



SEXEY'S  
SCHOOL

# Policy for Administration of Medicines

**SEPTEMBER 2023**

Date of Policy	September 2023
Review Date	September 2026
SLT Lead	Tim Allen
Policy last review by	Mora Sandiford
Level of Policy	School Level

Signed

Helen Cullen  
Headteacher

## **POLICY FOR ADMINISTRATION OF MEDICINES**

### **SCHOOL ETHOS AND VALUES**

Our Christian values are at the heart of the ethos of the school and through these, we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values

#### **1. National Context**

All schools and all early years' settings and their employers are expected to develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs.

Positive responses by schools and settings to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

#### **2. School Context**

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in our school and to provide clear guidance for staff and parents/carers on the administration of medicines. This document must be considered in conjunction with other relevant policies, for example Health and Safety and the Health Centre Policy.

#### **3. Roles and Responsibilities: Staff**

All members of staff have a duty to maintain professional standards of care and to ensure that children and young people are safe. Our school will monitor and review individual needs and administer medicines in order to meet the all-round needs of the child. There is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

In response to the Disability Discrimination Act (DDA) 1995, we are making reasonable adjustments for disabled children, including those with medical needs, and we are planning strategically to improve access over time. We are also making reasonable adjustments to enable children with medical needs to participate fully in all areas of school life including educational visits and sporting activities.

The Headteacher, in consultation with the Governing Body, staff, parents/carers, health professionals and the local authority will decide whether our school can assist a child with medical needs. The Headteacher is responsible for:-

- Implementing the policy on a daily basis;
- Ensuring that the policy is understood and implemented;
- Ensuring appropriate training is provided;

- Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs.

Staff, including supply staff, will be informed of any pupil's medical needs where this is relevant and of any changes to their needs, as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care.

#### **4. Roles and Responsibilities: Parents/Carers**

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs
- Provide any medication in a container clearly labelled with the following:
  - (a) The child's name
  - (b) Name of medicine
  - (c) Dose and frequency of medication
  - (d) Any special storage arrangements
- Collect and dispose of any medications held in school at the end of each term
- Ensure that medicines have NOT passed the expiry date.

#### **5. Pupil Information**

At the start of each school year, parents/carers should give the following information about their child's long-term medical needs. THE INFORMATION MUST BE UPDATED AS AND WHEN REQUIRED.

- Details of pupil's medical needs;
- Medication including any side effects;
- Allergies;
- Name of GP/Consultants;
- Special requirements e.g. dietary needs, pre-activity precautions;
- What to do and who to contact in an emergency;
- Cultural and religious views regarding medical care.

#### **6. Administering Medication – Day Students**

We expect Day parents/carers to administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).

#### **7. Administering Medication – Boarding Students**

Parents must notify the school on the Medical Information form if a student requires regular medication. If medication is prescribed midyear, the Health Centre Team must be notified. A Self-Medication Risk Assessment form is completed with health centre staff and parents if required – email permission is gained from parents.

If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at prescribed times. Students will be made aware of when and where they should go to take their medication.

Any member of staff, giving medicine to a pupil, should check on each occasion;

- Name of pupil;
- Written instructions provided by the parents/carers or doctor;
- Prescribed dose;
- Expiry date.

Written permission from parents/carers will be required for pupils to self-administer medicine(s) and a risk assessment will be undertaken. See Appendix 1

## **8. Storage of medication**

- 8.1 Medication will be stored in a locked cabinet in the Health Centre or appropriate office. It will be clearly labelled, and stored in its original packing with leaflet.
- 8.2 If medication is stored in the Boarding Office it will be stored in a locked cabinet in a locked office in a clear box labelled with the student's name.
- 8.3 If medication is stored in a student's room, they will have undergone a risk assessment identifying they are safe to do so. The medication will be stored in a locked cupboard, in a clear box labelled with the student's name.
- 8.4 A homely remedies box of medication is kept in the boarding house.

All medication is recorded on meditracker.

All boarding Houses hold Medications Register that is checked weekly.

