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**ADMINISTRATION OF MEDICATION IN SCHOOL**

This policy relates to requests from parents/carers to administer essential and/or prescribed medication and medical techniques to pupils during school time.

* The school believes that parent/carers have prime responsibility for the administration of medication to their children and therefore, circumstances permitting, request that all medicine/s where possible are taken outside normal school times.
* The Headteacher in consultation with the governors has responsibility for the health, safety and well-being of all pupils in the care of the school with regard to day to day decision making and management.
* The school endeavours to welcome and accommodate all pupils with special health/medication needs providing it can do so safely within its resources and that such needs do not represent an unreasonable risk for the pupil in school. A pupil based risk assessment will be completed to ensure all factors have been considered, and that an objective risk rating can be made.
* The Headteacher will advise the LA if information with regard to a pupil’s health needs, suggests that these needs may represent an unreasonable risk for the pupil in school.
* Should an appraisal of a pupil’s health needs be required then this will take place prior to school attendance. Any such appraisal will involve relevant Community Health Staff, the LA, School and Parents/Carers.
* School will endeavour to ensure that all pupils, regardless of medical need, either short or long-term, will be educated alongside their peers and are given access to the curriculum to ensure they receive as full an education as possible.
* Where appropriate and necessary, school will ensure that other children understand the importance of some medicine/s and the special health needs of their peers so that may understand and support their friends.
* School will ensure that all staff, where appropriate, have a clear understanding of the special health needs of pupils in school and are informed/provided with training, where necessary, to assist and support them.
* School will work in partnership with Parents/Carers, the LA, Governors, the Primary Care Trust, School staff and pupils to ensure the successful implementation of the ‘Administration of Medication’ policy.

The Headteacher reserves the right with regard to issues/concerns relating to the administration of medication to initiate the appropriate action to ensure that a pupil’s best interests are safeguarded.

**GUIDELINES:**

These guidelines relate to, and should be read in conjunction with, the school’s ‘Administration of Medication Policy’ and the School’s ‘Asthma Policy’ where applicable.

**PRE-ADMISSION**

Prior to admission to school all parent/carers are requested to complete a Data Collection Form. A section on this form relates to medical needs. Parent/Carers hold responsibility for informing the school of their child’s medical/health needs and those that require/may require them to need medical treatment/intervention.

If a Parent/Carer requests the administration of essential and/or prescribed medication for their child in school they will be given a copy of the School’s Policy & Guidance. Should the administration of medication be subsequently agreed, a separate ‘Medication Consent Form’ or ‘Asthma Record Card’ will need to be completed.

***No medication can be administered in school or by school staff at any time without the agreement of the Headteacher or their nominated representative.***

**ADMISSION**

All the necessary forms will have been completed and retained in the Data Collection File.

Relevant school staff will have been made aware of the pupils particular health needs and their medication requirements on a ‘need to know basis’, as well as having access to the individual pupil based risk assessment.

Parent/Carers will personally deliver medicine(s) to the designated persons in school. The appropriate quantities of medicine(s) to be delivered to school will be negotiated between school and parent/carer on the basis of the;

* medication prescribed and its function
* provision arrangements for the child
* specific requirements of the school

**POST-ADMISSION**

Following admission Parent/Carers are expected to inform school immediately of any changes of their child health and medication needs as and when these may arise. Any change in medication, dosage or times to be given will necessitate the immediate completion of a new ‘Medication Consent Form’.

Parent/Carers making a first request for the administration of essential and/or prescribed medication for their child in school, following admission, will be given a copy of the School’s Policy & Guidance and a Medication Consent Form.

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Parent/Carers can expect school to contact them immediately

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Parent/Carers making a first request for the administration of essential and/or prescribed medication for their child in school, following admission, will be given a copy of the School’s Policy & Guidance and a Medication Consent Form.

Parent/Carers can expect school to contact them immediately should concerns arise with regard to their child’s general health/development, medication regime and its administration. School may similarly share particular concerns with the School Nurse and/or any other directly linked Health Consultant.

If circumstances arise wherein school is unable to administer to a pupil his/her medication, as specified and agreed on the ‘Medication Consent Form’, the Headteacher reserves the right to initiate the appropriate action to ensure that the child’s best interests are safeguarded.

School staff are unable to accept responsibility for reminding parents/carers of pupils taking prescribed medicine(s) when supplies of such are falling low. This is particularly the case for pupils whose medication requirements that are longer term and form part of a daily regime.

**Medicine(s)**

Medicine(s) will only be administered by school if agreed by the Headteacher, and if they are accompanied by clear, written, signed instructions from parent/carer on the ‘Medication Consent Form’, which includes dose(s), frequency, duration of course and date prescribed.

Medicine(s) should be delivered to school in their original containers/packaging, which clearly identify the person they are prescribed for and the information described above.

Medication to be taken orally should be supplied with an individual measure spoon or cup. Eye-drops and ear-drops similarly, should be supplied with the appropriate dropper. Unless an appropriate measure is supplied, school will not administer the medication.

**Conveyance of Medication**

All medication, in the smallest practical amount unless otherwise negotiated between parent/carer and school, should be brought to school by the child’s parent/carers or by their nominated person, and should be delivered personally to a designated member of staff.

**Storage**

Essential medication in school is kept in suitably locked storage in the school office. Emergency medication for individual children is kept in relevant classrooms in locked units. Separate storage and access arrangements exist for inhalers issued on prescription and used routinely for the prevention and treatment of asthma. (please refer to the school Asthma Policy)

Medicine(s) that requires refrigeration will be stored in the fridge in the school office.

**Administration of medicine(s)**

Medication will be administered on site during normal school hours by nominated First Aiders, designated Teaching Assistants or a member of the Senior Leadership Team.

**Privacy and Confidentiality**

Staff administering medication to pupils will take all reasonable steps to ensure that the privacy and confidentiality of the pupil concerned is promoted and safeguarded.

School staff will, ideally with parental consent, liaise with other health professionals and associated professionals to ensure that there is an adequate and accurate flow of information regarding any pupil with special health needs.

**Records**

A log of administered medication is maintained and held in the school office. It is the responsibility of those administering pupil medication to ensure that the medication log is completed and signed.

**Out-of-School Activities/Visits**

It is the responsibility of staff organising out-of-school activities, which include pupils on medication, to consult a senior member of staff and to make arrangements for accessing medication, its storage and administration.

Organising staff are also then responsible for ensuring that the ‘Medication log’ is completed accordingly on return to school.

*NB. Please note any involvement with the administration of medicine(s) is undertaken on a voluntary basis and school staff have the right to opt out of administering medication.*