

FORT FEDERATION

Friendship for all, One vision, Readiness to learn and Trusting in God

The Lord is my rock, my fortress and my protector

2 Samuel 22:2

Administration of Medicines

Policy Version:	November 2018
Policy Review Date:	5 th December 2018
Reviewed by:	Full Governing Body
Noted revisions:	New policy
Next Review Date:	Autumn 2019
Signed by the Chair:	
Date:	5 th December 2018

The policies of this Federation have been developed from our core values. In executing these policies special attention is taken to consider fairness, compassion and equality. Our belief is that we are all made in the image of God and are therefore equally valued, ensuring that these policies are for the benefit of the school and the wider community, and demonstrate the love of God through Christ.

FORT Federation

Administration of Medicines Policy

Policy dated November 2018

**This Policy was reviewed by:
The Governing Body of FORT Federation
at the Full Governing Body meeting on 5th December 2018**

Next annual review: Autumn 2019

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

Payhembury C of E Primary School

1. The staff of Payhembury 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.

2. The school's insurance will cover liability relating to the administration of medication.
3. Nick Bladon (Head of School) 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).
 - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis.
4. The above procedures will be monitored and reviewed by Vanessa Jarrett (Health and Safety Coordinator).
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Payhembury C of E 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:
 - a) 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
 - b) 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
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
 - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) 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
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. Penny Hammett (Executive Head) will have the final decision on whether an Individual Health Care Plan is required.

Students with Asthma

7. Nick Bladon (Head of School) 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
8. Nick Bladon will be responsible for ensuring that designated staff:
- 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
9. Vanessa Jarrett and Emily Pitts will be responsible for the storage, care and disposal of asthma medication.
10. Vanessa Jarrett and Emily Pitts will be responsible for ensuring that there has been written consent from parents for the administration of the inhalers and spacer.
11. Class teachers will be responsible for the supervision of administration of medication and for maintaining the asthma register.

THE ADMINISTRATION OF MEDICINE

12. The Executive Head 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.
13. Any parent/carer requesting the administration of medication will be given a copy of this policy.
- Only prescribed medication will be accepted and administered in the establishment.
 - Non-prescription medication can be administered in school by parents. On a school visit or residential a parent can on agreement nominate a person to administer medication.
 - When nominated staff administer any prescribed medication a record should be kept .(Appendix 2)
14. Prior written parental consent is required before any medication can be administered.
15. Only reasonable quantities of medication will be accepted (no more than one week's supply).
16. Each item of medication should be delivered in its original dispensed container and handed directly to the class teacher or office staff authorised by the Executive Head or Head of School.
17. 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)
18. The school will not accept items of medication which are in unlabelled containers or not in their original container.
 19. Unless otherwise indicated, all medication to be administered in the school will be kept in the staffroom fridge/school office/classroom as appropriate.
 20. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. 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 for the safety of other establishment users.
 21. 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.
 22. 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. In pre-school settings arrangements will be made through Primary Care Health Visitors.
 23. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

Grievance Procedure

24. Please refer to the FORT Federation Grievance Procedure policy.

Awliscombe C of E Primary School

1. The staff of Awliscombe 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.
2. The school's insurance will cover liability relating to the administration of medication.
3. Vicky Morris (Head of School) 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).
 - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis.
4. The above procedures will be monitored and reviewed by Vanessa Jarrett (Health and Safety Coordinator).
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Awliscombe C of E 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:
 - a) 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
 - b) 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
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
 - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) 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
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure

6. Penny Hammett (Executive Head) will have the final decision on whether an Individual Health Care Plan is required.

Students with Asthma

Vicky Morris (Head of School) 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
8. Vicky Morris will be responsible for ensuring that designated staff:
 - 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
 9. Peta Goodman and Vanessa Jarrett will be responsible for the storage, care and disposal of asthma medication.
 10. Peta Goodman and Vanessa Jarrett will be responsible for ensuring that there has been written consent from parents for the administration of the inhalers and spacer.
 11. Class teachers will be responsible for the supervision of administration of medication and for maintaining the asthma register.

THE ADMINISTRATION OF MEDICINE

12. The Executive Head 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.
13. Any parent/carer requesting the administration of medication will be given a copy of this policy.
 - Only prescribed medication will be accepted and administered in the establishment.
 - Non-prescription medication can be administered in school by parents. On a school visit or residential a parent can on agreement nominate a person to administer medication.
 - When nominated staff administer any prescribed medication a record should be kept. (Appendix 2)
14. Prior written parental consent is required before any medication can be administered.
15. Only reasonable quantities of medication will be accepted (no more than one week's supply).
16. Each item of medication should be delivered in its original dispensed container and handed directly to the class teacher or office staff authorised by the Executive Head or Head of School.

17. 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)

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

19. Unless otherwise indicated, all medication to be administered in the school will be kept in the staffroom fridge/school office/classroom as appropriate.

20. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. 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 for the safety of other establishment users.

21. 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.

22. 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. In pre-school settings arrangements will be made through Primary Care Health Visitors.

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

Grievance Procedure

Please refer to the FORT Federation Grievance Procedure policy.

APPENDIX 1

PARENTAL AGREEMENT FOR A DCC ESTABLISHMENT TO ADMINISTER MEDICINE

DCC Establishment / Setting: FORT Federation. Payhembury Co f E Primary and Awliscombe Cof E Primary

Notes to Parent / Guardians

Note 1: This establishment will not give your child medicine unless you complete and sign this form and where the establishment has a policy that staff can administer medicine.

Note 2: All Medicines must be in the original container as dispensed by the pharmacy, with the young persons name, its contents, the dosage and the prescribing doctor's name

Note 3: The information is requested, in confidence, to ensure that the establishment is fully aware of the medical needs of your child. While no staff member can be compelled to give medical treatment to a young person, it is hoped that the support given through parental consent, the support of the County Council through these guidelines and the help of the School Medical Service 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

1. Prescribed Medication

Date	
Child's name	
Date of birth	
Group/class/form	
Name and strength of medicine	
How much to give (i.e. dose to be given)	
When to be given	
Reason for medication	
Number of tablets/quantity to be given to the establishment	
Time limit – please specify how long your child needs to be taking the medication	_____ day/s _____ week/s

Daytime phone number of parent or adult contact	
Alternative Contact in the event of an emergency	
Name and phone number of GP	
Agreed review date to be initiated by (named member of staff)	

I confirm that the medicine detailed overleaf has been prescribed by a doctor, and that I give my permission for the Head Teacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at a DCC establishment. I will inform the establishment immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's Signature _____ Date _____
(Parent/Guardian/Person with parental responsibility)

APPENDIX 2

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL YOUNG PERSON

Name of Establishment: FORT Federation – *Payhembury and Awliscombe Church of England Primary Schools*

Name of Young Person	
Tutor / class / group	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Dose and frequency of medicine	
Expiry date	
Quantity returned	

Staff signature _____ Initials _____

Date: _____

Log of Medicines Administered

Date	Time given	Dose given	Staff Name/Initials	Notes/ problems