



Unity Education Trust

<b>POLICY</b>	<b>ADMINISTERING MEDICATIONS POLICY</b>
<b>STATUS/DATE OF THIS VERSION</b>	Review by AJ Oct 2018
<b>APPROVED BY</b>	Trust Board 6 November 2018 <b>School-specific amendments if necessary</b>
<b>RATIFIED BY</b>	Beeston School Oversight Committee 14 January 2019
<b>REVIEW</b>	

This policy is operated by all the schools in Unity Education Trust (as listed below).

Any queries about the policy should be directed, in the first instance, to the Headteacher/Head of School:

- Beeston Primary
- Garvestone Primary
- Grove House Infant
- Kings Park Infant
- Northgate High School and Dereham Sixth Form College

## 1. Statement of intent

Unity Education Trust (UET) and its schools will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The Trust is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

## 2. Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015

## 3. Definitions

For the purpose of this policy, "medication" will be used to describe **all types of medicine**

UET defines "prescription medication" as any drug or device prescribed by a doctor.

UET defines a "staff member" as any member of staff employed at the school, including teachers.

#### **4. Key roles and responsibilities**

**The Local Governing Body** has overall responsibility for the implementation of the Trust's Administering Medication Policy and procedures in their school. Any local variations to this policy must be approved by the Local Governing Body and set out at the end of this policy.

**The Headteacher/Head of School** is responsible for:

- the day-to-day implementation and management of the Administering Medication Policy and relevant procedures in their school;
- ensuring that appropriate training is undertaken by staff members administering medication.
- ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- designating a member of staff who is responsible for overseeing insulin injections for diabetic pupils.
- ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- in the case of staff absence, organising another appropriately trained individual to take over the role of administering medication.

**Staff, including teachers, support staff and volunteers, are responsible for:**

- following the policy and for ensuring pupils do so also;
- implementing the agreed policy fairly and consistently.

If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.

**Parents/carers** are expected:

- to keep the school informed about any changes to their child/children's health.
- to complete a medication administration form (appendix A) prior to bringing medication into school.
- to discuss medications with their child/children prior to requesting that a staff member administers the medication.

**It is both staff members' and pupils' responsibility** to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the school nurse or other members of staff.

#### **5. 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.

The Headteacher/Head of School will ensure that a sufficient number of staff are suitably trained in administering medication.

All relevant staff will be made aware of a pupil's medical condition.

The headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.

A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).

No pupil under the age of 16 will be given medicines without written parental consent.

Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been 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, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.

Before administering medicine, maximum dosages and when the previous dose was taken will be checked.

The school will store, in a safe place in the school office, insulin, epipens and other medicines recommended by relevant health professionals and approved by the Headteacher/Head of School.

The school will only store other medicines for pupils when specifically agreed by the Headteacher/Head of School.

When medicines are no longer required, they will be returned to the parents/carers of the pupil.

Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.

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

In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens, will be readily available to staff and pupils.

Only suitably qualified staff will administer a controlled drug.

Staff members have the right to refuse to administer medication. If a class teacher does refuse, the Headteacher/Head of School will delegate the responsibility to another staff member.

Any medications left over at the end of the course will be returned to the pupil's parent/carer.

Written records will be kept for any medication administered to pupils.

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.

Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.

These arrangements will be reflected in their individual healthcare plan (IHCP).

If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.

UET and its schools cannot be held responsible for side effects which occur when medication is taken correctly.

Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

## **6. Individual healthcare plans**

For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, Headteacher/ Head of School special educational needs coordinator (SENCO) and medical professionals.

When deciding what information should be recorded on a IHCP (see appendix B), the school will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements

- What is defined as an emergency, including the signs and symptoms that staff members should look out for.

The school will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year.

#### **7. Monitor and review**

This policy is reviewed every two years by UET's CEO and Headteachers/Head of Schools taking into account any suggestions for improvements from staff, local governors and relevant health professionals. Any amendments to the policy will be recommended to the Board of Trustees.

**LOCAL VARIATIONS - Beeston Primary School - NONE**

**Appendix A- Parental Agreement Form**

# Unity Education Trust Medication Administration Form

**Our schools 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: .....

Review to be initiated by: .....

Dosage, method and timing:

Special precautions:

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

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

**Appendix B – Individual Healthcare Plan Template**

**Unity Education Trust  
Individual Healthcare Plan**



**Pupil's name:**

**Address:**

**Date of birth:**

**Class teacher:**

**Medical condition:**

**Date plan drawn up: \_\_/\_\_/\_\_**

**Review date: \_\_/\_\_/\_\_**

### **CONTACT INFORMATION**

#### **Family contact 1**

**Name:**

**Phone number:**

**(work):**

**(home):**

**(mobile):**

**Relationship:**

#### **Family contact 2**

**Name:**

**Phone number:**

**(work):**

**(home):**

**(mobile):**

**Relationship:**

#### **GP**

**Name:**

**Address:**

**Phone No:**

#### **Clinic/hospital contact**

**Name:**

**Phone number:**

