



Kilnhurst St Thomas' C of E Primary Academy

MEDICATION IN SCHOOL POLICY

Date of Policy Autumn 2024
Date of Policy Review Autumn 2025
(or sooner if required)

Policy Overview

The staff at Kilnhurst St Thomas' C.E. Primary Academy want to ensure that pupils with medical needs receive proper care and support at school. In order to avoid any unnecessary time away from school, school staff will administer/supervise pupils taking prescribed medication during the school day.

Medication will only be accepted in school if a completed Medications Forms has been completed and signed by the parent/guardian of the child. The medication will be recorded in the Medication Administration Records File, and in the staff room.

Each item of medication must be delivered in its original container and handed directly to the School Office. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of Medication
- Dosage
- Frequency of Dosage
- Date(s) of dispensing
- Storage Requirements (if important)
- Expiry date (if available)
- Possible Side Effects

Unless otherwise indicated, all medication to be administered in school will be kept in a designated clearly identified cupboard or refrigerator. This is accessible to all staff members but inaccessible to pupils. It is the parents/carers responsibility to ensure all medication is within date. Please note we will not be able to administer any out-of-date medication.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision. It is the responsibility of parents to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

Staff who volunteer to assist in the administration of medication will receive all necessary training where appropriate through arrangements made with the relevant Service Health Provider.

The school will make every effort to continue the administration of medication to a pupil whilst on school trips away from the school premises. Separate, formally agreed arrangements are acceptable on education visits that involve an overnight stay. A daily record of each dose given will be kept in the Medical Diary and be witnessed by another member of staff. A member of staff will initial the Medical Diary to confirm the time and amount of dosage.

In complex cases, parents may want to administer the medicine in person.

The school has purchased paracetamol medicine, these will be administered if necessary. Parents will always be notified prior to the administration of any medicine. The school will follow dosage instructions on the packaging during these instances.

The headteacher has over all authority for the administration of medication and can authorise selected staff members when required.

School Trips

It may be necessary to administer medication to pupils whilst on school trips. Before taking children off the school premises, the member of staff in charge will check that any medication or equipment that needs to accompany pupils is safely packed. For the administration of prescribed medication on a day trip, staff will follow the parental instructions given on the Medication Form.

In more complex cases, and where Health Care Plans are in operation, the Group Leader will have familiarised themselves with the details contain within their plan. Where appropriate, emergency contact details (especially for children with a Health Care Plan) must be taken by the Group leader on each visit away from school.

Wherever possible but especially in Key Stage 2 (Years 3 – 6), asthma inhalers will remain the responsibility of the pupil. The member of staff in charge of the trip will check to ensure that asthma inhalers are being carried by those who need them before leaving school.

Residential Trips

Parents will be asked to complete all the necessary paperwork stating any medical needs for their child. The administration of both prescribed and non-prescribed medication during the course of a residential trip will be the responsibility of a named member of staff on the residential.

A separate meeting will be held with families of pupils whose medical needs are subject to an individual Health Care Plan. Where necessary, external health care professionals will also be invited to this meeting to ensure that the child's medical needs can be met by the teaching staff during the residential trip.

Wherever possible but especially in Key Stage 2 (Years 3 – 6), asthma inhalers will remain the responsibility of the pupil. The member of staff in charge of the trip will check to ensure that asthma inhalers are being carried by those who need them before leaving. Parents will be asked to provide a spare asthma inhaler which will be kept by the member of staff responsible for medicines during the course of the residential.

Absence as a Result of a Medical Condition

In cases where pupils are absent for periods of less than 15 working days, parents will follow the normal arrangements for informing the school. If the length of period of absence can be anticipated, then it may be appropriate for the Class Teacher to provide the pupil with a pack of work to do at home. Where an absence exceeds 15 working days, the school will inform the Education Welfare Officer.

In cases where a child will be absent from school for a period in excess of 15 working days or where a child will miss school as a result of recurrent or regular treatment, then special education provision will be provided for the pupil in order to ensure continuity of education.

The school, with the parent's co-operation, will maintain contact with the pupil who is unable to attend in order to monitor progress. In cases of extended absence, regular review meetings will be held to ensure that the educational provision provided is best matched to the child's needs.

Injections

With the exception of auto-injectors and agreed as part of a Health Care Plan, **under no circumstances** should any member of staff administer an injection. In an emergency, and in accordance with the information given in both the DFE guidance and in JSP 342, an adrenaline injection such as an EpiPen can be administered for anaphylaxis by suitably trained staff.

Where a child requires insulin during the course of the school day, it is the responsibility of the parent, in conjunction with an agreed Health Care Plan to determine how this support takes place.

Up to date contact telephone numbers for parents must be kept by the school so that they can be contacted at any time. Any changes in personal details must be passed on to the school immediately.

Any surplus medicines will be handed back to parents at the end of a course of treatment. Asthma inhalers and Epi-Pens and any other medication needed in an emergency will be kept in the child's classroom (but out of reach of pupils). Staff will be notified of the location of emergency medicines via the Medical List situated in the staff room.

Health Care Plans

Where a child's medical needs go beyond the normal practice, the Headteacher will convene a meeting to agree a Health Care Plan. Parents, the pupil and professionals from the school's health team will be invited to attend this meeting.

Responsibility for drawing up a Health Care Plan rests with the Head of School in consultation with the class teacher.

The Health Care Plan will be child specific and detail:

- ❖ Procedures to be followed in an emergency
- ❖ Medication (full drug name and dosage instructions)
- ❖ Day to day care – food management and information about blood sugar levels etc
- ❖ Consent and Agreement by:
 - Parents / Carers
 - The appropriate Health Care Professional
 - The Headteacher or nominated representative such as the SENCO
 - The child (if appropriate)

Following the completion of the Health Care Plan, the named Health Care Professional may be asked to raise awareness of the condition to school staff. If associated training is required to support a child with specific medical needs, then the parents hold responsibility until such time as that training has been delivered in school

Emergency Procedures

In extreme emergencies e.g. an anaphylactic reaction or diabetic coma, certain medicines can be administered or supplied without the direction of a medical practitioner for the purpose of saving life.

Confidentiality

Staff will not disclose details about a pupil's medical condition without the consent of the parent/guardian. Depending on the circumstances, the school may feel that they cannot safeguard a pupil without sharing information and may wish to add this disclaimer to any agreed Health Care Plan. In some cases, and with the support of the parents and pupil, staff will raise awareness of a pupil's medical condition with the rest of the class as this can be helpful both educationally and emotionally.

On occasions the school might decide to call on a health care professional to speak to the children about a child's medical condition. However, permission will be sought from both the pupil and parents before a meeting of this kind takes place.

If at any time a member of staff has concerns over the safety or welfare of a pupil, then the normal safeguarding procedures would take effect.

Liability

Whilst there are risks when administering medication, with suitable and sufficient training, these should be minimal in comparison with the risk to the pupil if medication is either delayed or not given in a life-threatening situation.

Parent/Guardians that sign the medication form are also signing to confirm that school staff cannot be held responsible for missed doses of medicine or medicine not administered correctly.

When administering medication, there is a legal requirement to exercise reasonable care to avoid injury.

Training

All staff likely to come into contact with a pupil who has a medical condition and who may require urgent medical attention will receive sufficient information and / or awareness training to enable them to recognise symptoms of the condition and take appropriate action in the event of an emergency.

Staff will receive training on the use of epi-pens and awareness training relating to asthma and diabetes if required in school. However, staff are not obliged to administer epi-pen auto-injections. A school register is kept with the names of staff who have volunteered to administer emergency medication via an epi-pen or hypo-start gel.