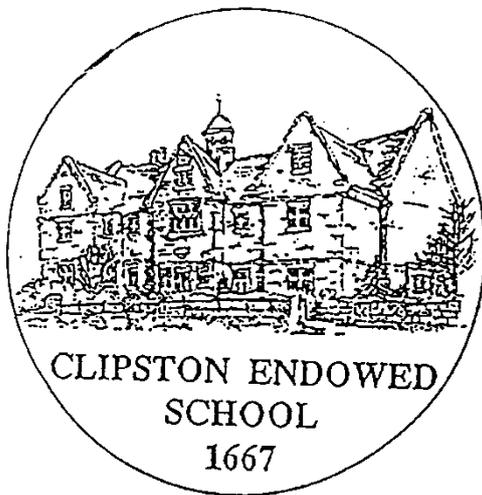


Clipston Endowed VC Primary School
and
Great Creaton Primary School
Administration of Medicines Policy



For consultation with and adoption by the Governing Body: May 2017

Proposed Review: May 2018

Signed

Chair of Resources Committee

AIMS OF CLIPSTON SCHOOL

Clipston Endowed VC Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

AIMS OF GREAT CREATON SCHOOL

Great Creaton Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and a deep sense of self-worth. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual, moral, social and cultural development to support the ability to grow and flourish as human beings.
- c) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- d) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- e) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- f) Ensure equal opportunities for all.
- g) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- h) Develop a sense of pride in belonging to Great Creaton Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

Introduction

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. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements e.g. at lunch time to administer the medication to their child. (Alternative arrangements will be made for Residential Trips).

Aims

- To outline the procedures for administering prescribed medicines to pupils.

Role of the Governing Body

The Governing Body has:

- A responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- inform parents of the school policy via the school website.

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 if required;
- be aware of the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens.

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/s;
- the medication in its original container;
- sufficient medicine for the dosage to be given in school.

Administration of Prescribed Medicines

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- be aware of Individual Health Care Plans and of symptoms which may require emergency action;

- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- confirm the dosage/frequency on each occasion and consult the Medicine Agreement form to prevent double dosage;
- record on the Medication Record clipboard all relevant details of when medication was given and by whom;
- return medications to the designated place for storage;
- record when a child refuses to take medication;
- inform the parent/carer of this refusal the same day, via the school office.

Medication Agreement

The following information must be supplied by the parent/carer:

- Name and date of birth of the child
- Name and contact details of the parent/carer
- Name of medicine
- Details of prescribed dosage
- Consent given by parent/carer for staff to administer medication
- Expiry date of medication

Security

- All medications will be kept in a designated place.
- For medications that need to be kept cool, we will endeavor to provide a fridge in school.

Educational Visits

On educational visits a volunteer will be sought to administer medications or delegate this to a group leader.

Sporting Activities

We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during school-run extra-curricular clubs. It is the responsibility of the Provider of externally run clubs to ask the parents of prospective participants for medical information on the Club Set-up Form and be aware of the school's arrangements for the Administration of Medicines. If the child has not been provided with an in-date inhaler (or the required medication) by the parent, they may not be able to participate in the activity.

Monitoring the Effectiveness of the Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.