

Working together, with Jesus beside us, to achieve our full potential.

Gnosall St Lawrence CE Primary Academy
and
Gnosall St Lawrence Pre-School

ADMINISTRATION OF MEDICINE POLICY

Headteacher: Trish Edwards

Co-ordinator of SEN: Emma Jeffries

Governor responsible for safeguarding
and child protection: Vicky Wykes

Review Date: Autumn 2018

Next Review: Autumn 2019

Head teacher: _____

Safeguarding Committee Chair: _____

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Statement of intent

Gnosall St Lawrence CE Primary Academy and Gnosall St Lawrence Pre-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 and carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

The aim of this policy is to outline the procedures for administering prescribed medicines to pupils.

Legal Framework

This policy relates to the following legislation and guidance:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work, etc Act 1974
- Children Act 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 1996
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Children 2004
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014
- DfE "Supporting pupils at school with medical conditions" 2015

It should be read in conjunction with:

- Early Years Foundation Stage Statutory Guidance 2017
- Infection Control in Schools 2014

Definitions

Gnosall St Lawrence CE Primary Academy defines "medication" as any prescribed or over the counter medicine.

Gnosall St Lawrence CE Primary Academy defines "prescription medication" as any drug or device prescribed by a doctor.

Gnosall St Lawrence CE Primary Academy defines a "staff member" as any member of staff employed at the school.

For the purpose of this policy, "medication" will be used to describe all types of medicine. We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided for any member of the school personnel, who has volunteered and accepted this role, to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and will only administer medicines in which the dosage is required 4 times a day. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements at lunch time to administer the medication to their child.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Role of the Governing Body

The Governing Body has:

- overall responsibility for the implementation of the Administration of Medication Policy and procedures of Gnosall St Lawrence CE Primary Academy;
- appointed the Headteacher to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for handling and managing complaints and concerns regarding this policy and/or the support provided, using the West Stafford Multi Academy Trust's Complaints Policy;
- responsibility for ensuring the correct level of insurance is in place for the administration of medication;
- responsibility for providing staff members with opportunities and details of continual professional development;
- responsibility for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed;
- responsibility 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;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governing Body on the success and development of this policy

Role of the Headteacher

The Headteacher will:

- have responsibility for the day-to-day implementation and management of the Administration of Medication Policy and relevant procedures of name of school.
- have responsibility for ensuring that appropriate training is undertaken by staff members administering medication.
- ensure that a sufficient number of staff are suitably trained in administering medication.
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure that supply teachers are appropriately briefed regarding pupils' medical conditions;
- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- have responsibility for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- report to the Governing Body on the success and development of this policy

Role of the Designated Person/s

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

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens;
- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- ensure that the administration of any medication to a pupil is witnessed and that the appropriate paperwork is completed following the administration of such medication;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure place for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal
- If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.

Role of the Co-ordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher, designated persons and the nominated governor;
- ensure the following information is supplied by the parent/carer:
 - Name and date of birth of the child
 - Name and contact details of the parent/carer
 - Name and contact details of GP
 - Name of medicines
 - Details of prescribed dosage
 - Date and time of last dosage given
 - Consent given by parent/carer for staff to administer medication
 - Expiry date of medication
 - Storage details
- ensure all medications are kept in a secure place and accessible only to the designated persons;
- provide guidance and support to all staff;
- ensure a designated person will attend all educational visits in order to administer medications;
- ensure pupils have immediate access to their asthma inhalers during sporting activities in the school day and during extra-curricular clubs;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- hand in their inhaler to an adult to store safely;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers must provide:

- written permission by completing the Medication Consent Form (Appendix A);
- sufficient medical information on their child's medical condition;
- the medication in its original container;
- sufficient medicine for the dosage to be given in school
- up to date details about their child's medical condition and inform the school about any changes to their child/children's health

Medication

- Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (Appendix 1);
- 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;
- A maximum of four weeks' supply of medication can be provided to the 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;
- Medications will be stored securely in the school office or the practical room if it is required to be refrigerated;
- In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens, epi-pens and asthma inhalers, will be readily available to staff and pupils;
- Staff members have the right to refuse to administer medication. If a class teacher does refuse, 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 pupil's parent/carer;
- Written records will be kept for any medication administered to pupils (Appendix 2);
- Where appropriate, pupils will be encouraged to take their own medication but only under the supervision of a designated person;
- 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;
- Gnosall St Lawrence CE Primary Academy/pre-school cannot be held responsible for side effects which occur when medication is taken correctly;

Individual Healthcare Plans

- 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) and medical professionals.
- When deciding what information should be recorded on a IHCP (see Appendix 2), 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
- The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by name of staff member.

Asthma

We understand that asthma, which particularly affects children, causes the airways in the lungs to narrow making it difficult to breathe. Sudden narrowing produces what is usually called an ‘asthma attack’. The School has a duty to ensure that it is prepared to assist in the management and control of this widespread and serious, but controllable, condition among children. The School will endeavour to create a school environment that is favourable to all asthma sufferers. The School will encourage those children who suffer with asthma to fully participate in all aspects of school life.

On joining the school, parents and carers must complete the Gnosall St Lawrence Pre-school or Gnosall St Lawrence School medical form, indicating whether their child is an asthma sufferer and if they will keep an inhaler on the school site. If a child is keeping an inhaler on the school site, instruction must be given by parents on dosage. Inhalers and spacers must be provided with the box showing the prescription sticker which details the child’s name and the recommended dosage. Inhalers will be stored out of the reach of children and always administered in the presence of an adult.

The SENCO will annually review those children listed as keeping an inhaler at school so that medical records are kept up to date. Parents must inform the SENCO, if there are any changes required to this arrangement.

