

# **Partington Central Academy**

## **Medicines Policy**

**NB: This policy should be read in conjunction with The Dean Trust policy 'Support for pupils with Medical Conditions'. Due to COVID 19, all requests for the administration of medicines must be agreed with the school in advance, with the exception of medications for the management of long term medical conditions.**

### Medicines in school policy

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work, etc Act 1974
- Children Act 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 1996
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Children 2004
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

The following documentation is also related to this policy:

- Supporting pupils at school with medical conditions (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England) (DfE)

We acknowledge that under the standard terms and conditions for the employment of school staff there is no legal duty for them to administer or to supervise a child taking medication. Supporting pupils at school with medical conditions clearly states that 'Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.'

**Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected.**

We will ensure that sufficient numbers of school staff;

- are trained in first aid
- attend periodic first aid refresher training
- are trained in how to administer medication in the case of a severe allergic reaction
- are familiar with the Individual Health Care Plans of pupils in their care
- know what to do in an emergency

We work hard to maintain a system that ensures all health care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. All staff are aware of pupils requiring emergency medication such as Asthma inhalers or Epi pens. Staff receive annual training for Asthma and Epi pen delivery.

Medicines will only be administered that have been prescribed by a doctor or other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines will not be administered by staff but parents/carers can, in agreement with school, arrange to administer the medication to their child themselves during lunch/break times. In exceptional circumstances we may agree to supervise self-administration/administer pain medications recommended by a medical professional for the treatment of short term injuries/ailments, where absence from school is not required.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

## Aims

- To outline the procedures for administering prescribed medicines to pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools to share good practice in order to improve this policy.

## Responsibilities

### The Governing Body will;

- Appoint a member of staff to be responsible for Health and Safety;
- Delegate powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy
- Be responsible for ensuring that the school complies with all equality's legislation
- Be responsible for ensuring funding is in place to support this policy
- Be responsible for ensuring this policy and all policies are maintained and updated regularly

### The Executive Head/Head of School will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy
- Ensure designated persons undertake suitable and sufficient training
- Work closely with the governors and coordinator
- Provide leadership and vision in respect of equality
- Provide guidance, support and training to all staff
- Monitor the effectiveness of this policy.

### The Coordinator will;

- Lead the development of this policy throughout the school
- Ensure all school personnel, pupils and parents are aware of and comply with this policy
- Work with school staff to ensure the needs of children requiring medication in school are met
- Ensure all staff are aware of children with medical conditions within the class/school
- Provide guidance, support and arrange training for all staff
- Write Individual Health Care Plans in cooperation with professionals/parents.
- Ensure Health Care Plans, Medical Needs class lists are kept up to date.
- Monitor the effectiveness of this policy
- Ensure all medications are kept in a secure place and accessible only to the designated persons
- Ensure all medications, where necessary are kept cool in a small secure fridge

**Office/Pastoral staff will;**

- Ensure parents/carers understand that only prescription medication will be administered at school and that this is done on a voluntary basis by staff.
- Provide a Medicines Consent form to the parent/carer and ensure all necessary parts are completed and the form is signed.
- Request a staff volunteer from the child's class to administer/supervise self-administration of medication and state their name on the form.
- Provide the designated person with a copy of the signed medicine consent form and a medicine log.
- Record the request for administration of medicine on CPOMs alerting any staff members working with the child.
- Work with the coordinator to ensure Health Care Plans/Children's Medical Needs are kept up to date.
- Record all Medical needs on SIMS.

**Parents will;**

- Complete a medication form at the school office clearly stating the time medication is to be administered, the exact dosage required and whether the child is able to self-administer with supervision (KS2 only) and information on how medicine must be stored.
- Parents will ensure the medication is delivered and collected from school daily from the designated individual named on the medication form and that all equipment necessary is provided.
- Parents are responsible for ensuring that medications are in date and for the disposal and replacement of medicines after the expiry date.
- Contact the school office if there is a change to their child's medical needs/treatment.
- Provide details of/additional information from medical professionals to inform an Individual Health Care Plan for their child.
- Keep their contact details and emergency contacts up to date, informing the school office staff of any changes immediately.
- Ensure their child is seen by a GP/Dentist in a timely manner if concerns are raised about their health/well-being
- Arrange appointments outside of school hours, where possible, to avoid disruption to their child's learning and provide evidence of medical appointments to the school office.

**School staff who have volunteered to administer medicines will;**

- Read and check the Medicine Consent Form for the child before administering or supervising the taking of medicines
- Check that the medication belongs to the named pupil
- Check that the medication is within the expiry date
- Confirm the dosage/frequency on each occasion and consult the medicine log form to prevent double dosage
- Record on the medication log all relevant details of medication being given;
- Return medications to a lockable cupboard/fridge
- Always take appropriate hygiene precautions
- Record if a child refuses to take medication and immediately inform the parent/carer of this refusal

**School personnel will:**

- Comply with all aspects of this policy
- Ensure they know and understand the care needs of any child in their care with an Individual Health Care Plan/Medical Needs
- Ensure that Children's medical needs are fully considered and planned for during educational trips, activities and visits and include these within their risk assessments
- Report any concerns in regards to a child's health, medication or wellbeing using CPOMS and inform parents of any concerns.
- Be aware that they **have the right to decline administering medicines to pupils;**
- Implement the school's equalities policy and schemes
- Report and deal with all incidents of discrimination
- Attend appropriate training sessions on equality, first aid and health and safety

### **Pupils will:**

- Be aware of and comply with this policy
- Be aware of the designated person who will administer their medication/supervise them if requested by their parent/carer
- Listen carefully to all instructions given by the teacher/designated person
- Ask for further help if they do not understand
- Participate in routines/therapies to support their medical needs.

### **Procedure**

Parents/Carers will be asked about their child's health/medical needs when they start at Partington Central Academy. Any needs will be recorded and if needed an Individual Health Care Plan will be written. Information may be requested about health professionals involved with your child, so as school can seek advice in order to meet their needs.

Parents of children requiring short/long term prescription medication to be administered at school must complete a medicines consent form which can be obtained from the school office. In exceptional cases where administering a pain medication recommended by a health professional will prevent unnecessary absence, the school may agree for this to be supervised/administered in school for a limited period.

A designated person will be agreed with school who will administer medicine/supervise self-administration, the medicine consent form will be given to them with a log to record each time medicine is taken/administered. Parents/carers are responsible for delivering and collecting medication from the designated member of staff. Any left-over medication at the end of the agreed period will be given to parents/carers for disposal.

If a child has Asthma parents/carers will be asked to complete an Asthma card annually. Parents are responsible for reporting any changes in a child's condition to school, this should be done formally in writing or by appointment at the school office. Parents/carers must ensure that their child has an inhaler in school that is in date and is regularly replaced so as their child has an adequate supply.

Parents/carers must ensure that their contact details and emergency contacts are kept up to dates, any changes must be reported to the school office immediately.

### **Raising awareness of this policy**

#### **We will raise awareness of this policy via:**

- the school website
- meetings with parents such as inductions, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters

### **Training**

#### **All teaching and support staff:**

- receive training related to this policy
- have received training specifically covering;
  - Health and Safety
  - Asthma
  - Epilepsy
- receive periodic training so that they are kept up to date with new information

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

**Monitoring the implementation and effectiveness of this policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and Governors.

**Linked Policies**

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- SEN Policy
- The Dean Trust 'Support for Children with Medical Conditions' Policy

**Headteacher:****Date:**

November 2020