

Dr Walker's C of E Primary School



## An Exceptional Place to Flourish

Though your beginning was small,  
your future will flourish indeed.  
Job 8:7

### NON-STATUTORY POLICY

## Administering Medication Policy

<b>Ratified by Governors</b>	<b>02.10.23</b>
<b>Review Cycle</b>	<b>Every 3 years</b>

<b>Chair of Governors:</b> <b>Mrs K Bush</b>	
<b>Headteacher:</b> <b>Dr L Lawson</b>	

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## Pre-amble: School Vision, Ethos and Values

Dr Walker's is a mixed Church of England Voluntary Controlled Primary School in Fyfield, Ongar, Essex.

We support all pupils to succeed in reaching their God given potential at Dr Walker's – 'An Exceptional Place to Flourish', by developing

- **Belief** in self and the development of confidence, respect and trust for others and an appreciation of spirituality and an understanding of faith in God;
- **Engagement** in a love for learning by nurturing curiosity and independence; and
- **Excellence** in reaching personal goals by demonstrating resilience and positive behaviour.

Our **CHRISTIAN VALUES** are reflected in:

- Standing with **COURAGE** for what is right.
- Using **CREATIVITY** in problem solving and making life beautiful.
- Treating every person and everything with **RESPECT**.
- Having **COMPASSION** for others.
- Completing every task with **PERSEVERANCE**.
- Taking **RESPONSIBILITY** for ourselves.
- Living with **HOPE** for a better future.

At Dr Walker's we provide every pupil with the care and support they need to develop as individuals and become educated and successful British Citizens who understand the importance of the following British values:

- **Democracy**
- **The rule of law**
- **Individual liberty**
- **Mutual respect and**
- **Tolerance of those with different faiths and beliefs.**

## Acknowledgement

- This policy has been adopted from *The National Education Group Ltd*.

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related 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*

The following documentation is also related to this policy:

- Supporting pupils at school with medical conditions (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England) (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

- We acknowledge that under the standard terms and conditions for the employment of school staff there is no legal duty for them to administer or to supervise a child taking medication. Supporting pupils at school with medical conditions clearly states that 'Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.'
- Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, volunteer personnel will be expected to undertake sufficient and suitable training and to achieve the necessary level of competency before they are able to administer medicines.
- We ensure all school personnel and supply teachers:
  - are trained in first aid;
  - will attend periodic first aid refresher training;
  - are trained in how to administer medication in the case of a severe allergic reaction;
  - are familiar with the Individual Health Care Plans of pupils in their care;
  - know what to do in an emergency;
  - are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.
- We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.
- Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.
- **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 that school personnel have a responsibility to ensure a safe and healthy working and learning environment for all pupils and other school personnel.
- We will not allow school personnel to undertake the inappropriate use of alcohol or the misuse of drugs/substances, whether illicit or prescribed, as this will adversely affect their ability to care for children, their work performance, their conduct or their relationships at work.
- We expect all medication for either pupils or school personnel to be securely stored away at all times.
- 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 all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

- 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 have in place health and safety control measures.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Responsibilities for the Policy and Procedure

