

Madeley Nursery School

Administration of Medication in School

October 2023

If you require a copy of this procedure in a particular format, for example in large print, please contact the School.

THE LAW

Context

- Under the Health & Safety at Work Act 1974 the employer is responsible for making sure that a school has a health and safety policy. This should include procedures for supporting pupils with medical needs including managing prescribed medication.
- The Children & Families Act 2014, Section 100, places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRU's to make arrangements for supporting pupils at their school with medical conditions.
- The teacher's general duty to act "in loco parentis" is also relevant in deciding whether what is being requested is what would be expected of a reasonable parent in the same circumstances.

2. Key Actions:

A. Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and PE.

B. Governing bodies MUST ensure that arrangements are in place in schools to support pupils at school with medical conditions.

C. Governing bodies should ensure that school leaders consult health & Social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

D. Ensure that medicines are kept safely whilst in school in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH)

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

1.5.1 The Board of Governors and staff of Madeley Nursery wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Furthermore, a minimum of two staff members are training in the safe administration of medication and are available for support at any time in the nursery. If members of staff do not feel comfortable to administer prescribed medication, a trained member can administer it instead. These trained people are: **Benjamin Braim and Paula England.**

Please note that parents should keep their children at home if acutely unwell or infectious. Parents will be advised on how long they need to keep children at home based on HCE guidance.

1.5.2: Parents are responsible for providing the Key worker with comprehensive information regarding the pupil's condition and medication.

1.5.3: Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

1.5.4: Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Alternatively, staff may ask parents to administer a non-prescribed medicine instead.

1.5.5: Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

1.5.6: Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

1.5.7: Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication
- . Dosage
- . Frequency of administration
- . Date of dispensing
- . Storage requirements (if important)
- . Expiry date

The school will not accept items of medication in unlabelled containers.

1.5.8: Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet. Medication requiring refrigeration will be kept in the café fridge, which is secured by a gate.

1.5.9: The school will keep records, which they will have available for parents. Each record of medication administered will be countersigned by an additional member of staff.

1.5.10: If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

1.5.11: It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

1.5.12: It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

1.5.13: The school will not make changes to dosages on parental instructions. Medicine will be administered in line with the instructions on the bottle/packaging or prescription.

1.5.14: School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

1.5.15: For each pupil with long-term or complex medication needs, the Head, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

1.5.16: Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

1.5.17: Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

1.5.18: The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.

1.5.19: All staff will be made aware of the procedures to be followed in the event of an emergency.

Status	Final - approved
Agreed at:	General Purposes Committee
Effective from:	November 2023
To be reviewed by:	Governors in General Purposes Committee
Date of review:	October 2026
Responsible person:	Ben Braim - Deputy Head
Signature:	Wet signature copy held in school.
Role in school:	Chair of General Purposes Committee

Appendix 2:

Department for Education 'Supporting pupils at school with medical conditions'

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>