



ADMINISTERING MEDICATION POLICY

*Together, we learn, love and grow with
Jesus*

Amended by: Autumn 2023
To be reviewed: Autumn 2025

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Statement of intent

St Jude's Primary School 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 school 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.

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1. Legal framework

1.1. 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

2. Definitions

2.1. Name of school defines "medication" as any prescribed medicine.

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

3. Key roles and responsibilities

3.1. The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of name of school.

3.2. The governing body has overall responsibility of 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.

3.3. The governing body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.

3.4. The governing body is responsible for ensuring the correct level of insurance is in place for the administration of medication.

3.5. The governing body is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.

3.6. The governing body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.

3.7. The governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.

3.8. The headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of St Jude's Catholic Primary School.

3.9. The headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.

- 3.10. The headteacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- 3.11. The school's designated first-aiders are responsible for overseeing insulin injections for diabetic pupils.
- 3.12. Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.
- 3.13. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- 3.14. If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.
- 3.15. Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- 3.16. Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school.
- 3.17. Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- 3.18. The headteacher is responsible overall for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- 3.19. In the case of staff absence, the Deputy Headteacher or another member of SLT is responsible for organising another appropriately trained individual to take over the role of administering medication.
- 3.20. 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.

4. Training of staff

- 4.1. Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
- 4.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 4.3. The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- 4.4. All relevant staff will be made aware of a pupil's medical condition.
- 4.5. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

4.6. The headteacher will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

5. Medication

- 5.1. Only medicines which have been prescribed by a doctor can be administered at school. If a parent requires the administration of an over the counter medicines then the parent must make arrangements to come into school and administer the medication, school staff cannot administer.
- 5.2. Medication which is prescribed to be taken three times per day should preferably be administered at home; before school, after school and before bed.
- 5.3. If the prescribed medication is required during the school day then prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).
- 5.4. No pupil will be given medicines without written parental consent.
- 5.5. Medicines must be in date, labelled, and provided in the original container with the prescribed dosage instructions. Medicines which do not meet these criteria will not be administered.
- 5.6. Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- 5.7. A maximum of four weeks' supply of medication may be provided to the school.
- 5.8. When medicines are no longer required, they will be returned to the parents/carers of the pupil.
- 5.9. Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- 5.10. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 5.11. Medications will be stored securely in the school office.
- 5.12. In the event of a school trip or activity which involves leaving the school premises, any medicines and medical devices will be taken on the trip by the trip leader.
- 5.13. Only suitably qualified staff will administer a controlled drug.
- 5.14. Staff members have the right to refuse to administer medication. If a class teacher does refuse, the headteacher, or other member of SLT, will delegate the responsibility to another staff member.

- 5.15. Any medications left over at the end of the course will be returned to the pupil's parent/carer.
- 5.16. Written records will be kept for any medication administered to pupils.
- 5.17. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher or member of staff.
- 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).
- 5.18. 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.
- 5.19. St Jude's Catholic Primary School cannot be held responsible for side effects which occur when medication is taken correctly.
- 5.20. 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

- 6.1. For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher, special educational needs coordinator (SENCO), Pastoral Manager and medical professionals.
- 6.2. When deciding what information should be recorded on a IHCP (see appendix B), the governing body 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

6.3. The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by the SENCO, Pastoral Officer or other designated person.

7. Monitor and review

- 7.1. This policy is reviewed every two years by the governing body and the headteacher.
- 7.2. Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- 7.3. Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- 7.4. St Jude's Catholic Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix A- Parental Agreement Form

**Medicine Consent Form
St Jude's Catholic Primary School**

St Jude's Catholic Primary School cannot give your child medication unless you complete and sign this form.

Please note: All medication **MUST** be prescribed and in the original container and packaging, as dispensed by the pharmacy

Name of child:	
Date of birth:	
Year/Class:	

Medical condition/illness:

Medicine (as described on the container)	Dosage	Time of administration

Are any special precautions necessary? Are there any side effects that school needs to know about?

Is the medication required every day or as necessary?

If the medication is for a specified time, when will the course end?

Can your child administrate the medicine themselves? Yes/No (delete as appropriate)

Parental Signature: Date:

School Record of Medication Administered

Date & Time							
Medicine(s)							
Dosage administered							
Parent informed?							
Staff signature							

Continue on a separate sheet if necessary

Appendix B: Individual Healthcare Plan

Name of school/setting	St Jude's Catholic Primary School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date IHP agreed	
Date IHP is to be reviewed	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Parental Name, signature and relationship to child

Plan developed with (staff name and signature)

A Medicine Consent Form (Appendix A) should also be completed in conjunction with this form, if necessary.

School Use

Staff training needed/undertaken – who, what, when

Form copied to