

TENBURY C.E. PRIMARY ACADEMY

MEDICINE POLICY: ADMINISTRATION AND USE



'Therefore encourage one another and build each other up.'

1 Thessalonians 5:11

Updated March 2025

Introduction

This policy has been written in line with Worcestershire guidelines. The LA's guidance on "Health & Safety Policy and Codes of Practice" has very detailed information - this policy provides a summary which is applicable only to Tenbury CE Primary Academy.

For the purpose of the document, the term "medicine" applies only to medication prescribed by the pupil's doctor, dentist, nurse or pharmacist, whether in the form of tablets, inhalers, liquids, capsules or creams.

Pupil's medical needs may be broadly summarised as being of two types:

- Short-term - affecting their participation in school activities for which they are on a course of medication
- Long-term - potentially limiting their access to education and requiring extra care and support (deemed special medical needs.)
For these pupils, reference to the 'Supporting Pupils with Special medical needs' policy also needs to be read, involving the writing of an Individual Healthcare Plan (IHP.)

It is important for Tenbury Primary Academy to be inclusive to all children and ensure that all children have an equal access to education. All children have a right of admission to school and children with medical needs have the same rights as other children. Most children will at some time have short-term medical needs and some children will have longer term needs to help them keep well. Wherever possible we ask parents to administer medicines at home, however in some circumstances, children might need to have their medication during the course of the school day.

There is no legal or contractual duty on school staff to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and whilst teachers have a general duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.

Circumstances requiring medication

- Children who need medication in particular circumstances, such as children with severe asthma who need inhalers or children with severe allergies who need an adrenalin injection
- Children who need preventative medication regularly such as inhalers
- Children who may need to complete a course of prescribed medication but are well enough to be in school
- Children who have complex medical conditions and may need medication administering in line with their Individual Care plans.

Procedures to be followed

If a child is on any prescribed medication, the following procedures are followed:

- The parent / carer is asked to complete the 'Parental Agreement to Administer medicine' form
- Only when this form has been completed is the medication taken from the parent / carer and stored correctly
- Medicine is usually only administered in school if it is required more than three times a day.
- If the medication requires a change (ie. an inhaler) the parent / carer is asked to update their child's records at the school office
- If prescribed medication from a Doctor is administered to a child, the prescribed medicine must be in the original container as dispensed by the pharmacist.
- All medicine will be stored correctly and antibiotics kept in the fridge if necessary
- In some cases, medication may need to be kept safely where it can be collected quickly in an emergency eg. an epi-pen. This is recorded on the child's care plan
- A medication sheet is used in the school office to record:
 - The date the medication is given
 - The name of the child receiving medication
 - Name of medication
 - Time that the medication is administered
 - Signature of the person who has administered each dose

Refusing medicine

If a child refuses to take medicine, staff do not force them to do so, they note this in the records and inform the parents / carers of the refusal on the same day. If the child has an individual Health Care plan,

procedures on the plan will be followed. If a refusal to take medicines results in an emergency, the emergency procedures will be followed.

Procedures for managing prescription medicines on outings & residential

School encourages children with medical needs to participate in safely managed visits and activities. Sometimes reasonable adjustments will need to be made to enable children with medical needs to take part fully and safely, and sometimes additional safety measures will need to be put in place. Arrangements for taking necessary medication will need to be taken into consideration. Staff in supervision of these children should be made aware of medical needs and any relevant emergency procedures. A copy of a child's healthcare plan should be taken on the visit in the event of the information being needed in an emergency. In addition, copies of all healthcare plans and consent forms are taken home by the Educational Visits Emergency Contact for all trips - Mrs Newall. At the end of any residential, all forms are returned to school and shredded.

Parents must complete a medicines form if children require any medication on outings or residential. Staff will then use the medicine record form (Appendix 2) on any visit or residential as a record to show when medicine has been given. Medicines (including travel sickness tablets) will never be returned directly to the child or put in their school bag/rucksack, where they would be easily accessible on the coach, following a school outing or residential.

If staff are concerned they should seek parental views and medical advice from appropriate health care professionals.

Roles and responsibilities of staff

No child should be given prescribed medicines without their parent's / carer's written consent. The member of staff should check:

- Child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container.

