

# Administering Medication

## KINGSKERSWELL C OF E PRIMARY SCHOOL



*Achieve, Believe and Create Together*

**Jeremiah 29:11**

For I know the plans I have for you, plans to prosper you and not to harm you, plans to give you **HOPE** and a **FUTURE**.

Approved by: Board of  
Governors

Date: April 2025

Last reviewed on:

Date: April 2025

Next review due by:

Date: April 2026

## **MODEL POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE**

The staff of Kingskerswell C of E Primary School wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.

The school's insurance will cover liability relating to the administration of medication.

The Headteacher and SENCo will be responsible for ensuring the following:

Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support). This should include;

- Deciding whether the medical condition requires a specific action plan and a PEEP
- A meeting is arranged with the parents / carers of the child to ascertain the details of the medical condition and how it is managed at home and in previous settings.
- Contact will be made with any prior settings with the view of sharing any specific action plans used to manage medical conditions.
- SENCO to seek advice of key professionals to arrange training needs for key identified staff who will work with the child/ren
- Key information will be shared with all staff so that they are aware of specific needs and who is trained to deal with them.

Procedures to be followed when a student moves to the school mid-term or when a child has a new diagnosis;

- Mid-term arrivals; follow procedures as listed above
- When a new diagnosis is made, parents should inform the school immediately. The Headteacher (or SENCO in her absence) should make an appointment with the parents/carers to update the action plan (if applicable) before making changes to procedures in school.
- SENCO should arrange any changed training needs.

The above procedures will be monitored and reviewed by Amy Vine (H&S Co-ordinator)

Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Kingskerswell Primary School, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also, it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons

- Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
- Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
- Arrangements for written permission from parents for medication
- Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
- The designated individuals to be entrusted with the above information
- Procedures in the event of the student refusing to take medicine or carry out a necessary procedure

Rachel Miller (Headteacher) will have the final say on whether an Individual Health Care Plan is required.

### **Students with Asthma and the use of an Emergency Inhaler/Spacer**

Janette Warren will be responsible for ensuring the following:

- Instructing all staff on the symptoms of an asthma attack
- Instructing all staff on the existence of this policy
- Instructing all staff on how to check the asthma register
- Instructing all staff on how to access the inhaler
- Making all staff aware of who are the designated staff and how to access their help

Amy Vine will be responsible for ensuring that designated staff are trained to:

- Recognise the signs of an asthma attack and when emergency action is necessary
- Know how to administer inhalers through a spacer
- Make appropriate records of attacks

Janette Warren and Amy Vine (business manager) will be responsible for the storage, care and disposal of asthma medication.

Amy Vine (business manager) will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.

Amy Vine and Janette Warren will be responsible for the supervision of administration of medication and for maintaining the asthma register.

Amy Vine will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

### **THE ADMINISTRATION OF PRESCRIBED AND NON PRESCRIBED MEDICINE**

The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

*Any parent/carer requesting the administration of medication will be given a copy of this policy.*

*Prescribed medication will be accepted and administered in the establishment*

*Non-prescribed medication is restricted to paracetamol based medication eg. Calpol and anti-histamine for the treatment of hay fever and other allergies*

*Prior written parental consent is required before any medication can be.*

*Only reasonable quantities of medication will be accepted (no more than one week's supply).*

*Each item of medication should be delivered in its original dispensed container and handed directly to the a member of the administration staff – this will be overseen and monitored by Senior Leadership.*

*Each item of medication should be clearly labelled with the following information:*

- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date (if available)

*The school will not accept items of medication which are in unlabelled containers or not in their original container.*

*Unless otherwise indicated, all medication to be administered in the school will be kept in the first aid bag in the main office, or in the fridge in the main office if required.*

*Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students will not be allowed to carry these.*

*It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.*

*Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service.*

*The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.*

### **Grievance Procedure**

*In the event that you wish to make a complaint; the Grievance procedure is available from the main office.*

