



Noam Primary School

Medicines Policy

January 2016

Administering Medicines

Date	Review Date	Coordinator	Nominated Governor
21.1.2016	21.1.2017	Mrs Hool	Mrs Nahva Rose

We 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 staff 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 staff 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. 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 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.

Aims

- 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 and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school staff and stakeholders are aware of and comply with this policy;
- responsibility for ensuring all policies are made available to parents;

Role of the Headteacher

The Headteacher will:

- ensure all school staff, 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 guidance, support and training to all staff;

Role of the Designated Person/s

Members of the school staff who have willingly 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, insulin injections 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;
- ensure that there are 2 staff members present at the time of administering the medicine to check that the medication belongs to the named pupil and that the correct dosage is being given;
- 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 or any other difficulties which have transpired;

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher, designated persons and the nominated governor;
- 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
- ensure all medications are kept in a secure place and accessible only to the designated persons;
- provide guidance and support to all staff;
- ensure a designated person 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;

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Head teacher and the coordinator;
- offer advice when required;

Role of School Staff

School staff will:

- comply with all aspects of this policy;
- Be aware of the needs of the child with medical conditions and discuss changes to routine or school trips with parents;

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;

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

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with school staff
- Inset days

Training

All school staff:

- receive training related to this policy which specifically covers:
 - general information about medication
 - administering medications
 - safe use and storage of medications
 - dealing with emergencies
 - specific conditions – asthma, diabetes.
- receive periodic training so that they are kept up to date with new information

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.

Headteacher:		Date:	
Chair of Governing Body:		Date:	