Where medication is stored in a student's dormitory is will be checked regularly by boarding staff.

## **9. Students carrying and storing Medicines**

For safety reasons, pupils are not allowed to carry medication, other than inhalers and where needed require Epi-pens.

All medicine, in the care of the school, will be kept locked in the Heath Centre, where appropriate and risk assessed.

Students will require parental permission and a those with a completed risk assessment will be allowed to carry / store their medication.

All medicines must be labelled with the required dosage and must be returned to parents when they run out of date or permission given to dispose of.

All medicine will be logged on Meditracker.

## **Records**

Each time medication is given to a child, a member of staff, will record this on Meditracker. Including:-

- Name of pupil;
- Date and time of administration;
- Who supervised the administration;
- Name of medication;
- Dosage;
- A note of any side effects;
- If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so;

All boarding staff must check Meditracker and the students file in the boarding house before administering the student medicines, Both, Meditracker and the boarding house file must be updated once the medication has been given.

### **Refusing Medication**

If a child refuses to take their medication, no member of staff will force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on Meditracker. Reasons for refusal and any action then taken by the staff member will also be recorded.

### **Training**

Training and advice will be accessed from health professions for staff involved in the administration of medicines. All staff who administer medication will annually complete the EDUCARE Administration of Medication Course as well as annual update training from the School Nurse Team. Training for all staff will be accessed for a range of medical needs. Details of all training will be recorded.

### **Individual Health Care Plan**

When appropriate an Individual Health Care Plan, will be drawn up in consultation with school, parents/carers and health professionals. The Individual Health Care Plan will outline the child's needs and the level of support required in school. Individual Health Care Plans will be reviewed at least annually.

### **Intimate or Invasive treatment**

Intimate or Invasive treatment will only take place at the discretion of the Headteacher with written permission from the parents/carers and only under exceptional circumstances. Two adults, one of the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an annual basis. All such treatments will be recorded. Governors will be informed at least annually of any intimate or invasive treatment carried out by school staff.

### **Educational Visits**

To enable, as far as possible all pupils to have access to all activities and areas of school life, a risk assessment will be undertaken, to ensure the safety of all participants in educational visits. No decision about a child with medical needs attending/not attending a school visit will be taken without prior consultation with parents/carers.

### **Residential Visits**

Sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. Staff administering medication on a residential trip will be appropriately trained to do so.

Day students parent/ guardians will provide their own medications.

### **Monitoring and Reviewing**

This policy will be reviewed annually

**Appendix 1**

**ADMINISTRATION OF MEDICATION**

**DAY STUDENT AGREEMENT**

Date	
Name of Student	
House	
Year	
Medication	

I understand that I am required to:

Ensure that my parents/guardian has sent consent via email.

Deliver all medication to Health Centre other than Inhalers and Epipens

Follow the prescriber's instructions

Not to share or give my medication to any other student

Discuss any worries about the medication with a member of the Health Centre Team/Parents/Guardian.

Inhalers may be kept with you with permission from the Health Centre

Signed.....Student

Signed.....Health Centre Member of Staff

**Appendix 2**

**ADMINISTRATION OF MEDICATION  
6<sup>TH</sup> FORM BOARDER'S STUDENT AGREEMENT**

Date	
Name of Student	
House	
Year	
Medication	

I understand that I am required to:

Ensure that my parents/guardian has sent consent via email.

Attend weekly medication review meetings with a member of the Health Centre Staff

Contact Health Centre Staff to arrange a count of medication

Ensure the medication is stored in it packaging in a clear plastic box in a lockable cupboard in my room

Follow the prescriber's instructions

Not to share or give my medication to any other student

Discuss any worries about the medication with a member of the Health Centre Team.

Inhalers may be kept with you with permission from the health centre

Signed..... Student

Signed..... Health Centre Member of Staff

Date.....

**Appendix 3**

**ADMINISTRATION OF MEDICATION  
BOARDER'S STUDENT AGREEMENT**

Date	
Name of Student	
House	
Year	
Medication	

I understand that I am required to:

Ensure that my parents/guardian has sent consent via email.