Allergies, Anaphylaxis and Epi-pens

Gnosall St Lawrence CE Primary Academy and Gnosall St Lawrence Pre-School seek to provide a safe environment for staff and pupils who are at risk of severe allergic reactions. They undertake to ensure that anyone suffering a severe allergic reaction will be treated appropriately and enabled to access emergency services promptly.

Protocol Anaphylaxis is a severe systemic allergic reaction. At the extreme end of the allergic spectrum, the whole body is affected usually within minutes of exposure to the allergen. It can take seconds or several hours.

Anaphylaxis involves one or both of two features:

- a) Respiratory difficulty (swelling of the airway or asthma)
- b) Hypotension (fainting, collapse or unconsciousness).

The symptoms usually include swelling of the mouth or throat, difficulty in swallowing or speaking, alterations in the heart rate, hives anywhere on the body, abdominal cramps and nausea, sudden feeling of weakness, difficulty in breathing, collapse and unconsciousness.

The medical histories of all new pupils are carefully searched to identify possible cases of allergy sufferers. Any medical questionnaires not returned are actively pursued. Health Care Plans are written in consultation with parents, led by the academy’s SENCO.

The presence in school of a susceptible pupil must be made aware to all those who need to know. Children are identified by photographs displayed in the staffroom, medical room and school office. Where appropriate, the kitchen staff are also made aware of any known allergies and intolerances. Gnosall St Lawrence is a “nut free” school.

Prescribed Piriton may be kept in the school office with parental consent and/or in conjunction with a Health Care Plan. If a child is suspected to be having an allergic reaction and has been prescribed Piriton, the prescribed dose will be administered in accordance with the guidance in this policy. Parents will be informed immediately and the child will be closely monitored for signs of any further allergic reaction symptoms.

Children who have been prescribed an EpiPen keep it near to them at all times - usually in a “bum bag” which is carried by them at all times, including at lunchtimes, breaktimes, Forest School sessions, PE curriculum times (when it is left with the teacher who remains in the same place as the child throughout the lesson) and at any Before and After school clubs.

The “bum bag” contains a written protocol for treatment of anaphylaxis along with written details of the child and their prescription.

A spare EpiPen, provided by the child’s own GP, is then kept in the school office - again accompanied by the same written protocol and details about the child.

An epi-pen will only be administered to children to whom it has been prescribed. This will be by a person who has received training and feels competent to use the device. If an epi-pen is administered, the Emergency Services must, by law, always be contacted.

If a child is suspected of having an anaphylactic reaction for the first time (and hence does not have a prescribed epi-pen) or if a known child is suspected of having an anaphylactic reaction, the Emergency Services should be called immediately (999/112). The operator will tell you how to manage the casualty while you wait for the ambulance.

Staff Epi-pen Training is led by the School Nurse Team at regular intervals.

Parents are responsible for checking the Epi-pen expiry dates regularly and for ensuring that new Epi-pens are sent promptly into school when needed.

Educational Visits

When leaving the school premises for the purpose of an educational visit, staff must ensure that all necessary medications, for example inhalers, epi-pens or piriton, are taken. Any medication given to a child whilst off school premises must be recorded in accordance with this policy.

If a child becomes ill whilst off school premises, and only where a parent has given consent on the visit permission form, and it is deemed necessary by First Aid trained staff, a child may be given the appropriate dose of paracetamol or piriton. This must be recorded on the educational visit consent form signed by a person with parental responsibility prior to the educational visit taking place.

For information on administration of medications whilst on educational visits - to include residential visits, please see the Educational Visits Policy.

Gnosall St Lawrence Pre-School

- Just as in the main part of the school, Gnosall St Lawrence Pre-School will keep individual written records of all medicines administered to children and inform parents.
- Permission must be given for each and every medicine to be administered before being administered by Pre-School staff.
- Two members of staff will be present and will both sign the Medication Record Sheet/Log, which parents/carers will also sign to acknowledge the administration of medicine.
- In line with the EYFS Statutory Guidance 2017 ‘*Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).*’

Under the guidelines of Ofsted, Childcare factsheet “Giving medication to children in registered childcare, January 2013”, they state:-

“When we use the word “prescribe” we mean medicine that is recommended.

When we use the word “prescription” we mean written instructions from a doctor or dentist.

Most pharmacists cannot write prescriptions and can only prepare the medicine as instructed by a doctor or dentist. However, they can recommend (prescribe) over-the-counter medicines such as teething gels, when children are teething, or painkillers, when children have a temperature.

Recent changes in the law mean that qualified nurse independent prescribers, and pharmacist independent prescribers, can prescribe any licensed medicine for any medicine condition they have been trained to specialise in. For nurses, this includes some controlled drugs.

So you can give medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed by a doctor, dentist or an appropriately qualified pharmacist or nurse.”

Any prescription medicines which require technical/medical knowledge will only be administered when individual training has been provided by a qualified health professional. Training should be specific to the individual child concerned.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- communications with home such as weekly newsletters

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
 - general information about medication
 - administering medications
 - safe use and storage of medications
 - dealing with emergencies
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

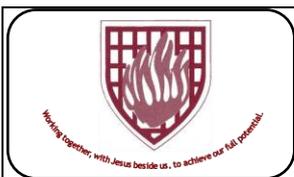
Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.



Gnosall St Lawrence CE Primary School

Medication Administration Form

Gnosall St Lawrence 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 in the presence of a school member of staff: Yes/No (delete as appropriate)	



Gnosall St Lawrence 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):

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 on off-site activities):

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

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups															Conclusion													
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Yes	No	
		✓			✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Trish Edwards - Headteacher	Autumn 2017		

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Policy referred to the Staff Handbook				
• Policy available from the school office				
• Policy available from the school website				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				