



St. Cuthbert's R.C.
Primary School Hartlepool

Administration of Medication Policy

Reviewed: - September 2020

Next review: - September 2021

Author: - J M Wilson / J Baron / J Tumilty

Administration of Medication Policy

Mission Statement

"Let the light of Christ shine in us all."

The Aims of This Policy

The policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling.

Each request for administration of medication to a pupil in school will be considered individually.

- The Headteacher is responsible for deciding, in consultation with staff, parents, health professionals and the LEA whether the school can assist a pupil with medical needs.
- No medication will be administered without prior consultation with, and written permission from the parent or guardian. Ref. Proforma 1. (In addition a note from the family G.P. confirming the child is fit to attend school and the necessity for the child to take medicine during school hours may be required).
- Medicines will only be administered by staff willing and suitably trained to do so and then only under the overall direction of the Headteacher.
- Specific cultural and religious views on a pupil's medical care will be respected but must be made known to the school in writing.
- Personal HealthCare Plans will be drawn up in consultation with the school, parents and medical professionals and kept in a secure place ensuring all relevant adults are informed. Ref. Proforma 2.
- A minimum amount of medication, required by the pupil, will be held in school to accommodate the needs of that pupil.
- Medication must be delivered to the school by the parent or escort (not sent to school in the child's bag) and given to the Headteacher (or designated person, the school nurse or the school's first aider).
- Medicines brought into school should be clearly marked with:-
 - the name of the medicine
 - the pupil's name
 - dosage (including method of administration and times)
 - special storage requirements

- Medicines received will be logged into the school's drug file, Ref. Proforma 3, and held securely within the school. All essential staff will be able to access medicines in case of emergency.
- The school will establish a medication chart, used in conjunction with the pupil's individual Health Care Plan. Persons administering medication will check medication type is correct then log the time and date, and sign the chart upon administering medication. Ref. Proforma 4.
- During residential school trips and visits off school site, sufficient essential medicines and medical charts/health care plans will be taken and controlled by the member of staff leading the party. If additional supervision is required during activities such as swimming, the parent may be required to assist by escorting their child.
- The school will provide training for staff in order that they are equipped to administer medical treatment to pupils with medical needs, e.g. administration of rectal diazepam, EpiPen etc. Maintenance of staff training records and annual reviews will be the responsibility of the Headteacher and kept in the main school office.

The Headteacher will ensure all staff are aware of: -

- The planned emergency procedures in the event of medical needs - photos of relevant children and adults are displayed in the staffroom and kitchen.
- First aiders for each area of school. (all staff aware of their first aider)
- The 'stand-in' person in charge should be the designated person available in the event of absence - Headteacher (Mrs Wilson) followed by Deputy Headteacher (Mrs Daley)
- All staff must be aware of the school's procedure for calling emergency services (999) and conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services (car/ambulance). If pupils are conveyed by car a trained member of staff will attend to escort the child. Ref. Proforma 6.
- Some pupils carry their own medication (inhalers); this decision is based on the wishes of parents, age, maturity and ability of individual child. Ref. Proforma 7. Parents provide permission for this and teachers are aware that the child has their own medication.