<p style="text-align: center;"><b>Governing Body</b></p>	<p>The governing body has:</p> <ul style="list-style-type: none"> <li>• appointed a member of staff to be responsible for health and safety;</li> <li>• delegated powers and responsibilities to the headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;</li> <li>• responsibility for ensuring that the school complies with all equalities legislation;</li> <li>• nominated a designated equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;</li> <li>• responsibility for ensuring funding is in place to support this policy;</li> <li>• responsibility for ensuring this policy and all policies are maintained and updated regularly;</li> <li>• responsibility for ensuring all policies are made available to parents;</li> <li>• the responsibility of involving the school council in: <ul style="list-style-type: none"> <li>• determining this policy with the governing body;</li> <li>• discussing improvements to this policy during the school year;</li> <li>• organising surveys to gauge the thoughts of all pupils;</li> <li>• reviewing the effectiveness of this policy with the governing body.</li> </ul> </li> <li>• nominated a link governor to: <ul style="list-style-type: none"> <li>• visit the school regularly;</li> <li>• work closely with the headteacher and the coordinator;</li> <li>• ensure this policy and other linked policies are up to date;</li> <li>• ensure that everyone connected with the school is aware of this policy;</li> <li>• attend training related to this policy;</li> <li>• report to the governing body every term;</li> <li>• annually report to the governing body on the success and development of this policy.</li> </ul> </li> <li>• responsibility for the effective implementation, monitoring and evaluation of this policy.</li> </ul>
<p style="text-align: center;"><b>Headteacher</b></p>	<p>The headteacher will:</p> <ul style="list-style-type: none"> <li>• work in conjunction with the senior leadership team to ensure all school personnel, pupils and parents are aware of and comply with this policy;</li> <li>• ensure risk assessments are: <ul style="list-style-type: none"> <li>• in place and cover all aspects of this policy;</li> <li>• accurate and suitable;</li> <li>• reviewed annually;</li> <li>• easily available for all school personnel.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• have in place the following health and safety control measures: <ul style="list-style-type: none"> <li>• Policy published on school website and school handbook.</li> <li>• School personnel aware of school policy via induction training and staff handbook.</li> <li>• Parents reminded that they must inform the school if medications are sent to school with their child.</li> <li>• Parents must sign a form stating the medication, dosage and times of administration.</li> <li>• Named person(s) in place to oversee the administration of medications to pupils.</li> <li>• Medications securely stored in the designated medical room.</li> <li>• Records kept of medications sent to school and when medications were administered and by whom.</li> <li>• Named person(s) trained in and follow correct procedures.</li> <li>• Named persons achieve an expected level of competency after a period of training;</li> </ul> </li> <li>• ensure school personnel only work with pupils if medical advice confirms that the medication that they are taking is unlikely to impair that person's ability to care and look after pupils;</li> <li>• work closely with the link governor and coordinator;</li> <li>• provide leadership and vision in respect of equality;</li> <li>• provide guidance, support and training to all staff;</li> <li>• monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;</li> <li>• annually report to the governing body on the success and development of this policy.</li> </ul>
<p style="text-align: center;"><b>Designated Person(s) / Office Administrator</b></p>	<p>Members of the school personnel who have volunteered to administer or supervise the taking of medication will:</p> <ul style="list-style-type: none"> <li>• undertake appropriate training;</li> <li>• 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;</li> <li>• be aware of individual health care plans and of symptoms which may require emergency action;</li> <li>• read and check the medical consent forms before administering or supervising the taking of medicines;</li> <li>• check that the medication belongs to the named pupil;</li> <li>• check that the medication is within the expiry date;</li> <li>• inform the parent if the medication has reached its expiry date;</li> <li>• confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;</li> <li>• record on the medication record all relevant details of when medication was given;</li> <li>• return medications to the secure cabinet for storage;</li> <li>• always take appropriate hygiene precautions;</li> <li>• record when a child refuses to take medication;</li> <li>• immediately inform the parent/carer of this refusal.</li> </ul>
<p style="text-align: center;"><b>Coordinator / Assistant Medical Officer</b></p>	<p>The coordinator will:</p> <ul style="list-style-type: none"> <li>• lead the development of this policy throughout the school;</li> <li>• work closely with the headteacher, designated persons and the nominated governor;</li> <li>• ensure the following information is supplied by the parent/carer: <ul style="list-style-type: none"> <li>• <b>Name and date of birth of the child.</b></li> <li>• <b>Name and contact details of the parent/carer.</b></li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Name and contact details of GP.</b></li> <li>• <b>Name of medicines.</b></li> <li>• <b>Details of prescribed dosage.</b></li> <li>• <b>Date and time of last dosage given.</b></li> <li>• <b>Consent given by parent/carer for staff to administer medication.</b></li> <li>• <b>Expiry date of medication.</b></li> <li>• <b>Storage details.</b></li> </ul> <ul style="list-style-type: none"> <li>• ensure all medications are kept in a secure place and accessible only to the designated persons;</li> <li>• ensure all medications are kept cool in a small secure fridge;</li> <li>• provide guidance and support to all staff;</li> <li>• ensure a designated person will attend all educational visits in order to administer medications;</li> <li>• ensure pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;</li> <li>• provide training for all staff on induction and when the need arises;</li> <li>• keep up to date with new developments and resources;</li> <li>• review and monitor;</li> <li>• annually report to the governing body on the success and development of this policy.</li> </ul>
<b>Personnel</b>	<p>School personnel must:</p> <ul style="list-style-type: none"> <li>• ensure a safe and healthy working environment for all pupils and other school personnel;</li> <li>• be aware that they have the right to decline administering medicines to pupils;</li> <li>• not be under the influence of alcohol or any other substance which may affect their ability to care for children;</li> <li>• seek medical advice if they are taking medication which may affect their ability to care for children;</li> <li>• inform the headteacher or their line manager if they are taking prescribed medication;</li> <li>• ensure all prescribed medication on the school premises for either pupils or school personnel is securely stored away and out of the reach of pupils at all times;</li> <li>• comply with all aspects of this policy;</li> <li>• implement the school's equalities policy and schemes;</li> <li>• report and deal with all incidents of discrimination;</li> <li>• attend appropriate training sessions on equality;</li> <li>• report any concerns they have on any aspect of the school community.</li> </ul>
<b>Pupils</b>	<p>Pupils will:</p> <ul style="list-style-type: none"> <li>• be aware of and comply with this policy;</li> <li>• be aware of the designated school personnel who can administer medications;</li> <li>• listen carefully to all instructions given by the teacher;</li> <li>• ask for further help if they do not understand;</li> <li>• support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;</li> <li>• liaise with the school council;</li> <li>• take part in questionnaires and surveys.</li> </ul>
<b>Parents / carers</b>	<p>Parents/carers must provide:</p> <ul style="list-style-type: none"> <li>• written permission by completing the medication consent form;</li> <li>• sufficient medical information on their child's medical condition;</li> <li>• the medication in its original container;</li> <li>• sufficient medicine for the dosage to be given in school.</li> </ul>

