



<b>Policy title</b>	<b>Administration of Medicines</b>
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<b>Governing Body Sub-Committee</b>	<b>Behaviour, Attitudes and Personal Development</b>

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## Administration of Medicines Policy

### Responsibilities of the School

- Where the Headteacher believes that he/she cannot meet a student's medical needs, this decision will be notified to Parents/Carers promptly.
- The Headteacher will identify staff who agree to administer medication in certain specified circumstances. However, teaching staff conditions of service do not allow for the Headteacher to REQUIRE teachers to administer medication or supervise the taking of medication.
- It is The Hayfield School's policy that staff DO NOT administer medication to students (except in certain specified circumstances) but that they can supervise students taking their own medication.
- Provided that correct procedures are followed, staff will normally be fully covered by their employer's Public Liability Insurance in the event of a claim. If legal action over an allegation of negligence were pursued, the employer rather than the employee is likely to be held responsible.
- The staff member designated as being in charge of medication and first aid is the medical support assistant with the receptionist available in support. Where students require Individual Health Care Plans as determined by Health Professionals, the designated staff member above will liaise with those professionals, and where appropriate the school's Special Educational Needs Co-ordinator and the school's Health and Safety Officer. Any arrangements for students with medical needs participating in off-site activities must be agreed in advance by the Headteacher.
- Notes from parents/carers concerning the administration of medicines will be received by the medical support assistant who will keep a record of medicines received and will ensure they are stored appropriately. The medical support assistant will also maintain a record of all students whose parents/carers have notified the school that they have significant medical needs. In the case of controlled drugs e.g. Ritalin the medical support assistant will notify parents/carers where their child has refused or otherwise failed to take prescribed medication - see Supporting Students with Medical Conditions Policy. The medical support assistant will notify parents/carers of any expired or unwanted medicines left in school which require collection. Any not collected will be disposed of in accordance with the applicable regulations.
- Where a Health Professional has determined that an Individual Health Care Plan is required for a student with significant medical needs, for reasons of confidentiality this will be held by the medical support assistant in the Medical Room as a central reference point, with further copies distributed to those staff that need to know.
- Where a parent/carer considers their child to be sufficiently capable and mature enough to self-medicate, the parent/carer must notify the medical support assistant in writing, giving their permission for this to happen.
- In exceptional circumstances, some students may be permitted to carry their own medication, but they must never pass this to other students and it must be agreed as part of their Individual Health Care Plan in advance.
- Ordinarily, all medication will be kept in the Medical Room including those which require refrigeration.
- Where a student's medical needs, as identified in their Individual Health Care Plan, require the appointment of Care Workers, this arrangement will come under the direction of the school's Special Educational Needs Co-ordinator and will be reviewed under the

Statutory SEN process. The appointed Care Workers' terms of employment should cover the administration of medication.

- Any student will not knowingly be allowed medication containing aspirin unless it is prescribed by a doctor.

### **Responsibilities of Parents/Carers**

- Whilst we encourage regular school attendance, any students who are acutely unwell should not be sent to school, especially if the illness is contagious or infectious.
- Parents/Carers should try to ensure that their child's medication is taken outside of school hours wherever possible.
- Where students have no option but to take medicines within school hours, parents/carers should notify the medical support assistant in writing, confirming details of the dosage and frequency required.
- If parents/carers prefer to administer medicines themselves to their children during school hours, they must first discuss and arrange this with the medical support assistant in advance, in writing.
- Parents/carers should ensure that they provide the school with emergency contact(s) where they or a nominated person can be contacted should their child become ill whilst at school.
- Parents/carers should regularly check the expiry dates of medicines; the responsibility for collecting expired or unwanted medicines lies with the parent/carer. The school will periodically check the medicines held in the Medical Room and parents/carers will be contacted to make arrangements to collect and dispose of such medicines.
- Where a student has a significant medical need and Health Professionals have determined that an Individual Health Care Plan is required, parents/carers will be expected to fully participate in providing information in relation to the medical condition, agreeing and signing the Plan for their child.
- Parents/Carers should inform the school as soon as possible of any changes in their child's medical condition, treatment or requirements.
- Whilst we endeavour to maintain strict confidentiality, in some cases in the interests of student safety, information about their medical condition or treatment will be made available to staff in order for them to perform their professional duties with this in mind. At all times this will be done in areas where students do not normally have access and parents/carers will be contacted for permission, as will the student concerned.

### **Responsibilities of Students**

- Whilst we encourage regular school attendance, students who feel very ill before leaving home in the morning should ensure that they tell their parent/carer who can then decide whether they are well enough to attend school that day. Be particularly careful of infections transferred from other family members, for example.
- Prescribed medicines should be taken out of school hours if at all possible. Where students have no option but to take medicines within school hours, parents/carers must notify the medical support assistant in writing, confirming details of the dosage and frequency required. This must be brought by the parent/carer into school and handed in with the medicine to the medical support assistant in the Medical Room.
- All medicines, except those which may need to be taken in an emergency, needs to be handed in to the medical support assistant in the Medical Room as soon as they arrive at school. Except in exceptional and agreed circumstances, students must not walk around school carrying their medication or pass it on to other students to hand in.

- Where a student with sufficient understanding has a significant medical need which requires an Individual Health Care Plan, the student will be invited to participate in the drawing up and agreement of that Plan.
- Students whose exceptional and agreed circumstances permit them to carry their medicines to and from school (and around school where applicable) with great care. They have the responsibility for their own potentially life-saving medication.

### **Training and Record-keeping**

- Staff willing to administer medication will receive appropriate training from a suitably-qualified Health Professional. Further or refresher training will be determined based on this.
- A record of who delivered the training, who received it and when, together with details of how long it remains valid for, will be kept by the school.
- Other related documents required to be kept by the school include Individual Health Care Plans, consents from Parents/Carers regarding medicines to be self-administered by students, medicines taken by students or not and any emergency medication administered by trained staff. These may include a photograph of the student to assist staff in confirming the identity of the student.
- These records will be transferred by the school to subsequent schools attended during the student's school career.
- The school will in addition retain all such records for a minimum of 25 years from the date of birth of the student (2015 regulations).