



**ADMINISTRATION OF STUDENT MEDICATION POLICY**

**VERSION 2**

**30/11/2021**

## Administration of Student Medication Policy

We believe this policy should be a working document that is fit for purpose, which represents Waveney Valley Academies Trusts (WVAT) ethos, enables consistency and quality across all WVAT academies.

### Aims

- To outline the procedures for administering medicines to pupils including storage and record keeping.
- To support parents/carers in enabling continuation of essential medication.
- To ensure compliance with all relevant legislation and enable equality of access to education for all.

The supervising or giving of medication to a child is a parental responsibility but we understand that children will sometimes need a prescription of medication to help them recover from illness, injury or to treat a long-term condition and staff may be asked to perform this task.

Under the standard terms and conditions for the employment of Trust staff, there is no legal duty for staff to administer or to supervise a pupil taking medication. Trust staff cannot be directed to undertake this role but may do so voluntarily after undertaking sufficient and suitable training to achieve the necessary level of competency to administer medicines eg "Certificate in Administering Medication in Schools" available on The National College. Individual decisions will be respected.

Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

On each pupil's admission to the school the parent/carer should complete an admission form giving full details of medical conditions, any regular/emergency medication required, name of GP, emergency contact numbers, details of hospital consultants, allergies, special dietary requirements, and any other relevant information. This information should be renewed at least annually and pupils with long term medical needs which may require emergency treatment should have an Individual Care Plan developed in partnership with parents, school staff and medical advisers. For further information please refer to the Trusts policy – Supporting Students With Long Term Medical Conditions.

Parents/carers should be encouraged to ask their child's doctor, where possible, to prescribe medication which can be administered outside of school hours. Medicines will only be administered that have been prescribed by a doctor or other medical professional or where it would be detrimental to a child's health if the medicine were not administered during the day. Older children should be encouraged to take responsibility for managing their own medication, there is no set age for this, a decision would need to be agreed with all parties.

Unless it has been agreed in writing that the pupil can carry their own medication e.g., an inhaler, all medication must be brought to the academy by a parent/carer, clearly labelled with the pupil's name and dosage with a completed and signed Medications Register Form, see Appendix A. Verbal instructions are not acceptable. If deemed necessary, a photograph of the pupil can be attached to the medication.

The signed Medications Register Form will be kept with the medication within the academy in a secure, lockable cabinet or in a designated refrigerator. If medication is likely to be needed in an emergency, in a classroom placed in a closed plastic container with the lid clearly marked 'Medication' with restricted access. Medication must be accessible to the appropriate members of staff, at all times.

All medicines will be stored in their original containers and clearly labelled with the exception of insulin, which may be stored in an insulin pen or a pump, rather than in its original container. Any changes to medication must be provided in writing by a parent/carer.

Each time medication is given to a pupil, the member of staff administering the medicine must record it.

Non-prescription medicines will not be administered by staff, unless a parent/carer has written to the academy, giving specific consent to do so and the Headteacher agrees to the request.

If a pupil refuses to take their medication, staff must not force them to do so, but should make a note of this on the medication form and inform parents/carers of the refusal as soon as possible.

If staff have any concerns related to the administration of a medication, they should not administer the medication but check with the parents/carers and raise any concerns to the Headteacher.

### **Important Information**

- Only medication, which is taken orally, applied topically to the skin or applied to the eyes, or ears through a dropper, should be routinely considered for being administered by staff. Staff should consult the Headteacher if/when a request is received from a parent/carer to administer medication via other means, where appropriate training and agreement should be sourced.
- Pupils who have diabetes must have an emergency insulin supply kit available at all times.
- Pupils who are known to have asthma must have a Salbutamol or Reliever Inhaler available at all times.
- Controlled Drugs should be kept securely in a locked non-portable container, which can only be accessed by named staff.

### **School Held Emergency Medication**

Schools are permitted to hold a supply of Salbutamol inhalers and Adrenaline Auto Injectors for pupils where their own emergency medication is either not available, out of date or is insufficient to relieve the symptoms. An assessment of need will take

place in each academy to determine if spare emergency medication should be held in readiness and to decide on the amount required. Academies should not hold excessive supplies of spare medication and must ensure that it is stored correctly, taking into account the expiry dates. Spare medication is only to be used in an emergency where both medical authorisation and written parental consent have been provided for any school held emergency medication to be used and where the pupils own supply is either unavailable or insufficient. Parent/carers must be notified by the school following emergency administering of school held medication to their child.

### **School Trips**

If medication is likely to be required during a school trip, it should be carried by the pupil if this is normal practice e.g., asthma inhalers. If not, then the medication should be carried by a member of staff who would be responsible for administering the medication, or the parent/carer if present. If a pupil requires a travel sickness remedy, parents/carers should provide written consent and suitable medication in its original container.

### **Other Activities**

Where pupils take part in out of normal school hours activities, such as school sports clubs or school led holiday activities, consideration must be given to the individuals medication needs. Medication should be carried by the pupil if this is normal practice, or carried by a staff member. There should be sufficient staff available for the duration of the activity to supervise medication if necessary.

