

Clipston Endowed VC Primary School

Administration of Medicines Policy



In this policy, the role of the governor states that they are responsible for ensuring the effective implementation, monitoring and evaluation of the policy. This - in practical terms - means that this is a day to day management responsibility usually overseen by the Head Teacher, and governors receive a report on the effectiveness of the policy when a policy is reviewed.

Adopted by the Governing Body: Autumn 2020

Proposed Review: Autumn 2021

Signed

Mrs Helen Bellamy: Chair of Governors

AIMS OF CLIPSTON SCHOOL

Clipston Endowed VC Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

Which medicines can we administer?

Prescribed medicines will be administered.

Non-prescription medicines such as Hay fever remedies and pain relief e.g. Calpol, can be administered by staff as long as they are in their original packaging.

During residential trips, over the counter pain relief such as Calpol will be provided by the school and administered in loco parentis if permission is granted by the parent / carer.

Aims

- To outline the procedures for administering prescribed medicines to pupils.

Role of the Governing Body

The Governing Body has:

- A responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Head Teacher

The Head Teacher will:

- ensure the safe administration of medicines by putting into practice effective strategies and examples of good practice;
- inform parents of the school policy via the school website.

Role of staff

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training if required;

- be aware of the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens.

Role of Parents/Carers

Parents/carers must provide:

- medication that is in date;
- written permission by completing the Administration of Medicine Consent Form, available on the website or from the school office and in **Appendix One** of this Policy;
- sufficient medical information on their child's medical condition/s and complete an Individual Health Care Plan where necessary;
- the medication in its original packaging, named and with the medicine's information leaflet;
- sufficient medicine for the dosage to be given in school.

Administration of Medicines

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date – out of date medication will not be administered unless a 999 call handler gives consent;
- confirm the dosage/frequency on each occasion and consult the Medicine Consent Form to prevent double dosage;
- record on the Medication Record clipboard all relevant details of when medication was given and by whom;
- return medications to the designated place for storage;
- record when a child refuses to take medication;
- inform the parent/carer of this refusal, via the school office.

Medication Consent

The following information must be supplied by the parent/carer:

- Name of the child
- Name of medicine
- Details of prescribed dosage and timing.
- Signed consent given by parent/carer for staff to administer medication

Security

- All medications will be kept in a designated place.
- For medications that need to be kept cool, we will endeavor to provide a fridge in school.

Educational Visits

On educational visits, the trip leader should oversee the safe administrations of medicines.

Sporting Activities

We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during school-run extra-curricular clubs.

It is the responsibility of the Provider of externally run clubs to ask the parents of prospective participants for medical information on the Club Set-up Form and be aware of the school's

arrangements for the Administration of Medicines. If the child has not been provided with an in-date inhaler (or the required medication) by the parent, they may not be able to participate in the activity.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually.

Appendix One

The Administration of Medicine in School – Parent Information

We would like to advise you of our school guidelines with regard to the administration of medicine within school, which take into account stringent rules that we are obliged to follow.

- If children are unwell and require medication, serious consideration should be given as to whether they are well enough to attend school.
- If children do attend school and require medication, staff may volunteer to administer medicines. The medicine should be brought to school by an adult and passed over to a member of staff. **Please do not leave the medicine in your child's bag.**
- The medicine **must** be accompanied by the attached form (signed) and should be in its original container. Without this, no medicine can be given.
- These procedures are for one-off, short-term medications such as courses of antibiotics for short-term conditions such as infections.
- The administration of medication for long term, continuous conditions such as asthma and allergies is covered under our Supporting Children with Medical Needs Policy, which requires an Individual Medical Care Plan.
- Please note that ALL children with asthma MUST have an inhaler in school.

In the event of your child being taken ill during school hours, it is important that you keep us up to date with any changes to your contact details, so that we are able to reach you in the best interests of your child.

ADMINISTRATION OF MEDICINE

Name of Child

Class

Dosage

Time of Administration

I give my consent for the school to administer this medicine to my child.

Signature of parent/guardian.....

Date

ADMINISTRATION OF MEDICINE

Name of Child.....

Class

Dosage

Time of Administration.....

I give my consent for the school to administer this medicine to my child.

Signature of parent/guardian.....

Date

ADMINISTRATION OF MEDICINE

Name of Child

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