

Churchfield C.E. Primary Academy



Administration of Medicines Policy 2024

Walking together in the light of the Lord, we aim to create a supportive and safe environment where we encourage each other to be the best we can be. At Churchfield we learn to take pride in our successes and aspire to make a positive difference for ourselves, the local community, and the wider world.

Statement of intent

Churchfield C.E. Primary Academy will ensure that pupils with medical conditions receive appropriate care and support at academy, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The academy is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at academy.

Legal framework

- This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015

Definitions

- Churchfield C.E. Primary Academy defines "medication" as any prescribed or over the counter medicine.
- Churchfield C.E. Primary Academy defines "prescription medication" as any drug or device prescribed by a doctor.
- Churchfield C.E. Primary Academy defines a "staff member" as any member of staff employed at the academy, including teachers.
- For the purpose of this policy, "medication" will be used to describe all types of medicine.

Key roles and responsibilities

- The Local Academy Committee has overall responsibility for the implementation of the Administering Medication Policy and procedures of Churchfield C.E. Primary Academy.
- The Local Academy Committee has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The Local Academy Committee is responsible for handling complaints regarding this policy, as outlined in the academy's Complaints Policy.
- The Local Academy Committee is responsible for ensuring the correct level of insurance is in place for the administration of medication.

- The Local Academy Committee is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- The Local Academy Committee is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
- The Local Academy Committee will manage any complaints or concerns regarding the support provided or administration of medicine using the academy's Complaints Procedure Policy.
- The Executive Principal/ Head of School is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Churchfield C.E. Primary Academy.
- The Executive Principal/ Head of School is responsible for ensuring that appropriate training is undertaken by staff members administering medication.
- The Executive Principal/ Head of School is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.
- Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- If a pupil is sent to hospital, at least two members of staff will accompany the pupil until their parent/carer has arrived.
- Parents/carers are expected to keep the academy informed about any changes to their child/children's health.
- Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into academy.
- Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- The Executive Principal/ Head of School is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for academy trips and external activities.
- In the case of staff absence, the Principal is responsible for organising another appropriately trained individual to take over the role of administering medication.
- It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the academy nurse or other members of staff.

Training of staff

- Teachers and support staff will receive training on the Administration of Medicines Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- The Executive Principal/ Head of School will ensure that a sufficient number of staff are suitably trained in administering medication.
- All relevant staff will be made aware of a pupil's medical condition.
- The Executive Principal/ Head of School will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- The Local Academy Committee will provide staff members with opportunities and details of CPD.
- Churchfield C.E. Primary Academy will provide whole-academy awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

Medication

- Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form – see Appendix 1
- No pupil under the age of 16 will be given medicines without written parental consent.
- Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.
- Only prescribed medicines will be administered by academy staff.
- Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.
- Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- A maximum of four weeks' supply of medication may be provided to the academy.
- When medicines are no longer required, they will be returned to the parents/carers of the pupil.
- Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- Medications will only be administered at academy if it would be detrimental to the child not to do so.
- Medications will be stored securely in the academy office.
- In the event of an academy trip or activity which involves leaving the academy premises, medicines and devices, such as insulin pens and asthma inhalers, will

be readily available to staff and pupils. These must be signed for before taking off the premises and signed for on return. See Appendix 2

- Only suitably qualified staff will administer a controlled drug.
- Staff members have the right to refuse to administer medication. If a class teacher does refuse, the Executive Principal/ Head of School will delegate the responsibility to another staff member.
- Any medications left over at the end of the course will be returned to the pupil's parent/carer.
- Written records will be kept for any medication administered to pupils. See Appendix 3
- Pupils will never be prevented from accessing their medication.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
- These arrangements may be reflected in their individual healthcare plan (IHCP).
- If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.
- Churchfield C.E. Primary Academy cannot be held responsible for side effects which occur when medication is taken correctly.
- Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

Individual healthcare plans

- For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, Executive Principal/ Head of School, special educational needs coordinator (SENCO) and medical professionals.
- When deciding what information should be recorded on a IHCP, the Executive Principal/ Head of School will consider the following:
 - The medical condition, as well as its triggers, signs, symptoms and treatments
 - The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements
 - The specific support needed for the pupil's educational, social and emotional needs
 - The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
 - The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
 - Which staff members need to be aware of the pupil's condition
 - Arrangements for receiving parental consent to administer medication

- Separate arrangements which may be required for academy trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for
- The Local Academy Committee will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by the Principal and SENCO.

Monitoring and review

- This policy will be reviewed by the Executive Principal/ Head of School and Local Academy Committee bi-annually and updated where appropriate – any amendments will be duly communicated to staff members.
- This policy will next be reviewed in September 2026.



Parental agreement for Churchfield CE Primary Academy to administer medicine

The academy will not give your child medicine unless you complete and sign this form.

Name of school/setting

--

Name of child

--

Date of birth

--

Group/class/form

--

Medical condition or illness

--

Medicine

Name/type of medicine
(as described on the container)

--

Expiry date

--

Dosage and method

--

Timing

--

Special precautions/other instructions

--

Are there any side effects that the school/setting needs to know about?

--

Self-administration – y/n

--

Procedures to take in an emergency

--

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

*Delete that which does not apply.

THIS FORM SHOULD BE SECURELY FILED AWAY WITH THE PUPILS NOTES IN THE SCHOOL OFFICE WHEN THE MEDICATION IS COMPLETED OR CHANGED

Record of medicine administered to an individual child

Name of school/setting	Churchfield CE Primary Academy
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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Further sheets can be affixed to the cover sheet if required