

St. Andrew & St. Francis CE Primary School



Administering Medications Policy

Chair of Governors	
Acting Head teacher	J.Kelly
Date	September 2014
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Contents:

Statement of intent

1. [Key roles and responsibilities](#)
2. [Definitions](#)
3. [Training of staff](#)
4. [Guidelines](#)

Appendices

1. [Individual Healthcare Plan Template](#)
2. [Parental Agreement for School to Administer Medicine](#)

Statement of Intent

St. Andrew & St. Francis CE Primary School wishes to ensure that pupils with medical needs receive appropriate care and support at school. To fulfil this aim, it is accepted that some children may require medication in order that they can continue to attend school.

An increasing number of children with medical conditions are attending mainstream schools. St. Andrew & St. Francis CE Primary School, acting in loco parentis, has a duty to take reasonable care of children, which includes the possibility of having to administer medicines and/or prescribed drugs.

This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

The Governing Body has overall responsibility for the implementation of the Administering Medications Policy and procedures of St. Andrew & St. Francis CE 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 St. Andrew & St. Francis CE Primary School.

The Welfare Officer 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 too.

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 the Welfare Officer administers the medication.

1. Definitions

St. Andrew & St. Francis CE Primary School defines "medication" as any prescribed or over the counter medicine.

St. Andrew & St. Francis CE Primary School defines "prescription medication" as any drug or device prescribed by a doctor.

St. Andrew & St. Francis CE Primary School defines a "staff member" as any member of staff employed at St. Andrew & St. Francis CE Primary School, including teachers.

2. 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.

3. 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 to not do so.

Medications will be stored securely in the Welfare Office. Only qualified 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 the Welfare Officer or a teacher (if on school trip).

St. Andrew & St. Francis CE Primary School cannot be held responsible for side effects which occur when medication is taken correctly.

Appendix 1 – Individual Healthcare Plan Template



St. Andrew & St. Francis CE 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 for off-site activities):

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

Appendix 2 - Parental agreement for school to administer medicine



St. Andrew & St. Francis CE Primary School Medication Administration Form

St. Andrew & St. Francis CE Primary School will not give your child medicine unless you complete and sign this form.

Name of Child:	
Date of Birth:	
Group/Class/Form:	
Medical condition/illness:	
Medicine/s:	
Name/Type of Medicine (as described on the container):	
Date dispensed:	Expiry date:
Agreed review date to be initiated by [name of member of staff]:	
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)	