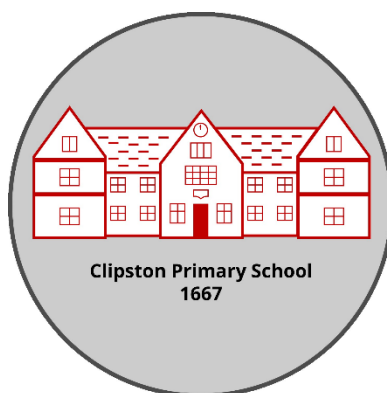


# Clipston Endowed VC Primary School

## Administration of Medicines Policy



**Be Kind ~ Be Your Best ~ Be Happy**

### Administration of Medicines

Presented to and adopted by Governors: November 2023  
Proposed Review: Autumn 2024

Signed .....

Mrs Sarah McElroy: Chair of Governors

# Clipston Primary School's Mission, Ethos and Aims

## Our Mission

Be Kind ~ Be Your Best ~ Be Happy

## Ethos

Recognising its historic foundation, Clipston Primary School seeks to serve its community by providing a rounded, connected and coherent education of the highest quality.

We endeavour to preserve and develop our distinct religious character in accordance with the principles of the Church of England.

The school lives out its Christian virtues – Thankfulness, Kindness, Justice, Love, Forgiveness, Responsibility and Courage – and all those essential human values, which are common to good, kind and tolerant people of all faiths and none, through the experiences it offers to all its pupils.

## Aims – Our Vision

The school's aim, through its Christian ethos, is the creation of a safe, happy learning environment, which supports all children on their journey towards becoming:

- Successful engaged learners, who enjoy learning, who are knowledgeable and skilled, and who make progress and achieve their best;
- Confident, articulate individuals who can lead safe, healthy and fulfilling lives in the communities in which they live now and in the future;
- Responsible, happy citizens of the world who have the capacity to make positive contributions to society.

**“Do to others as you would have them do unto you” Luke 6:31**

To achieve these aims, staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

## Administration of Medicines Policy

### Which medicines can we administer?

Prescribed medicines will be administered.

Non-prescription medicines provided by and requested to be administered by parents, such as Hay fever remedies and travel sickness tablets can be administered by staff as long as they are in their original packaging.

During **Residential Trips**, over the counter pain relief such as Calpol will be provided by the school and administered in loco parentis if permission is granted by the parent / carer.

The school keeps a supply of Calpol in school, which can be administered on an as-needs-basis with parent permission.

## **Aims**

- To outline the procedures for administering prescribed medicines to pupils.

## **Role of the Governing Body**

The Governing Body has:

- A responsibility for the effective implementation, monitoring and evaluation of this policy.

## **Role of the Head Teacher**

The Head Teacher will:

- ensure the safe administration of medicines by putting into practice effective strategies and examples of good practice;
- inform parents of the school policy via the school website.

## **Role of staff**

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

- undertake appropriate training if required;
- be aware of the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens.

## **Role of Parents/Carers**

Parents/carers must provide:

- medication that is in date;
- written permission by completing the Administration of Medicine Consent Form, available on the website or from the school office and in **Appendix One** of this Policy;
- sufficient medical information on their child's medical condition/s and complete an Individual Health Care Plan where necessary;
- the medication in its original packaging, named and with the medicine's information leaflet;
- sufficient medicine for the dosage to be given in school.

## **Administration of Medicines provided by and brought into school by the parent**

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

- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date – out of date medication will not be administered unless a 999 call handler gives consent (there is **one** exception to this protocol specifically related to Epipens which with parent permission can be administered if out of date as long as the medication isn't discoloured / brown).
- confirm the dosage/frequency on each occasion and consult the Medicine Consent Form to prevent double dosage;
- record on the Medication Record clipboard all relevant details of when medication was given and by whom;

- return medications to the designated place for storage;
- record when a child refuses to take medication;
- inform the parent/carer of this refusal, via the school office.

### **Medication Consent**

The following information must be supplied by the parent/carer:

- Name of the child
- Name of medicine
- Details of prescribed dosage and timing.
- Signed consent given by parent/carer for staff to administer medication

### **Administration of Medicines provided by the school**

- **Calpol is the only medication provided by the school**
- To minimise the risk of over-dosing, under no circumstances will Calpol be administered to a pupil at school by school staff before 1pm (the procedures for administration of Calpol during Residential Trips is different – see above).
- Contact with the parent will be made, in order to receive consent. Ideally, an email giving consent will be received, but where the parent is not able to provide this, verbal consent will suffice.
- Consent will be logged in the Calpol Consent File.
- Administration of Calpol will be logged on the Administration of Medicines Clipboard.
- **An email to the parent will confirm that Calpol was administered giving details of the dosage and the time.**
- It is then the parent's responsibility to ensure that the responsible adult collecting their child is aware that their child has received Calpol at school.

### **Safe Storage of Medications**

- All medications will be kept in a designated place.
- For medications that need to be kept cool, we will endeavor to provide a fridge in school.

### **Educational Visits**

On educational visits, the trip leader should oversee the safe administrations of medicines.

### **Sporting Activities**

We will ensure that pupils have immediate access to asthma inhalers / epipens during sporting activities in the school day and during school-run extra-curricular clubs.

It is the responsibility of the Provider of externally run clubs to ask the parents of prospective participants for medical information on the Club Set-up Form and be aware of the school's arrangements for the Administration of Medicines. If the child has not been provided with an in-date inhaler (or the required medication) by the parent, they may not be able to participate in the activity.

### **Monitoring the Effectiveness of the Policy**

The effectiveness of this policy will be reviewed annually.

## Appendix One

### The Administration of Medicine in School – Parent Information

We would like to advise you of our school guidelines with regard to the administration of medicine within school, which take into account stringent rules that we are obliged to follow.

- If children are unwell and require medication, serious consideration should be given as to whether they are well enough to attend school.
- If children do attend school and require medication, staff may volunteer to administer medicines. The medicine should be brought to school by an adult and passed over to a member of staff. **Please do not leave the medicine in your child's bag.** If your child travels by bus, you must email the school so that we can receive the medicine safely on their arrival.
- The medicine **must** be accompanied by the attached form (signed) and should be in its original container. Without this, no medicine can be given.
- These procedures are for one-off, short-term medications such as courses of antibiotics for short-term conditions such as infections.
- The administration of medication for long term, continuous conditions such as asthma and allergies is covered under our Supporting Children with Medical Needs Policy, which requires an Individual Medical Care Plan.
- Please note that ALL children with asthma MUST have an inhaler in school.

In the event of your child being taken ill during school hours, it is important that you keep us up to date with any changes to your contact details, so that we are able to reach you in the best interests of your child.

#### Consent Form Example

This form is available from the school office, on our school website as well as in this policy.

<u>ADMINISTRATION OF MEDICINE</u>	<u>ADMINISTRATION OF MEDICINE</u>
Name of Child .....	Name of Child .....
Class .....	Class .....
Name of Medication .....	Name of Medication .....
Dosage .....	Dosage .....
Time of Administration .....	Time of Administration .....
I give my consent for the school to administer this medicine to my child.	I give my consent for the school to administer this medicine to my child.
Signature of parent/ carer.....	Signature of parent/ carer.....
Date .....	Date .....