

# Administration of Medicines Policy

## Hampton College



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| <b>Policy last reviewed:</b> | <b>March 2020</b>           |
| <b>Next review due:</b>      | <b>March 2023</b>           |
| <b>Ratified by:</b>          | <b>Local Governing Body</b> |

## Rationale

At Hampton College we recognise that parents have the prime responsibility for ensuring their child's health and for deciding whether their child is fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school, in order for the relevant steps to be taken to support children with medical conditions at school. The DfE document "Supporting Pupils At School With Medical Conditions" (DfE December 2015) sets out the following key points:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

**This policy may be superseded by a child's Education, Health and Care Plan (EHCP) or Individual Health Care Plan, or may be used in conjunction with them.**

In the event that a child requires medication to be administered during school time, including whilst on educational visits, the following guidelines set out our policy at Hampton College.

## Aims

- To inform all members of our school community about the appropriate administration of medication to children and students.
- To outline the procedures and processes of this policy.

## Guidelines

### Staff Duties

School staff have no legal obligation to administer medication to pupils, nor supervise them while they take medication, unless contracted to do so. Staff may volunteer to assist in the administration of medication but must be given appropriate training and guidance. As a school, we undertake regular training, where possible, to support the administration of medicines in school e.g. asthma training, epipen training etc. At Hampton College Primary Phase, all teaching staff and the majority of support staff attend this training. At Hampton College Secondary Phase, specific staff have been trained to administer medication to students. Appendix A shows the staff who have volunteered to administer medication at Hampton College.

As a school, we have a duty to plan how administering medication can be accommodated in school and on educational visits to allow children who have medical needs to attend.

### Process for the Administration of Medication in School - short term medical needs - Hampton College

Medication should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health or would greatly impact on a child's school attendance if the medication were not taken during the school day). Where clinically possible medication should be prescribed in dose frequencies which enable them to be taken outside school hours.

Hampton College will only accept prescribed medication;

- Which is in date, with the expiry date clearly shown.
- Which is correctly labelled identifying the child by name and with original instructions for administration, dosage and storage.

Emergency medication i.e. asthma inhalers, antihistamines, epipens, Jextpens, will be accepted at both phases and stored appropriately for ease of access in an emergency situation.

At Hampton College Primary, pain killers such as ibuprofen and paracetamol, and any non-prescribed medication, will only be accepted at the discretion of the Safeguarding, Pastoral and Wellbeing Lead or the Head, Deputy or Assistant Head of School.

On providing medication, the parent must complete the relevant form (Appendix B) disclosing all details and giving permission for the medication to be administered by a responsible adult in school. The medication must be kept in a locked cupboard (except where storage in a fridge is required or the medication is an emergency medication) and only accessed by responsible adults, or with the permission of a member of the Senior Leadership Team (SLT).

Where medication is to be administered on a more regular basis it is the responsibility of the Parent/Carer to ensure the student is aware of the procedure.

At Primary Phase students' medication is kept in a locked medical cabinet in each key stage, unless the medication is an emergency medication for asthma or anaphylaxis; these medications are kept in the green Emergency boxes in each year group for ease of access in an emergency. These boxes are kept out of the reach of children. Any medication which needs to be refrigerated is kept in the fridge in the First Aid room. Medication is administered as required by the year group team.

At Secondary Phase students are responsible for getting themselves to the First Aid room at the relevant times. (In exceptional circumstances staff will ensure that medication has been taken).

### **Process for the Administration of Medicines in School - long term medical needs**

Where a child has long-term medical needs, advice will be sought from the parent/guardian or dedicated nursing team to establish if an Individual Health Care Plan (IHCP) is needed. If an IHCP is required, this will be formulated by the school in partnership with the child, their parent/guardian and relevant medical professionals. This may also result in an individual risk assessment being required. The IHCP must be followed and reviewed at least annually.

It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the IHCP to be altered. The Head of School must ensure that named staff are trained to administer medication, or give the level of care required, by the details of the IHCP.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners as necessary to provide the correct level of training. Training should be specific to the individual child concerned.

There will also be annual training for all staff on more generalised needs e.g. asthma awareness and epipen training, diabetes and epilepsy. The school is able to seek additional support and advice from the school nursing team.

### **Process for the Administration of Medicines in School - residential educational visits**

Where a child requires medication during a residential educational visit we would expect the parent/guardian to notify the school in advance of the visit and the relevant medical consent forms would be completed. Information would then be collated and the staff attending the visit would be made aware of any children requiring medication during the visit. During the visit medication would be administered as per the guidance above and relevant documentation would be completed as/when the medication was administered.

In the event of a parent handing in medication on the morning of the visit, the trip leader would consult with a member of SLT before the trip leaves the school site. Where possible, the parent would be expected to give written consent to the trip leader for the medication to be administered. It is our expectation that parents/guardians should have notified the school of any medical needs and any medication required **before** the visit commences and the documentation will have been completed well in advance of the trip.