



**Alsager School**  
An Achieving School - A Caring Community

## ADMINISTRATION OF MEDICATION POLICY

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Presented for approval  
to the Resources Committee  
on June 28<sup>th</sup> 2022  
and subsequently approved and adopted on the same date.

Chair of Resources Committee: David Edwards

Signature:

Date: 28/06/22

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## Aims

The aim of the School is to ensure that all staff and parents/carers are aware of the procedures to be followed in the administration of prescribed medication to children.

*This policy works alongside the 'First Aid Policy' and the 'Medical Conditions Policy'.*

## Background

Alsager School understands that the safe and effective administration and management of prescribed medication to be a part of its duties and procedures to safeguard the health and well-being of children in its care.

**Please note that parents should keep their children at home if acutely unwell or infectious.**

Many children have the occasional or regular need to take prescribed medication to keep them in good health and to ensure their well-being. Alsager School is keen to ensure that the need for medical care or the administration of prescribed medication does not stop children from attending regularly and will therefore arrange for the administration of certain medication by advance agreement with their parents or carers. Medication will be self-administered under staff supervision where appropriate. If a child is deemed unable to do so due to their medical condition, medication will then be administered by a member of staff. (For example, epi-pen).

Alsager School understands the importance of ensuring that medication is administered correctly. We understand that mistakes involving medication may be injurious to the health and well-being of a child and we will do all to ensure that its policies and procedures are robust and reflect good practice in line with national guidance.

## Policy

To safeguard the health of children, certain prescription medication will only be administered by staff when the student is deemed unable to self-administer and by staff who have agreed to oversee the administration of medication.

Pain killers (e.g. aspirin or paracetamol, including "junior" forms such as Calpol) are not supplied by school. Should your child need such medication in an exceptional circumstance, then such medication can be supplied by parents/carers to reception, together with the completed 'request to store medication' form.

Alsager School will only administer prescription medication that is essential to the health of a child and where it would be detrimental to a child's health if the medicine were not administered during the school day. Parents are encouraged to give doses outside the school day if possible e.g. 3 times a day could be taken in the morning, after school and at bedtime.

The need for medication, along with all other relevant health details, should be discussed with the child's parents/carers during the registration of a new child.

Children with complex or long-term medical or health needs will have a healthcare plan agreed with the parents/carers and other relevant health care professionals, if required, which may include a long term plan for the administration of medication.

Administration of medication will, in the majority of cases, be conducted by the student. In such cases the parent/carer must complete a request to store medication form which can be found in the school planner or a copy can be obtained from reception. The medicine will be kept in the school first aid room in a secure place. The student can attend student reception at the appropriate times and self-administer the medicine. The remainder will then be secure in the designated place.

The responsibility for administration for the medicine at all times remains with the student. The school accepts no responsibility for administering or supervising the administering of the medicine.

The school has no responsibility for ensuring that the correct dosage is self-administered.

Where a student refuses to take their medication no attempt will be made to coerce or make them take it, but the refusal will be recorded and the parents/carers informed.

Where the School agrees to administer the medication then written and signed consent must be obtained in advance from the parents/carers that clearly specify the date, time, dosage and name of the medication to be given. (see form "Request to Store Medication").

The medication to be administered must be brought in by the parents/carers themselves and left with staff. The medication must be prescribed by the family doctor, dentist or hospital. It must be in its original pack, clearly labelled indicating contents, dosage and the child's name in full.

Medication will only be administered by staff who have previously agreed to oversee the administration of medication.

When administering medication staff should do the following:

- a) Check that a signed consent form is in place.
- b) That at least one dose of medication has been taken by the child, at home, under the supervision of a parent before bringing their medication into school.
- c) Check the administration record to ensure that the medication is due.
- d) Check the identity of the child.
- e) Check the label of the medication for the name of the medication, the name of the child, the strength of the medication and the expiry date of the medication.
- f) Check that the child is not allergic to the medication.

Staff should administer the medication as instructed on the label and as specified in the written permission from the parents/carers. Great care should be taken in ensuring that the correct amount is given by the correct route.

Accurate, signed records should be kept of all medication administered, withheld or refused by the student.

Any side effect or reaction noticed by staff to any medication taken by a pupil will be reported to the front office which is the main first aid point within the school.

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

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.

Alsager school will not make changes to dosages without medical evidence.

All medication will be kept securely in the medical room and any unused or surplus medication will be returned to the parents/carers. Prior to the summer holiday period all medication will be returned to the parent/carer.

Any out of date medication should be collected by the parent/carer and if not collected the School will dispose of via the local pharmacy.

If the medicine provided has not been prescribed for the child, has the wrong name on it, is out of date or does not match the medication or strength specified in the written permission, then staff will not under any circumstances administer it. When staff have any doubts then the parents/carers will be contacted.

### **Expectations of the Headteacher, Governors and Senior staff**

- To ensure the protection of health and safety of staff and children at all times.
- To ensure that all policies and procedures are effectively implemented.
- Regularly review and audit provisions in this area to ensure that policies, procedures and arrangements are adequate.
- Ensure that adequate numbers of staff are trained to administer medication to cover staff sickness, holidays and other absence.
- Arrange any training required.
- Monitor the administration of medication carefully to ensure that the procedures are being carried out properly and that they are clear to all.
- Obtain feedback from staff highlighting any areas of concern or identifying any training needs they may have.
- Ensure that all staff and parents are aware of this policy.
- Ensure that the policy is regularly reviewed and updated.

## **Expectations of Staff**

- Only staff who are first aiders will oversee the administration of medication.
- All staff in school have a duty to comply with agreed policies and procedures at all times.

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This policy will be made available on our web site.

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