



**Deanery C.E. Primary School**  
Academy Status

# **Administration & Management of Medicines Policy**

**March 2024**

# The Deanery School Christian Ethos

*Our School Motto – 'Ad Majorem Dei Gloriam'*

*Translated this simply means 'To the Greater Glory of God'.*

## Vision

We believe that everything we do is a faithful response to God's faithfulness, shown to us through Jesus Christ. Our vision is to reflect God's Glory in every season of life, in all aspects, from the little things, to the big.

## Beliefs and Values

We believe that God's heart is for his children to thrive in a happy, secure, and caring environment at the Deanery. It is an essential part of our Christian ethos that we thank God for how he has demonstrated peace, love, faith, joy, grace and hope to us. We seek to reflect these core values throughout all areas of life in the school.

We believe that education, strengthened by our faith, is the vehicle with which children can achieve their full potential.

## School Culture

At the Deanery we aim to provide opportunities and experiences for everyone to learn and develop their social, creative and academic skills within a motivating and stimulating environment.

## **We aim to:**

- Foster an environment that is enriched spiritually, morally, ethically and socially through the Christian faith.
- Value each child as unique, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another. Offer a range of opportunities and experiences to develop their confidence, self-esteem and independence.
- Encourage each child to fulfil their potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community, parishes of the Deanery and Birmingham Diocese.
- To enable each child to value themselves and have aspirations for the future.
- To recognise everyone's place in the wider community.

## **Rationale**

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## **Key points**

Pupils at Deanery with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

The Governing body will ensure that arrangements are in place in schools to support its pupils with medical conditions.

School leaders will consult with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

## **The Guidelines**

These Guidelines are intended to ensure that, whenever possible, children with medical needs are not excluded from education or activities because of their condition. Where medication may need to be administered, either routinely or in an emergency situation, this Policy and Procedure is in place to ensure it is done correctly and safely.

The administering of medicines is a parental responsibility; however, there may be occasions when school staff may be requested to perform this task.

## **Management of Prescribed and over the counter Medicines**

It should be an exception rather than the rule for medicines to be brought into school.

- Parent/Carers are advised that a request to administer medicines at school will only be considered after all other options have been explored.
- Parent/Carers should discuss with their Doctor/Consultant the administration of medication. Part of this discussion should focus on whether the medication can be administered outside normal school hours.
- Parent/Carers are advised that each request for medicines to be administered to a pupil is considered on an individual basis.

The administration of medication to children is a parent/carer responsibility. In certain circumstances the school will perform this task, but staff may not be directed to do so. The administering of medicines in school is entirely voluntary and not a contractual duty.

## **Responsibilities**

At the Deanery we recognise that for the administration of medicines to work effectively and safely a partnership between parent/carers and the school is essential.

We understand that this will place responsibilities not only on the school but also the parent/carers and in some circumstances, the pupil as well.

The following gives an outline of the main areas of responsibility:

## **Governors**

- This Policy has been discussed and agreed by staff and formally adopted by the Governing Body and will be subject to regular review.

## **Head Teacher**

It is the role of the Head Teacher to ensure that the school policy is effectively implemented with partners. This includes ensuring the staff are aware of the policy for supporting pupils with medical needs and understand their role in its implementation. The Head Teacher will ensure that all staff who need to know are aware of the child's condition. The Head Teacher has overall responsibility for the development of individual healthcare plans and will contact the school nursing service in the case of any child that has a medical condition that may require support at school, but has not yet been brought to the attention of the school nurse.

## **School Staff**

Any member of 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 is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions they teach. School staff will receive sufficient and suitable training before taking on the responsibility of supporting a child's medical need.

## **School Nurse**

Deanery has access to school nursing services, who are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts. The school nurse supports staff on implementing a child's individual healthcare plan and provides advice and on occasion training.

## **Other healthcare professionals, including GPs and paediatricians**

Specialist local health teams may provide support in school for children with particular conditions (eg asthma, diabetes, epilepsy).

All members of staff who agree to administer medication, will be trained in appropriate techniques. They will have confidence to deal with any emergency situations that may arise.

- All relevant staff will be made aware of the child's condition, including cover staff in case of staff absence to ensure someone is always available.
- Individual healthcare plans will be monitored in support of pupils with medical conditions.
- Some members of staff are trained for specific reasons e.g. epipen or supervising children self-administering asthma inhalers. They will receive regular training and updates on present techniques.
- Other Staff are trained First Aiders who will administer medicine on a regular basis.
- All parent/carers of pupils in the school will be made aware of the Deanery Policy on medicines. A written copy will be provided on request.

## Parent/Carers

- It is the responsibility of parent/carers to fully co-operate with the school to ensure the safety and well being of their child.
- Parent/Carers must complete a **REQUEST FOR ADMINISTRATION OF MEDICINE** form (see Appendix 2/3). This should be signed and dated. Verbal instructions will NOT be accepted
- The signed form (Appendix 2/3) is kept in a file with the medicine (if the medicine were to be required instantly – i.e. inhaler or epi-pen) it will be in the First Aid area for the year group.

*Nursery – office*

*Reception – kitchen cupboard*

*Y1/2 – Y1/Y2 shared area First*

*Aid Cupboard*

*Y3/4 – Y3/Y4 shared area first*

*aid cupboard*

*Y5/6 – Y5/Y6 shared area first aid cupboard*

The signed form is kept in the office for medicines that are to be administered at midday.

Copies of all medicine forms are retained in their pupil file in the school office.

