Swalwell Primary School

Academic year	Head teacher	Deputy Head Teacher	Assistant Heads	School Business Manager	Chair of Governors
2021/2022	Mrs R Hocking		Mrs S Leaver & Mrs K McCall	Mrs R Taylor	Mrs L Gray
24/25	Mr R Warren		Mrs K McCall	Mrs E Elliott	Mrs L Gray

Review Date	Changes made	By whom	Date Shared
April 24	Yes HT name	Mrs E Elliott	April 24 staff and governors.

Policy review dates: Annually

Administration of Medication and Management of Health Needs Policy

Introduction
The headteacher, governing body and employees at *Swalwell Primary School* wish to ensure that pupils with medical needs receive appropriate care and support at school and during school activities. This policy has been produced to ensure the safe administration of medication or medical procedure. It is supported by the Gateshead Council Education Policy EDP- HS - 02 *Administration of Medication and Management of Health Needs.*

School Policy
At *Swalwell Primary School* employees are not legally required to administer medicine or supervise a child taking it. The prime responsibility for a pupil's health rests with the parents; *(The term 'parents' in this policy includes guardians and carers*) they are responsible for making sure their children are well enough to attend school.

It is generally accepted that school staff may support pupils with administration of prescribed medication or support a medical need whilst acting *in loco parentis.* However, this does not imply a duty upon school staff.

Each request to support a pupil with a medical need will be considered on an individual basis. Parents should liaise with the head teacher to reach an agreement on the school's role in supporting their child's medical needs.

No medication will be administered without prior written permission from the Parents

Children should remain at home when they are acutely unwell. Medicines will only be administered when it would be detrimental to a child's health if the medicine is not administered during the school day.

Under no circumstances will aspirin, or other preparations containing aspirin, be given to children under the age of 16.

Procedures to be followed
Parents must complete and sign form *Parent Permission and Medication Record Individual Pupil* giving the dose, method of administration, the time and frequency of administration, other treatment, and any special requirements.

All essential medication should be brought to school by the parent. It should be delivered personally to the school office or designated member of staff.

All medication taken in school must be as originally dispensed and can only be given if stated on the medication that it is needed four times per day or if it states within school hours.

No medication will be administered without prior written permission from the parents;
Only in exceptional cases will employees administer non-prescribed medicine to a child and only when there is specific written consent from the parent.

Where appropriated information instruction and training will be provided by health professionals for employees who volunteer or are contractually involved in the administration of medicines or supporting pupils with medical needs.

Where practicable the school will ensure that alternative arrangements are in place for those occasions when employees who provide support for pupils with medical needs are absent or unavailable.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

Emergency medication, such as asthma inhalers or epi-pens are kept in locked medicine cabinets in classrooms or in a clearly identified safe place in classroom cupboards. Refrigeration is available for products that require temperature control in school. Pupils requiring emergency medication such as Buccolam Midazolam will have individual protocols in place provided by consultants.

A record will be completed each time medication is given or medical procedure is carried out.

Responsibility of Parents
Parents must provide the head teacher with detailed information about their child's medical condition, whether this is **before** the child starts school or if a **condition develops** whilst the child is attending school.

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

All medication must be delivered to the head teacher or nominated employee by a 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
- Expiry date.

The school will not accept medication that has been removed from the original Container

Parents should:-

- request the prescriber where clinically appropriate, to prescribe in dose frequencies which enable the medicine to be taken outside school hours.
- provide the head teacher with comprehensive information regarding their child's condition or medical need and about the medication or support their child needs whilst in school,
- inform the school in writing of any changes to the prescription, the administration regime or the support required. This should be provided in conjunction with the GP or other medical professional as appropriate.
- for pupils on long-term medication the request form should be renewed following

any changes or in any event at the beginning of each new school year.

- collect and dispose of any unused or expired medicine at the end of each term.
- ensure that medicines have not passed the expiry date.
- where appropriate provide written permission for their child to self-administer medicine
- It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within expiry date.

Refusal of medication or medical procedure
If a child refuses to take their medication, staff will not force them to do so. Parents will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet.

Health Care Plan
Where appropriate, a personal Health Care Plan (HCP) will be drawn up in consultation with the school, parents and health professionals. The HCP will outline the child's needs and the level of support required in school.

Educational Visits
To ensure that as far as possible, all children have access to all activities and areas of school life, this school will make every effort to continue the administration of medication to children whilst on educational outings or residential visits. This is however something that will be discussed with parents on an individual basis. A risk assessment will be undertaken to ensure the safety of all children and staff.

Storage
Medication will be kept in a secure place, out of reach of pupils.

Emergency Procedures
The headteacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical emergency.

This policy will be reviewed (Date)……April 25……..