## Raising awareness of this Policy

We will raise awareness of this policy via:

- School handbook/prospectus;
- School website;
- Staff handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the governing body;
- Information displays in the main school entrance;
- Text messages;
- Email;
- Social media, e.g.:
  - Facebook
  - Twitter
  - Virtual pin boards
  - School blog

## Training

We ensure:

- all school personnel:
  - have received the appropriate training on all safeguarding policies and procedures undertaken by a registered training provider;
  - are familiar with the following documentation:
    - ***Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges***
    - ***Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children***
  - are aware of the following linked policies:
    - ***Epilepsy***
    - ***Manual Handling***
    - ***Manual Handling***
    - ***Medical and First Aid***
    - ***Risk Management and Assessment***
    - ***Sharps and Needles***
    - ***Sharps and Needles***
- the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- that we have in place evidence for all staff that:
  - highlights the knowledge gaps in the training;
  - shows how those knowledge gaps were corrected
- all school personnel understand and undertake their role in safeguarding and child protection effectively

## Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.



We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

### **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.

### **Race Disparity Audit**

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

### **Monitoring the Implementation and 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.

### **Linked Policies**

- Alcohol and Drugs Misuse
- Asthma
- Diabetes
- Epilepsy
- Health and Safety
- Manual Handling
- Medical and First Aid
- Risk Management and Assessment
- Sharps and Needles

We believe this policy:

- has been reviewed thoroughly by the safeguarding governor and the designated safeguarding lead has been questioned on it to make sure it stands up to scrutiny;
- flows and is easy to follow;
- is an essential part of the school;

- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings;
- has been received by all school personnel via appropriate safeguarding training;
- is provided to all school personnel and a hard copy can be found in the staffroom reference library.