has a policy that staff can administer medicine.

Name of School/Setting _____

Date _____

Child's Name _____

Group/Class/Form _____

Name and strength of medicine _____

Expiry date _____

How much to give (dose to be given) _____

When to be given _____

Any other instructions _____

Number of tablets/quantity to be given
to school/setting _____

Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult
contact _____

Name and phone no. of GP _____

Agreed review date to be initiated by
[name of member of staff]: _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting 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.

Parent's signature: _____ Print Name: _____

Confirmation of Headteacher's agreement to administer medicine

It is agreed that _____ *[name of child]* will receive _____
[quantity and name of medicine] every day at _____ *[time medicine to be*
administered e.g. Lunchtime or afternoon break].

_____ *[name of child]* will be given/supervised whilst he/she takes their
medication by _____ *[name of member of staff]*.

This arrangement will continue until _____ *[either end date of course of*
medicine or until instructed by parents].

Date: _____

Signed: _____

[The Head teacher/Head of Setting/Named Member of Staff]



RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name of School/Setting _____

Name of Child _____
Group/class/ form _____

Date medicine provided by parent _____

Quantity received _____

Name of medicine _____

Expiry date _____

Quantity returned _____

Dose and frequency of medicine _____

Date _____

Time Given _____

Dose Given _____

Any Reactions _____

Name of member of staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Any Reactions _____

Name of member of staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Any Reactions _____

Name of member of staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Any Reactions _____

Name of member of staff _____

Staff initials _____