- Any changes to the administration instructions will require the completion of a new consent form.
- Parent/Carers will be responsible for ensuring that there is sufficient medicine to be administered and that it is within the expiry date. Prescribed medicine should be provided to the school in the original container from the Pharmacy and clearly labelled with:
  - Child's name
  - Name of Medicine
  - Dosage
  - Any other instructions
- Once **emergency** medication, such as Piriton, has been administered in school, children will be expected to be collected by a parent and taken home.
- At the completion of a course of treatment, or if the medicine passes its expiry date the medicine will be returned to the parent/carers for disposal.
- Medicines are to be returned at the end of each school year. New medication and forms must be completed at the start of a new school year.
- Over the counter medicines can be administered. Parents/carers are advised that each request for over the counter medicines to be administered to a pupil will be considered on an individual basis.

## Out of School Activities/Educational Visits

Risk assessments are undertaken before pupils go on out of school activities; these take into account the possible administration of medicines and medical treatment to pupils.

The Lead Teacher for the trip ensures that appropriate arrangements have been made to take account of administration of medicines to any pupils who are involved in an educational visit.

Staff members are made aware of the need for medication and what to do should a medical emergency arise. The accessibility of medication, particularly for use in an emergency is always considered. Any concerns will be raised with the Head Teacher who may discuss resolutions with parents.

## **Residential Visits**

At the Deanery we allow parents to make special requests for administration of medicines whilst their children are on a residential visit. This requires specific arrangements, as laid down in the parental consent form. Parents retain full responsibility and must sign the permission form, giving as much information as the Staff require. It is understood that Staff will administer such medicine on a voluntary basis, it is not a contractual duty; (as previously stated in this Policy). The Deanery will try to accommodate all children and special requests, however, the health and safety of everyone will always be taken into consideration when decisions are made. Parents will always be consulted and opinions of everyone taken into consideration. The Head Teacher will always make the final decision.

## **Storage of medicines**

Prescribed medicines are kept in the school office/fridge. These allow First Aid trained staff to access them easily.

Inhalers and epi-pens are kept within easy access for the staff and pupils in Early Years, Key Stage 1 and Key Stage 2 (as stated above).

A locked medication cupboard is located in the medical room housing medication that can be used by the ambulance service in case of an emergency for named pupils.

Medication for diabetes is stored within easy reach of the pupil and staff in locked cupboards.

On trips and residential visits, medications will be held in a locked box.

## **Indemnity**

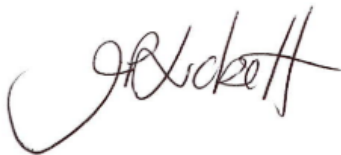
The Deanery Church of England Primary School indemnifies its staff against claims of alleged negligence when administering prescribed medicines providing they are acting in a reasonable manner and in the best interests of pupils and have received training where appropriate. (Appendix 1)

Subject to the above, any claims for alleged negligence would be directed against the insurance holder and not the individual concerned.

Policy reviewed by J Lockett March 2024

Agreed and accepted by Governing Body

Signed:



Dated : 29/03/2024

## **APPENDIX 1**

### **Indemnity Insurance with Zurich Municipal (Policy Number KSC-242096-3413)**

The school's current Public Liability insurance covers the administering of medicines subject to risk assessment and appropriate full training for relevant staff.

## Deanery CE Primary School

Head Teacher: Mrs Jayne Lockett

**Parental/carer consent to administer a prescribed medicine**

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

<b>Child's name</b>		
<b>Child's date of birth</b>		
<b>Class</b>		
<b>Name of medicine</b>		
<b>Strength of medicine</b>		
<b>How much (dose) to be given. For example:</b> <b>One tablet</b> <b>One 5ml spoonful</b>		
<b>At what time(s) the medication should be given</b>		
<b>Reason for medication</b>		
<b>Duration of medicine</b> Please specify how long your child needs to take the medication for.		
Are there any possible side effects that the school needs to know about? If yes, please list them		
I give permission for my son/daughter to carry their own salbutamol asthma inhaler and use it themselves in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	



<b>Mobile number of parent/carer</b>	
<b>Daytime landline for parent/carer</b>	
<b>Alternative emergency contact name</b>	
<b>Alternative emergency phone no.</b>	
<b>Name of child's GP practice</b>	
<b>Phone no. of child's GP practice</b>	

- I give my permission for the headteacher /senior nursery staff member (or his/her nominee) to administer the prescribed medicine to my son/daughter during the time he/she is at school/nursery. I will inform the school/nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school/nursery activities, as well as on the school/nursery premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school/nursery, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

<b>Parent/carer name</b>	
<b>Parent/carer signature</b>	
<b>Date</b>	

Deanery CE Primary School

Head Teacher: Mrs Jayne Lockett

## Parental/carer consent to administer an 'over-the-counter' (OTC) medicine

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

<b>Child's name</b>	
<b>Child's date of birth</b>	
<b>Class</b>	
<b>Name of medicine</b>	
<b>Strength of medicine</b>	
<b>How much (dose) to be given. For example:</b> <b>One tablet</b> <b>One 5ml spoonful</b>	
<b>At what time(s) the medication should be given</b>	
<b>Reason for medication</b>	
<b>Duration of medicine</b> Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

<b>Mobile number of parent/carer</b>	
<b>Daytime landline for parent/carer</b>	
<b>Alternative emergency contact name</b>	
<b>Alternative emergency phone no.</b>	
<b>Name of child's GP practice</b>	
<b>Phone no. of child's GP practice</b>	

- I give my permission for the Headteacher/senior nursery staff member (or his/her nominee) to administer the OTC medicine to my son/daughter during the time he/she is at school/nursery. I will inform the school/nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school/nursery activities, as well as on the school/nursery premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school/nursery.
- The above information is, to the best of my knowledge, accurate at the time of writing.

<b>Parent/carer name</b>	
<b>Parent/carer signature</b>	
<b>Date</b>	