



Administering Medication Policy

Date Ratified	4 July 2019	Next Review	
Governor Link	Kirstie Stroud	Committee	Full Governing Body
Staff Link	Deputy Headteacher: SLT Miss Paraskeve Constantinou pconstantinou@hollickwood.barnet.sch.uk TEL: 020 8883 6880	Teaching & Learning	

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Statement of intent

Hollickwood 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.

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 Hollickwood defines "medication" as any prescribed or over the counter medicine.
- 2.2 Hollickwood defines "prescription medication" as any drug or device prescribed by a doctor.
- 2.3 Hollickwood defines a "staff member" as any member of staff employed at the school, including teachers.
- 2.4 For the purpose of this policy, "medication" will be used to describe all types of medicine.

3. Key roles and responsibilities

- 3.1 The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Hollickwood.
- 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 Hollickwood.
- 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 Skeve Constantinou: Deputy Headteacher is the designated member of staff who is 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 Deputy Headteacher and where necessary, the school nurse, are responsible 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 Headteacher 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 The Headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- 4.6 A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- 4.7 The governing body will provide staff members with opportunities and details of CPD.
- 4.8 Hollickwood 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 Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).
- 5.2 No pupil under the age of 16 will be given medicines without written parental consent.
- 5.3 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 and the named person has written consent by the parent/carer.
- 5.4 Where clinically possible, medicines should be prescribed in doses/frequencies which enable them to be taken outside of school hours. If this is not possible, then prescribed medication will only be administered if written permission has been received for the named person and signed by the child's parent or carer.
- 5.5 Medicines such as creams will be supervised unless the child is unable to do so. In this instance, the *Intimate Care Plan* must be adhered to.
- 5.6 Medicines must be in date, labelled, and provided in the original container as dispensed by a pharmacist with instructions for administration, storage and dosage. 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.
- 5.7 Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- 5.8 A maximum of four weeks' supply of medication may be provided to the school.
- 5.9 When medicines are no longer required, they will be returned to the parents/carers of the pupil.

- 5.10 Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- 5.11 Medications will only be administered at school if it would be detrimental to the child not to do so.
- 5.12 Medications that require refrigeration are stored in the medicine fridge. All controlled and some prescribed medicines are stored in a locked non-portable cabinet in the welfare room. KS1 inhalers are labelled and kept in a designated place in class. KS2 asthma inhalers are labelled and kept in the child's classroom.
- 5.13 In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and pupils.
- 5.14 Only suitably qualified staff will administer a controlled drug.
- 5.15 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.
- 5.16 Any medications left over at the end of the course will be returned to the pupil's parent/carer.
- 5.17 Written records will be kept for any medication administered to pupils. (appendix 2)
- 5.18 Pupils will never be prevented from accessing their medication.
- 5.19 Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- 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).
- 5.20 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.
- 5.21 Hollickwood cannot be held responsible for side effects which occur when medication is taken correctly.
- 5.22 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.

6.10 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. (see appendix B)

6.11 When deciding what information should be recorded on an IHCP (see appendix C), 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

6.12 The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by Skeve Constantinou: Deputy Headteacher.

7 Monitor and review

7.10 This policy is reviewed every two years by the governing body and the Headteacher.

7.11 Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.

7.12 Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

7.13 Hollickwood will seek advice from any relevant healthcare professionals as deemed necessary.



Parental/Carer Agreement to Administer Medicine

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, then prescribed medication will only be administered if written permission has been received by one of the following named persons: Hugh Vivian or Skeve Constantinou. All permission must be signed by the child's parent or carer.

I hereby give consent for you to administer on my behalf the following medication:

Name of Child			
Date of Birth		Class	
Medical condition or illness			
Name/type of medicine (as described on the container)			
Date dispensed		Expiry Date	
When to be given			
Dosage			
Method			
Special precautions			
Are there any side effects that the school needs to know about?			
Time limit-please specify how long your child needs to be taking the medication			
Refrigeration YES / NO			
Self-medication YES / NO			

I confirm that the above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL. I understand that I must deliver the medicine personally to a named SLT member stated above and accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing

Name and telephone number of GP	
Name of Parent/Carer	
Signature	
Date	
Daytime telephone number	



Sydney Road
London N10 2NL
Tel: 0208 883 6880

Dear Parent/Carer,

RE: Developing an individual healthcare plan for your child

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **date**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend or whether rescheduling is required. The meeting will include me (the Deputy headteacher). A relevant healthcare professional and/or the school nurse will attend if deemed necessary. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist, and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it to the school office, together with any relevant evidence for consideration at the meeting. I would be happy for you contact me by email on office@hollickwood.barnet.sch.uk or to speak by phone on 020 8883 6880 if this would be helpful.

Yours sincerely,

Skeve Constantinou
Deputy Headteacher

Individual Healthcare Plan **TO BE KEPT IN SCHOOL**

Name of pupil		Date of Birth	
Gender	Male/Female	UPN	
Child's address			
Parent/Carer Name		Relationship to child	
Address			
Phone number	(H)	(M)	(Other)
Parent/Carer Name		Relationship to child	
Address			
Phone number	(H)	(M)	(Other)
Who transports the child to and from school?	LBB	Parent/Carer	Other
Key Health Professionals supporting this child	GP Address & contact number		
Medical Condition			
Sign/ Symptoms			
Triggers			
Treatment incl: name of medication, dose, method of administration, when it should be taken, side-effects, contra-indications, administered by/self-administered with/without supervision			
Emergency Action What constitutes as an emergency and the action to take if this occurs? Who is responsible? State if different on off-site activities			
Follow up care			

Daily Care arrangements

Specific support for child's educational, social and emotional needs

Arrangements for school visits/trips

Other information

Plan developed with

Staff training needed/undertaken-who, what, where

Consent

I agree to my child receiving medication and/or treatment as documented in the health care plan whilst in the care of education staff or transport staff

I understand that this is a service which the school is not obliged to undertake if appropriate information has not been supplied

I understand that I am responsible for ensuring the appropriate medication is available to school including replacing medication used and/or out of date. I authorise the school nurse to contact my GP and other health professionals involved with my child.

I confirm that I am, the parent/guardian for this child and I am able to give authority for the administration of the medication.

Signed:

Date

(Parent/Guardian) Please print name

Signed:

Date

(Parent/Guardian) Please print name

This plan will be copied to the following people

A copy of previous plans may be kept in the pupil's main school and/or medical file, other copies should be destroyed to avoid confusion.

The school cannot be held responsible for any treatment given or not given if the child's full and up to date health care plan or other health/medical needs have not been disclosed at the parents request