



Administering Medicines Policy 2022

This policy was approved by the Safeguarding, Premises, Health and Safety Committee in February 2022 and will be reviewed in two years.

Signed Mrs P Lyall Head Teacher

Signed Mr S Freeman Chair of Health and Safety Committee

Review date: March 2024

Health & Safety, Administering Medications

This policy should be read in conjunction with the following policies:

- Safeguarding and Child Protection
- Health and Safety
- Medical Conditions in school
- Administering Medicines Guidance

Legal advice states that it is a matter for the headteacher's discretion whether or not to administer medicines to pupils. We are a caring staff and recognise that from time to time pupils do have additional medical needs. We also acknowledge that pupils may need to take long term medication during the school day. Some children with medical needs are protected from discrimination under the Equality Act 2010

Our policy details are as follows:

Short term medication

Staff (mainly Mrs O'Connor) will administer most types of short term medication that has been prescribed by a doctor eg antibiotics, provided the parent has completed the Administering Medication form to request that school administer medication on their behalf. This form is available from the school office. The medication must be correctly labelled and be in the container in which it was dispensed by the pharmacist. Medicines can be stored in our fridge if appropriate.

Staff will not be able to administer the following:

- medication that has not been prescribed by a doctor (exceptions, see below)
- injections and any 'timed' medication or specialist treatment which would result in serious consequences to a pupil if staff were to forget to administer the dose at a precise time of day. (Trained staff can administer insulin injections to children with diabetes)
- packets of medicated sweets are unsuitable for pupils to have at school as we are unable to monitor if these are being eaten at the correct time intervals

Parents are welcome to come to school to administer medication to their child if they prefer to do so.

Non prescribed medicines

Staff are able to administer over the counter medicines as per the packet instructions. This includes liquid or tablet paracetamol and ibuprofen such as Calpol and Calprofen and allergy relief medication such as Piriton at the parents/carers request. Please note this is at the discretion of the headteacher.

Long term medication

Pupils who need to take long term medication eg inhalers to relieve asthma will be supervised by staff, if required, provided the parent has completed the Administering Medication form to request this. Medication for other medical conditions may be administered by school staff after discussion with parents. We may need to seek advice from outside agencies and will need to be trained in how to appropriately administer certain medication eg use of an EpiPen for pupils who have severe allergic reaction to certain triggers.

Care Plan

Pupils who require medication for a set period of time will be required to have a care plan completed by school staff in conjunction with medical professionals and parents/carers.

Medication needed at school

Towards the end of an illness, a child may be well enough to return to school but may still have to take the remaining course of treatment eg finish their antibiotic medicine. If the dose has to be taken during school hours, we must follow school guidelines for administering medication.

Asthma

Pupils who need to use an inhaler and a spacer (if required) must have a spare one that they can keep at school at all times. This is to avoid forgetting it. Pupils will administer their own medication whenever possible. A member of staff will supervise them. See separate asthma care information for further details.

We have 2 emergency inhalers and spacers in school, one in the main first aid area (outside class 6) and one in the main first aid area outside (shed). All pupils that are registered with school as asthmatic are able to use these in an emergency situation as the parents/carers have provided written consent. These are for emergency situations only and should be discarded if used.

Returning to school

When children are at home recovering from illness, they appear to be fit and ready to come back. Parents are asked to remember that the school day is very long for children who are not fully recovered so not to send their child back to school too soon. If children have had sickness or diarrhoea they must remain off school for at least 48 hours after the last bout of illness.

Safeguarding and Child Protection

Through their day-to-day contact with pupils and direct work with families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect. Where it appears to a member of staff that a child may have been abused, the school is required, as part of local child protection procedures, to report their concerns to social services immediately. The Headteacher and the Deputy Headteacher are designated teachers responsible for child protection. Miss Darmanin is the designated governor responsible for child protection.
(Please see Safeguarding Policies and Health and Safety Policies for further details)

Safe recruitment and selection of staff.

Hodnet school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts are exempt from the Rehabilitation of Offenders Act, therefore all convictions must be declared. Providing false information is an offence. Appointed staff, governors, regular volunteers and trainees have identity, qualification and criminal records bureau checks and have been successfully cleared to work with children.

Inclusion

The policy will be applied to all pupils. We welcome our general responsibilities under the Disability Equality Duty by promoting equal opportunities, eliminating discrimination and improving access to learning for disabled people. In order to comply with the requirements of the DDA 2006 we will make reasonable adjustments to ensure all stakeholders understand and can follow this policy. We will actively seek to remove any barriers to learning and participation that may hinder or exclude individuals or groups of pupils.

Monitoring and review

This policy is monitored by the Headteacher, who reports to governors about the effectiveness of the policy on request. It will be reviewed appropriate to new legislation or to the needs of the school.

Signed Headteacher

Signed Chair of H&S committee

Date