Administering Medication Policy

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NP/0029	**1**	**7**	**Sue Tickle**		**Approved**

Approved: Date:

Reviewed: (Signatures)

Contents List

Document history

Issue 1:   This is a new policy using a model taken from The SchoolBus

1   Statement of Intent

Hollingworth Primary School wishes to ensure that pupils with medication needs receive appropriate care and support at school.

Signed by:

……………………………………………………. Headteacher   Date: ………………………………………

……………………………………………………. Chair of Governors   Date: …………………………………………..

2   Key Roles and Responsibilities

- The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Hollingworth Primary school.

- The Governing Body has overall responsibility for 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 Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.

- The Governing Body has responsibility for ensuring the correct level of insurance is in place for the administration of medication.

- The Headteacher will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures of Hollingworth Primary school.

- A trained member of staff is responsible for overseeing insulin injections for diabetic pupils.

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

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

- Parents and carers will be expected to keep the school informed about any changes to their child/children's health.

- Parents and carers will be expected to complete a **medication administration form** prior to bringing medication into school.

- Parents and carers will be expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

3   Definitions

- Hollingworth Primary defines "medication" as any prescribed or over the counter medicine.

- Hollingworth Primary defines "prescription medication" as any drug or device prescribed by a doctor.

- Hollingworth Primary defines a "staff member" as any member of staff employed at Hollingworth Primary School, including teachers.

4   Training of Staff

- Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.

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

5 Guidelines

- Prior to staff members administering any medication, the parents/carers of the child must complete and sign a medication administration form.

- No child will be given medicines without written parental consent, or aspirin unless prescribed by a doctor.

- Medicines MUST be **in date, labelled** and provided in the **original container** with dosage instructions. Medicines which do not meet these criteria will not be administered.

- A maximum of **four weeks** supply of the medication may be provided to the school.

- For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHCP) will be developed in liaison with the pupil, parents/carers, Headteacher, SENCO and medical professionals.

- Medications will only be administered at school if it would be detrimental to the child not to do so.

- Medications will be stored securely in the Bursar's office.

- Only trained staff may administer a controlled drug.

- Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the Headteacher will delegate the responsibility to another staff member.

- Any medications left over at the end of the course will be returned to the child's parents.

- Written records will be kept of any medication administered to children.

- Pupils will never be prevented from accessing their medication.

- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

- Hollingworth Primary cannot be held responsible for side effects which occur when medication is taken correctly.

6   Appendix 1 – Individual Healthcare Plan Template

Hollingworth Primary School
Individual Healthcare Plan

_____

Pupil name:

Address:

Date of birth:

Class teacher:

Medical Condition:

_____

_____

_____

_____

_____

_____

_____

_____

Date plan drawn up:

Review date:

CONTACT INFORMATION
_____

Family Contact 1

Name:

Phone No:

(work)

(home)

(mobile)

Relationship:

Family Contact 2

Name:

Phone No:

(work)

(home)

(mobile)

Relationship:

GP

Name:

Address:

Phone No:

Clinic/Hospital Contact

Name:

Phone No:

Describe medical condition and give details of pupil's individual symptoms:

_____

_____

_____

_____

_____

_____

Daily care requirements (e.g. before sport/at lunchtime):

_____

_____

_____

_____

_____

_____

Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:

_____

_____

_____

_____

_____

_____

Follow up care:

_____

_____

_____

_____

_____

_____

Who is responsible in an emergency (state if different on off-site activities):

_____

_____

_____

_____

_____

_____

_____

Signed	Date
Parent/Carer	
Pupil (where appropriate)	
Headteacher	
SENCO	
GP	

7   Appendix 2 – Parental agreement for school to administer medicine

Hollingworth Primary School
Medication Administration Form
_____

Hollingworth Primary School will not give your child medicine unless you complete and sign this form.

Name of child:	
Date of Birth:	
Class:	

Medical condition/illness

Medicine(s)

Name/Type of Medicine (as described on the container)

Date dispensed:	**Expiry date:**

Agreed treatment period from: ………………….……. to: ………………………..

Dosage, method and timing:

Special precautions:

Are there any side effects that the school/setting needs to know about?

Self-administration: Yes / No (delete as appropriate)