

*'Live Fully, Laugh Often, Learn Deeply,  
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## **POLICY FOR ADMINISTERING MEDICINE**



The safe and effective administration and management of prescribed medication is an essential part of the school's duties and procedures to safeguard the health and well-being of children in its care.

Many children have the occasional or regular need to take prescribed medication to keep them in good health and to ensure their well-being. We are keen to ensure that the need for medical care, or the administration of prescribed medication, does not stop children from attending regularly and will therefore arrange for the administration of certain medication by advance agreement with their parents/carers.

Non-prescribed medication will not be administered except in exceptional circumstances or where it forms part of a child's healthcare plan.

The organisation understands the importance of ensuring that medication is administered correctly. It understands that mistakes involving medication may be injurious to the health and well-being of a child and will do all it can to ensure that its policies and procedures are robust and reflect good practice in line with national guidance.

- To safeguard the health of children, certain prescription medication will be administered by staff who are specially trained in the administration of medication
- Prescription medication will usually be administered where it is essential to the health of a child and where it would be detrimental to a child's health if the medicine were not administered at a time when the child is present on the premises. Where medication can be given to the child when they are home then we would expect the parents/carer to make alternative arrangements for the medication to be given
- The need for medication, along with all other relevant health details, should be discussed with the child's parents/carer during the registration of a new child or when a diagnosis is first made
- Children with complex or long-term medical or health needs will have a healthcare plan agreed with the parents/carers, which may include a long-term plan for the administration of medication
- Where it is agreed to administer medication then written and signed consent must be received in advance from the parents/carers, which clearly specifies the date, time, dosage and name of the medication to be given
- The medication to be administered must be brought in by the parents/carers themselves and left with the office staff. The medication must be in its original container and bear its original label which must be legible and must have the name of the child on it. It should be placed in a clear container with a lid and the child's name and class should be clearly visible
- Where specific training is required medication will only be administered by staff who have previously agreed to the role and who have been given special training in the administration of

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the medication. Where no specific training is necessary, a member of staff may administer medication to pupils, but only with the written consent of the pupil's parent and in accordance with this policy

- When administering medication staff should do the following:
  - Check that a signed consent form is in place
  - Check the administration record to ensure that the medication is due
  - Check the identity of the child
  - Check the label of the medication for the name of the medication, the name of the child, the strength of the medication and the expiry date of the medication
  - Check that the child is not allergic to the medication
- Staff should administer the medication as instructed on the label and as specified in the written permission from the parents/carers. Great care should be taken in ensuring that the correct amount is given by the correct route and, wherever possible, a second member of staff should check and witness the administration
- Accurate, signed records should be kept of all medication administered, withheld or refused
- Any children taking medication should be closely monitored and any side effects or reactions reported immediately to the person in charge
- Where a child refuses to take their medication no attempt will be made to coerce or make them take it, but the refusal will be recorded and the parents/carers informed
- When they pick up their children, the parents/carers should be informed of any medication given or refused
- All medication should be kept securely in the medical cupboard in the school office or the medical fridge in the medical room and any unused or surplus medication should be returned to the parent/carer

*If the medicine provided has not been prescribed for the child, has the wrong name on it, is out of date or does not match the medication or strength specified in the written permission, then staff must not under any circumstances administer it. Where staff have any doubts then the parents/carers should be contacted.*

**Managers and senior staff have a duty to:**

- Protect the health and safety of staff and children at all times
- Ensure that all policies and procedures are effectively implemented, regularly reviewed and updated
- Regularly review and audit provisions in this area to ensure that policies, procedures and arrangements are adequate

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- Ensure that adequate numbers of staff are trained to administer medication to cover staff sickness, holidays and other absence and arrange for any training required
- Monitor the administration of medication carefully to ensure that the procedures are being carried out properly and that they are clear to all
- Obtain feedback from staff highlighting any areas of concern or identifying any training needs they may have
- Ensure that all staff, parents/carers and relevant professionals are aware of this policy

**Staff duties:**

- Only staff who agree to a role that includes the administration of medication or where they are specifically contracted to do so should administer medication
- Staff who agree to a role that includes the administration of medication should sign a consent form to say they are willing to administer medicine
- Agreeing to a role which includes the administration of medication is a voluntary decision by staff (unless they have been specifically contracted to do so) and no pressure will be brought by the management to perform this role

**Training**

- All staff will be made aware of this policy during induction and provided with the necessary training relevant to their role
- Staff who agree to a role which includes the administration of medication will be asked to attend general training in the administration and monitoring of medication, which will be arranged with local healthcare professionals
- The training will be repeated annually

***All staff have responsibility for ensuring that they work within the remit of this policy and in the manner in which they have been trained.***

***Responsibility for the implementation, monitoring and review of this policy lies with the Senior Management Team.***

**To be reviewed Autumn Term 2016**