



# Chestnuts Primary School

'Encourage, Enable, Empower'

Tel: 01908 373748

email: [office@chestnuts.milton-keynes.sch.uk](mailto:office@chestnuts.milton-keynes.sch.uk)

[www.chestnutsprimaryschool.co.uk](http://www.chestnutsprimaryschool.co.uk)

Headteacher: Miss Becky Skillings

Deputy Headteacher: Mrs Katie Robins Assistant Headteacher: Mrs Sam Sear

## Administering Medicines Policy.

### 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 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. Non-prescription medicines will not be administered by staff by prior arrangement but parents/carers can make arrangements at lunch time to administer the medication to their child. Medicines such as paracetamol will only be administered by staff with parental permission at the time of need.

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.



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Apollo Avenue Fairfields, Milton Keynes MK11 4BA. The company number is 07698904 and is registered in England.



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### 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 personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- 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;
- nominated a safeguarding link governor to visit the school regularly, to liaise with the Headteacher and family support worker 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 providing training as necessary
- work closely with the safeguarding governor and family support worker;
- 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



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### Role of the Designated Person/s .

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 Family Support Worker.

The family support worker will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher, designated persons and the safeguarding 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
- 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;
- keep up to date with new developments and resources;



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- review and monitor;

### Role of School Personnel.

School personnel will:

- comply with all aspects of this policy;
- report any concerns they have on the use of medicines within the school community

### 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

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term chronicles
- 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



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## Monitoring the Effectiveness of the Policy.

The practical application of this policy will be reviewed when the need arises by the family support worker, the Headteacher and the safeguarding governor.



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