



## ST. THERESA'S CATHOLIC PRIMARY SCHOOL

# Administering of Medicines Policy

### Our Mission Statement

At St. Theresa's School

We learn together

We play together

We pray together

We grow together in the love of God.

Date of policy review: November 2018

Next review: November 2019

Policy written by: Linda O'Melia Headteacher  
Policy reviewed & passed by: Governing Body  
Key person responsible: Linda O'Melia



## **St Theresa's Catholic Primary School**

### **Administering of Medicines Policy**

The governors and Headteacher at St Theresa's believe this policy relates 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

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Medicines that is required to be taken 4 times a day will be



administered. Medicine that needs to be taken 3 times a day will not be administered as it can be administered by the parent before and after school and in the evening. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements at lunch time to administer the medication to their child.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

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 is connected with this policy.

### **Aim**

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

## **Responsibility for the Policy & Procedure**

### **Role of the Governing Body**

The Governing Body has:

- appointed a committee to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated committee to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;



- nominated a committee to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Designated Persons**

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens;
- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms 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;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure cabinet for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal

### **Role of the Co-ordinator / Leader – Currently the Headteacher**

The coordinator/leader will:

- lead the development of this policy throughout the school;
- work closely with the designated persons and the nominated committee;
- ensure the following information is supplied by the parent/carer:



- Name and date of birth of the child
  - Name and contact details of the parent/carer
  - Name and contact details of GP
  - Name of medicines
  - Details of prescribed dosage
  - Date and time of last dosage given
  - Consent given by parent/carer for staff to administer medication
  - Expiry date of medication
  - Storage details
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- ensure all medications are kept in a secure place and accessible only to the designated persons;
  - ensure all medications are kept cool in a small secure fridge;
  - provide guidance and support to all staff;
  - ensure a first aider will attend all educational visits in order to administer medications;
  - ensure pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;
  - provide training for all staff on induction and when the need arises;
  - keep up to date with new developments and resources;
  - review and monitor;
  - annually report to the Governing Body on the success and development of this policy

### **Role of the Nominated Committee**

The Nominated Committee / Governor will:

- work closely with the Interim Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Pupils**

Pupils will:



- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

### **Role of Parents/Carers**

Parents/carers must provide:

- written permission by completing the Medication Consent Form;
- sufficient medical information on their child's medical condition;
- the medication in its original container;
- sufficient medicine for the dosage to be given in school

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Information Pack
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

### **Training**

All school personnel:

- have equal chances of training, career development and promotion



- receive training related to this policy on induction which specifically covers:
  - general information about medication
  - administering medications
  - safe use and storage of medications
  - dealing with emergencies
  
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

### **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 Effectiveness of the Policy**

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

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

### **Linked Policies**

Health & Safety

Safeguarding & Child Protection

This version supersedes the Policy dated January 2017

<b>Headteacher:</b>		<b>Date:</b>	
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St. Theresa's  
Catholic Primary School



**BARNET**  
LONDON BOROUGH

<b>Chair of Ratifying Committee / Governing Body:</b>		<b>Date:</b>	
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