



**Five  
Rivers®**

The Spires  
Administering  
Policy &  
Procedure

*'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

Policy Owner	Headteacher
Authoriser	Head of Education
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## The Law

The Medicines Act 1968 and Misuse of Drugs Act 1971 provide guidance on the prescription, administration and storage of medications including controlled drugs.

The Health and Safety at Work Act 1974 states that it is the duty of an employer (schools) to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety.

## Managing medicines

- No child under 16 should be given prescription or non-prescription medicines without written consent from parents.
- We will set out the circumstances in which non-prescription medicines may be administered.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- We will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage.
- We will keep a record of all medicines administered to individual children.
- Insulin must still be in date but may be provided to schools in pens or pumps for administration. These should still be appropriately labelled.
- Non-prescription medicines should be in their original packaging with written consent and information for administration.

## Staff responsibilities

- 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, we will take into account the needs of pupils with medical conditions that we teach.
- For those that have continuing health needs, should have an Individual Health Care Plan (IHCP) that is reviewed annually or earlier if the child's needs change.

Within and IHCP, should be:

- The medical condition, signs, symptoms and treatments
- The child's resulting needs, including medication
- The level of support needed. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.

- Who will provide this support and their training needs?
- Arrangements for school trips or other school activities
- What to do in an emergency, including who to contact and contingency arrangements

## **Training**

- The Headteacher is responsible for ensuring all staff are trained appropriately.
- All staff are trained in first aid, however designated staff (full-time employees) have received on-line training through Educare on administering medication.
- Our staff will have medication training before taking on responsibility for supporting pupils with medical conditions. The training will be based on the individual needs of the child.

## **Parental responsibilities**

- Parents/carers are required to provide up-to-date information on their child's medical needs to the school.
- Parents/carers also have a responsibility to ensure that the school has the appropriate amount of medication and is in date.

## **Pupil responsibilities**

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines.
- If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Parents/carers will be informed so that alternative options can be considered.

## **Storing medicines**

Controlled drugs that have been prescribed for a child will be stored securely and only named staff should have access.

Our students will know where their medicines are at all times and be able to access them immediately. Where relevant, all should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away.

All medication will be audited regularly (weekly) to ensure expiry date is in date and if the child still attends the school. If medication needs special storage conditions, this will be adhered to.

Wherever possible, medications should be returned to parents/carers to be disposed of safely. Any sharps used in school will be disposed of safely using a sharps bin provided by a health professional.

## **Administration**

Schools should ensure that staff are aware of children who may require support with medication. If a child refuses to take their medication or carry out the medical procedure, staff should not force them to do so. The parents/carers should be notified.

Access to appropriate storage such as a fridge or secure cupboard will be provided and in a lockable room. For children with emergency medication there will be staff trained in administration in case they are too unwell to self-administer.

Some children will only require medication in school as an emergency. All children requiring emergency medication must have an IHCP, signed by prescribing doctor or healthcare professional.

All relevant staff will be aware of emergency symptoms and procedures. Other children should also know to inform a teacher immediately.

Emergency medication **MUST** only be used for the child named on the medication.

## **Record Keeping**

Written consent is required for administering medication. Consent forms will include:

- Name, date of birth
- Medical information, such as allergies
- Clear instructions for administration
- Contact details of parents/carers and GP
- Signature of parent/carer and health professional where relevant

Parents/carers have a responsibility to inform the school of any changes and a new consent form must be completed. This can also be viewed within their care plans, which is shared with all staff members.

A record of all medicines administered, what, how and how much was administered, when and by whom. Any side effects should also be noted.

A record of any emergency medications kept in school will be maintained and regularly updated.

## **School trips**

Consideration what reasonable adjustments will be made to enable children with medical needs to participate fully and safely on visits. Storage of medication will also be considered. A risk assessment will be carried out to ensure any further steps needed are included.

There must be at least one member of staff who is trained to administer required medication on the trip.

Non-prescription medicines will only be given to a pupil on a trip if:

- Specific prior written consent has been received from the pupil's parents/carers
- It is in accordance with the school policy
- Staff have checked, and received parental confirmation, that the medicine has previously been used by the pupil without any negative effect

If a non-prescribed medicine is used, staff will:

- Make a record for each child explaining what medicine has been administered and when
- Inform the pupil's parents/carers
- Any medicine will be provided by parents/carers in its original container and labelled with clear instructions on when and how it should be taken.
- Parents/carers will complete a written consent form giving permission for their child to take the medicine.
- Before agreeing to administer any medicine, we will confirm that the pupil has taken it before and did not have any adverse reactions to it.