



Diocese of Norwich  
Education and  
Academies Trust

**[Academy Name]**

# Administration of Medicines Policy

<b>Policy Type:</b>	Trust Core Policy
<b>Approved By:</b>	DNEAT Trust Board
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<b>Person Responsible:</b>	Academies Chief Executive Officer

## **Roles and Accountabilities**

The Diocese of Norwich Education and Academies Trust is accountable for all policies across its Academies. All policies whether relating to an individual academy or the whole Trust will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

## **Policy Statement**

From time to time children get ill and may need time off, a visit to the doctor and a prescription to help them recover. Generally they begin to feel better before the prescription has finished and are well enough to continue with their education. There are also children who may be on long term medication due to conditions e.g.: asthma, eczema, diabetes, allergies etc. At [Academy Name] we recognise the need to enable children to take prescribed medication during the academy day.

## **Aims**

The aims of this policy are to:

- enable regular attendance at the academy.
- support parents in enabling continuation of essential medication.
- enable equality of access to education for all.

Although the word 'parent' will be used throughout this policy, this includes 'carer' where appropriate.

It is not compulsory for staff to administer medicines. All staff who undertake such duties will be appropriately trained.

## **Managing Prescription Medicines which need to be taken during the Academy Day**

Medicines should only be brought into the academy when it is essential and when it would be detrimental to a child's health if the medicine was not administered during the academy day. Many children will need to be able to take medicines at some time during the day. This will usually be for a short period only, e.g. to finish a course of antibiotics or to apply a lotion and will minimise the time that they need to be absent.

At [Academy Name], following the regulations from the DfE, we will only accept medicines which have been prescribed by the doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will need to be provided in the original container as dispensed by a pharmacist and include the child's name and prescriber's instructions for administration.

**WE WILL NOT ACCEPT MEDICINES WHICH HAVE BEEN TAKEN OUT OF THE CONTAINER AS ORIGINALLY DISPENSED NOR MAKE CHANGES TO DOSAGES ON PARENTAL INSTRUCTIONS.**

It is helpful, where clinically appropriate, if medicines can be prescribed in dose frequencies which enable them to be taken outside academy hours. Parents will be encouraged to ask the prescriber about this. Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

\*All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.

**Managing Prescription Medicines on Trips and Outings**

Since we would always wish our pupils with medical needs to participate in visits whenever possible, we need to consider for each visit what reasonable adjustments will have to be made to enable the children with medical needs to take part in safely managed visits. The risk assessment form which is completed prior to the visit (where relevant) will need to include the necessary steps to include children with medical needs, together with any particular risk assessments for those children. It may be necessary for additional safety measures to be taken for outside visits. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedures if appropriate.

A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. It will be the responsibility of the parents to ensure that any medication children take with them on trips and outings is available and in date.

**Sporting Activities**

At [Academy Name], most children with medical conditions can, and indeed are positively encouraged to, participate in physical activities and extra-curricular sport. However, any restrictions on a child's ability to participate in P.E. should be recorded in their individual health care plan.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Health care plans are completed and updated regularly for children who have conditions such as asthma, epilepsy, diabetes or anaphylaxis.

**Roles and Responsibilities of Staff Managing the Administration of Medicines and for Administering or Supervising the Administration of Medicines**

No child under 16 should be given medicines without their parent's written consent.

Any member of staff giving medicines to a child should check:

- the child's name
- the prescribed dose
- the expiry date
- the written instructions provided by the prescriber on the label or container
- the time the child received the last dose.

\* If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action. However in the event of an emergency, and particularly for those pupils who have a care plan, the procedure outlined in the care plan will be followed.

Each time a medicine is given to a child, the member of staff administering the medicine must record it. The forms for this purpose are held in the appropriate folder in the [insert where held]. By completing these forms, we are demonstrating that we have exercised a duty of care.

All medicines, apart from asthma inhalers and other medicines which have been identified as being necessary for the pupil to have with them at all times, will be handed in to the academy office. It may be necessary to refrigerate the medicine, or lock it away in a medicine cupboard. Medicines which need to be refrigerated will be kept in the refrigerator with restricted access. All medicines will be stored in their original containers and clearly labelled.

