

Administering Medication Policy

Document Detail	
Policy Reference Number:	14
Category:	Administering Medication
Authorised By:	Trust Board
Status:	Approved
Chair of Trust Board Signature	
Date Approved:	June 2019
Issue Date:	June 2019
Next Review Date:	June 2021

Consultations and Reviews	Stakeholders Involved
12.11.2018	Philippa Garn (Beechfield), Lizzie Butler (IMAT)
19.03.2019	Philippa Garn, Jeanette White (Beechfield), Sandra O’Keeffe (Cherry Tree), Daisy Heath, Wendy Gunning (Laurance Haines), Lizzie Butler (IMAT).
02.05.2019	Jeanette White (Beechfield), Sandra O’Keeffe (Cherry Tree), Wendy Gunning (Laurance Haines), Lizzie Butler (IMAT)
10.06.2019	Jeanette White (Beechfield), Sandra O’Keeffe (Cherry Tree), Daisy Heath (Laurance Haines), Lizzie Butler (IMAT), Sharon Carlyon (IMAT)

Contents

Section Title	Page No.
Statement of Intent	3
Legal framework	3
Definitions	3
Key roles and responsibilities	3
Training of staff	4
Medication	5
Individual healthcare plans	5
Monitor and review	5

Statement of Intent:

The Inclusive Multi-Academy Trust will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'. This policy is supported by three procedural documents:

- General Administration of Medicines
- Management of Asthma
- Management of Allergies and Anaphylaxis

The schools in the Inclusive Multi-Academy Trust are committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

Legal framework

- This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015
- Guidance on the use of emergency salbutamol inhalers in schools' March 2015 and with regard to additional guidance from Asthma UK and healthcare professionals

Definitions

- The Trust defines "medication" as any prescribed or over the counter medicine.
- The Trust defines "prescription medication" as any drug or device prescribed by a doctor.
- The Trust defines a "staff member" as any member of staff employed at the school, including teachers.
- For the purpose of this policy, "medication" will be used to describe all types of medicine, this includes asthma inhalers, and auto-injectors.

Key roles and responsibilities

The Trust's Responsibilities:

- The Trust has overall responsibility for the implementation of the Administering Medication Policy and procedures of individual schools within the Trust.
- The Trust has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The Trust is responsible for handling complaints regarding this policy, as outlined in individual schools' Complaints Policy.
- The Trust is responsible for ensuring the correct level of insurance is in place for the administration of medication.
- The Trust will manage any complaints or concerns regarding the support provided or administration of medicine using each school's Complaints Procedure Policy.

The Headteacher's Responsibilities:

- The headteacher of each school is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant school procedures e.g. asthma, allergy and anaphylaxis.
- The headteacher is responsible for communicating and ensuring that appropriate training is undertaken by staff members administering medication and that a sufficient number of staff are suitably trained in administering medication.
- The headteacher is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.

- The headteacher is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
- The headteacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- The headteacher will designate members of staff to be responsible for overseeing the administering specific medicines in which bespoke training is required e.g. insulin injections, tube feeding, medicine for epilepsy. This may be delegated to trained members of staff as appropriate to the age of child.
- The headteacher will ensure that all relevant staff will be made aware of a pupil's medical condition.
- The headteacher will ensure that supply teachers and outside agency staff (e.g. Sport's Coaches) are appropriately briefed regarding pupils' medical conditions.
- In the case of staff absence, the headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.
- The headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- The headteacher will monitor the effectiveness of this policy and will report to the local governing body and the Trust as necessary.

School Staff Responsibilities:

- Staff, including teachers, support staff and volunteers, are responsible for reading, understanding and following the policy and the relevant school procedures, and for ensuring pupils do so also.
- Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- Know which pupils they come into contact with have a medical condition/allergy e.g. asthma, diabetes.
- Attend statutory training annually in order that they know what to do in the event of an asthma attack and how to manage an anaphylactic reaction.
- It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the first aiders or other members of staff.
- Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

Parent/Carers Responsibilities

- Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

Training of staff

- Teachers and support staff will receive the Administering Medication Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development including first aid, inhalers, epipens.
- Designated staff will be given specialist training where a child needs specific medication/or use of emergency equipment (e.g. use of defibrillator, medication for epilepsy or diabetes, feeding tube, Hickman Line).
- Only suitably qualified staff will administer a controlled drug.
- A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- Headteachers will provide new staff members with opportunities and details of CPD across the Trust.
- Individual schools will seek advice from any relevant healthcare professionals as deemed

necessary.

Medication

- No pupil under the age of 16 will be given medicines without written parental consent.
- Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.
- Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- Over the counter medications will only be administered at school if it would be detrimental to the child not to do so.
- Prescription medication will only be administered at school when a fourth dose of medicine is required and the spacing of the doses does not otherwise fit outside the timing of the school day.
- Schools will carry a supply of salbutamol inhalers and spacers, available for emergency use only. The school will ensure that emergency salbutamol inhaler will only be used by children, for whom there is written parental consent who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. Please read 'use of emergency salbutamol inhalers in school' in the procedure pack.
- Staff members have the right to refuse to administer medication. If any member of staff does refuse, the headteacher will delegate the responsibility to another staff member.
- Written records will be kept for any medication administered to pupils.
- Pupils will never be prevented from accessing their medication.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.
- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
- These arrangements will be reflected in their individual healthcare plan (IHCP).
- If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.
- The Trust and individual schools cannot be held responsible for side effects which occur when medication is taken correctly.
- Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

Individual healthcare plans

- For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher, special educational needs coordinator (SENCO) and medical professionals.
- Headteachers will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by the SENCO or Office Staff.

Monitor and review

- This policy is reviewed every two years.
- Records of medications administered will be reviewed annually by the Safeguarding Governor.