## **Responsibilities**

The **Trust Board** will:

- Delegate the responsibility of medication matters to the Premises, Health and Safety Committee.
- Delegate powers and responsibilities to the Headteacher to ensure all academy staff, pupils and parents/carers are aware of and comply with this policy.
- Take responsibility for ensuring funding is in place to support this policy.
- Take responsibility for ensuring this policy and all policies are maintained and updated regularly.

The **Premises, Health & Safety Committee** will:

- Take responsibility for the effective implementation, monitoring and evaluation of this policy.
- Ensure that dangerous occurrences involving administration of medication are effectively investigated and scrutinised.
- ensuring that lessons are learnt from investigation and reported to the Trust Board.

The **Headteacher** will:

- Ensure designated persons undertake suitable and sufficient training to undertake the administration of medications.
- Ensure designated persons achieve an expected level of competency after a period of training.
- Maintain a system that ensures all medical care plans clearly indicate whether a pupil may need emergency medication such as Asthma Inhalers or Adrenaline Auto Injectors.
- Ensure Individual Health Care Plans of pupils in their care are up to date.
- Ensure all academy staff, pupils and parents are aware of and comply with this policy.
- Keep records of the named staff who are authorised to have access to medication.
- Ensure a designated person/s, checks the medication cupboard/fridge/box at least once every term, to ensure that medication has not reached its expiry date.
- Ensure academy staff are updated annually of any pupils with specific medical needs, or when there are new diagnosis and/or changes to the pupils current medical condition.
- Ensure any medication issues or dangerous occurrences are reported to the Trust central team immediately via the Evolve First Aid System or directly by telephone.
- Ensure the school/academy have a sufficient number of first aid trained personnel.
- Ensure periodic first aid refresher training is completed by staff.
- Ensure a first aid trained member of staff will attend all educational visits.

**Members of the academy staff** who have volunteered to administer or supervise the taking of medication will:

- Undertake suitable and sufficient training.
- Be up to date with the Individual Health Care Plans for those pupils with specific medical needs including the need for emergency medication.
- Be aware of Individual Health Care Plans and of symptoms which may require emergency action.
- Read and check the Medications Register Forms before administering or supervising the taking of medicines.
- Check that the medication belongs to the named pupil (you will need to check the pupil's identity) and it matches the details on the form.
- Check that the pupil has not already been given the medication.
- Check that the medication is within the expiry date.
- Inform the parent/carer if the medication has reached its expiry date or long-term medication is running low.
- Confirm the dosage/frequency on each occasion and consult the medicine record form to prevent incorrect dosage.

- Record on the medication record all relevant details of when medication was given.  
Ensure all medications are kept in a secure place and accessible only to the designated persons.
- Ensure all medications are stored correctly.
- Always take appropriate hygiene precautions
- Record when a pupil refuses to take medication and inform the parent/carer immediately.
- Only administer medication to one pupil at a time.
- Ensure any medication issues are reported to the Headteacher immediately.

**Parents/carers** must:

- Provide written permission by completing the Medications Register Form
- Provide sufficient medical information regarding their child's medical condition.
- Provide the medication in its original container with prescription information.
- Make sure that medication is replenished when needed.
- Inform the academy when the need for medication to be administered has ceased.
- Collect any medication which is no longer required for safe disposal.
- Provide sufficient medicine for the dosage to be given in school.
- Ensure that their child understands their responsibility if they carry their own medication.
- Confirm in writing, if it is necessary for their child to carry their own medication with them.

**Other relevant Trust Policies:**

Supporting Students With Long Term Medical Conditions  
 First Aid Policy  
 Incident Accident Reporting and investigation Policy

<b>Approval Date</b>	30 <sup>th</sup> November 2021	<b>Review Date</b>	29 <sup>th</sup> November 2023
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# Medications Register Form

Appendix A

This form **MUST** be completed if a pupil needs medication during the school day, signed by their parent/carer and handed in to an agreed member of school staff with the medication – clearly labeled with the pupil's name and required dosage. Parent/carers must accept that this is a service which the school is not obliged to undertake and is at the discretion of the Headteacher.

**The school will not give your child medication unless the medication is in its original container and dispensed by the pharmacy.**

## Details of Pupil

Name		Year/Group	
Address			
GP Practice		DOB	
Known Allergies			
Condition or Illness			

## Medication

Medication Name <i>(as described on the container)</i>		Date Dispensed	
Amount Provided		Expiry Date	
Date & time last dose was given			
Dosage Required		Method	
Storage Instructions		Timing	
Self-Administration			
Special Instructions/Comments			
Side Effects			
Emergency Procedures			

## Contact Information

Name of Parent/carer		Relationship to child	
Contact Numbers			
Address <i>(if different from above)</i>			

## Legal Disclaimer

I the parent /carer of the child named above request and give permission for the Headteacher or person acting on their authority to administer the above medication in accordance with the directions given and this policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped. I understand that the school, Headteacher, staff member or Waveney Valley Academies Trust will not be liable for any illness or injury to the child arising from the administering of the medication and will not be held responsible if the medicine is not administered for any reason.

Name		Signature		Date	
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# Medications Record

Sheet \_\_\_\_\_

Date	Pupil Name	Time	Name of Medication	Dose Given	Given By	Comments	Staff Name	Staff Signature