If in doubt about the procedure, staff should not administer the medicine and check with the parent / health professional before further action.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training and guidance. Members of staff may only dispense medication with the prior authorisation of the Headteacher or Deputy. Medicine will normally be administered by the Administrator, in the school office, or in her absence by the Headteacher, although there may be circumstances when it is necessary for another member of staff to do so. A record is kept and signed when it has been administered, stating clearly the date and time of administration. This is recorded on both the original medicines form (Appendix 1) and the Medicine Record Form (Appendix 2). Currently, both the Administrator (Lesley Newall) and Headteacher (Kerri Phelps) have completed the 'Administration of Medication in an Educational Setting' training in Autumn Term 2023. This will be updated in the Autumn Term 2025.

Parental responsibilities

Written agreement from parents must be obtained on the 'Parental Agreement for medicines' form available from the school office. It is the parent's responsibility to notify school if there is any change in the administration of medication to their child.

Non-prescription drugs

Calpol, paracetamol etc can be administered in school. The parent/carer should take the medication to school office in a clearly labelled bottle/container then complete a medication form stating:-

- Name of child
- Medication to be given
- Time of last dose of medication
- Time of dose to be given
- Size/amount of dose
- Parent/carer signature

Assisting children with long term or complex medical needs

School holds information on children with long term or complex medical needs and appropriate staff are trained in their needs. School uses relevant healthcare professionals and the child's parents / carers to support them in writing a care plan. A child's care plan is always in place before a child is admitted to school and reviewed regularly - at least once a year or more frequently if there are changes to the medication.

Staff training

Any member of staff who agrees to accept responsibility for administering medicines to a child always has the appropriate training and guidance. They are also aware of possible side effects of the medicine and what to do if they occur.

Hygiene and infection control

All staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff always have access to protective disposable gloves and should take care when dealing with spillages of blood or other bodily fluids and disposal of dressings or equipment.

Disposal of medicine

Staff do not dispose of medicines - all medicines are returned to parent / carers who are responsible for ensuring that medicines are disposed of correctly. Sharps boxes are used for the disposal of needles. Sharps boxes are obtained by parents / carers on prescription from the child's GP or paediatrician. Collection and disposal of boxes is the responsibility of the parent / carer.

Safe storage

Staff should only store, supervise and administer medicine that has been prescribed for an individual child. They are stored in accordance with the products instructions and in the original container in which they were dispensed. The container should be clearly labelled with the child's name, the name and dose of the medicine and the frequency of administration. Children should know where their medicine is stored. The Headteacher/administrator is responsible for making sure that all medicines are safely stored in a high cupboard in the school office, or office fridge as appropriate. Inhalers are readily available in class boxes for individual children, rather than pupils having to come over to the school office.

Children are encouraged from an early age to recognise they need their own medication. This is following consultation between Parents/Carers, Head and Class Teachers. Parents / Carers should complete an individual Health Care Plan if the condition is long term/complex. Copies of which will be held by the class teacher and in the school office.

In addition to class individual first aid boxes, a main first aid box can be found in the school office containing:-

- Calpol
- Paracetamol
- Spare inhalers
- Spare inhaler spacers
- Spare Epi-pen

Parental support will always be sought before using the above. Items from this box will only be used by office administrator, headteacher and main first aiders.

Emergency Procedures

In cases of accident and emergency, staff will, of course, always be prepared to help as they have a general legal duty of care to act "in loco parentis".

In such emergencies, staff will only do what is obviously necessary and appropriate, to relieve extreme distress or prevent further and otherwise irreparable harm. The school currently has 3 members of staff trained in 'First Aid At Work', who will contact qualified medical help in an emergency at the earliest opportunity.

Generally staff should not take pupils to hospital in their own car, unless it is decided that this would be the best course of action (particularly with Tenbury Hospital being so close). Any member of staff doing this, must be fully insured and have business insurance.

Any pupil taken to hospital by ambulance will be accompanied by a member of staff, who will remain with them until a Parent/Carer arrives. The member of staff will have details of any health care needs and medication of the pupil.

This policy was adopted by the Governor's Health & Safety Committee on 24th January 2018.

It will be reviewed biannually, the next review being March 2027, unless new guidelines are issued by the LA / DHMAT/ Health & Safety Consultants and it becomes necessary to update it beforehand.

Appendix 1

TENBURY PRIMARY ACADEMY

MEDICINES FORM

Please complete this form every time a parent requests that their child requires the administration of medicine during the day and any after school clubs.

Name of child

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Name of parent

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Medicine required

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Dosage required

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Date and time of last dose given by parent / carer

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Date and time of dosage of medicine to be administered by Tenbury Primary school member of staff.

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Signature of parent giving consent for staff to give the above medicine at the allocated time and required dosage.

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Signature of staff member at time of administering medicine at above time and dose.

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