\* The parent of the child taking the medicine will be asked to complete a parental consent form in order for the medicine to be taken at the academy. Parents should tell the academy about the medicines that their children need to take and provide details of any changes to the prescription or the support required. Changes should always be made in writing.

### **Self-Management of Medicines**

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and we encourage this.

Older children, with long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Under these circumstances, it will be important for the parent to liaise with the academy to provide information regarding any changes in the medical condition or the medication itself.

### **Refusing Medicines**

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day. If refusal to take medicines results in an emergency, the academy's emergency procedures should be followed.

### **Parental Responsibilities in Respect of Their Child's Medical Needs**

Parents should tell the academy about the medicines that their child needs to take and provide details in writing of any changes to the prescription or the support required. See Appendix A for proforma. However, staff will also make sure that this information is the same as that provided by the prescriber and are consistent with the instructions on the container. Parents will also need to provide the academy with any information relating to predisposed conditions which the academy needs to be made aware of.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- child's name

- name of the medicine
- dose
- method of administration
- time/frequency of administration
- any possible side effects
- expiry date

### **Situations in Which Children May Take Any Non-Prescriptive Medicines**

**Non-prescribed medicines will not be administered to pupils at [Academy Name].** If a child is suffering regularly from frequent or acute pain, the parents should be encouraged to refer the matter to the child's GP.

**A CHILD UNDER 16 SHOULD NEVER BE GIVEN ASPIRIN OR MEDICINES CONTAINING IBUPROFEN UNLESS PRESCRIBED BY A DOCTOR. THEREFORE, WE WILL NOT BE ABLE TO ADMINISTER THESE MEDICINES WITHOUT A DOCTOR'S PRESCRIPTION.**

### **Long Term Medical Needs**

It is important to have sufficient information about the medical condition of any child with long-term medical needs. A health care plan for these children, involving the parents and the relevant health professionals, will enable the appropriate support to be provided.

The health care plan will include:

- details of the child's condition
- any special requirements e.g. dietary needs, pre-activity precautions
- any side-effects of any prescribed medication
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in the event of an emergency
- the role staff can play.

### **Staff Training**

Staff regularly have training in a variety of health issues, including the use of epipens, the treatment of general injuries, diabetes awareness etc. First Aid training is also available to staff. Staff are also aware of the procedure for cleaning a wound, the type of dressing to apply and understand the need to contact parents in an emergency. Where a child has a specific long-term medical condition, identified staff will receive specific training, where relevant.

### **First Aid Kits**

These are checked and updated regularly and are in clearly marked positions around the academy.

### **First Aiders**

**Insert Names of qualified first aiders.**

### **Equal opportunities**

This policy applies to all children regardless of their gender, colour, ethnicity, ability or disability, religion or nationality.

### **Monitoring & review**

The implementation and impact of this policy will be monitored and the policy reviewed every three years.

### **Links to Other Policies**

- Attendance Policy
- Anti-Bullying policy
- Safeguarding Policy

## Appendix A

### Parental Agreement for Setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

#### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
GP name and telephone number	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

#### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Carer/Guardian/Person with parental responsibility)

### Notes of Guidance

- The **Principal/Headteacher** (or his/her nominee) will only administer medicines prescribed by a doctor/dentist/prescribing nurse.
- This form should be completed by the parent, carer or guardian of the pupil and be delivered personally, together with the medicine to the **Principal/Headteacher** of his/her nominee.
- The medicine should be in date and clearly labelled with:
  - its contents;
  - the owner's name
  - dosage
  - the prescribing doctor's name
- The information given overleaf is requested, in confidence, to ensure that the **Principal/Headteacher** is fully aware of the medical needs of your child.

While no staff member can be compelled to give medical treatment to a pupil, it is hoped that the support given through parental consent, the support of the Trust through these guidelines, and the help of medical professionals as appropriate will encourage them to see this as part of the pastoral role. Where such arrangements fail it is the parents' responsibility to make appropriate alternative arrangements.