Attend weekly medication review meetings at the Health Centre

Deliver all medication to a member of the Boarding Staff on duty after Exeat Weekends and when returning from School Holidays.

Follow the prescriber's instructions

Discuss any worries about the medication with a member of the Health Centre Team.

Inhalers may be kept with you with permission from the health centre

Signed..... Student

Signed..... Health Centre Member of Staff



## Appendix 4

### SEXEYS SCHOOL

#### PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

School cannot give your child medicine unless you complete and sign this form or email permission is given.

#### Personal Details

Name of pupil:

Contact telephone number:

Condition or illness:

#### Medication

Name/ type of medication: (as described on the container)

Special storage requirements:

Date dispensed:

How long will your child take this medication?

#### Full Directions for Use

Dosage:

Frequency/timing:

Method:

Any particular problems with administration?

Side effects:

Parental Declaration I will ensure that the appropriate staff members are aware when medicine arrives at school. I will complete another form if any of the above information changes.

Signature:

Date:

Relationship to child:

## Appendix 5 - Self-Administration Risk Assessment Form

### Risk Assessment and Decision Form - For the Self-administration of Medicines

<b>Student Name</b>	«Forename» «Surname»	<b>Tutor Group</b>	«Reg»
<b>Year Group</b>	«Year»	<b>Staff Link Name</b>	
<b>Completed by</b>			

1. Was the student self-administering medication prior to September 2020?
Yes/No (if yes how successfully?)
Comments:
2. Is the student confused, or does he/she have an unstable mental state or a history of alcohol/drug use?
Yes/No (If yes, student may only be suitable for stage 3 or should not be included in the self-medication programme at present).
Comments:
3. Does the student have a history of overdose, accidental or intentional?
Yes/No (if yes – the student may only be suitable for stage 3 or should not be included in the self-medication programme at present).
Comments:
4. Has the student a history of non-compliance with medication leading to a relapse or risk of relapse?
Yes/No:
Comments:
5. Is the student motivated to commence self-medication?
Yes/No
Comments:
6. Can the student open child resistant closures?
Yes/No
Comments:
7. Does the student need a compliance aid?

Yes/No
Comments:
8. Can the student read standard medication labels in English?
Yes/No
Comments:
9. Does the student have the right attitude to medication and insight into the importance of the prescribed medication and how to take it?
Yes/No
Comments:
10. Does the student understand the importance of secure storage for medication and that medication must not be shared, given or sold to others?
Yes/No
Comments:

Assessment reviewed by		(Name)
Discussed at medication planning meeting		(Date)
Not suitable for self-administration		(Date)
Suitable for self-administration (Stage 1)		(Date)
Suitable for self-administration (Stage 2)		(Date)
Suitable for self-administration (Stage 3)		(Date)
On completion, this form must be kept in the students file, a copy should be attached to the Medicare record/SIMS/Class charts		

Stage	Descriptor
1	Suitable for self-administration and store
2	Suitable for self-administration unable to store
3	Supervised to take, unable to self-administer
4	Not suitable for self-administration

## Appendix 6 – Self-Administration Letter

Parental\_Salutation»  
«AddressBlock»

Dear «Parental\_Salutation»

### Self-Administration of Medication «Forename» «Surname» - «Reg»

We are aware that «Forename» is currently on medication, they have notified us that they would like to self-administer their medication.

The medication that they have asked to self-medicate is: -

- 

In order for us to support this request, we need to: -

- Complete a risk assessment
- Contact their GP

If «Forename» is agreed to be appropriate to self-medicate the following will be in place.

- Large amounts of medication will be stored in the Health Centre
- Students will be allocated one weeks supply of medication
- Students will have a weekly appointment with a member of the Health Centre Team to review needs and medication
- If replacement /review of medication is needed the Health Centre Team will ensure medication is ordered
- The risk assessment will be reviewed annually with details recorded on the self-medication register.
- Students who are assessed as appropriate to self-medicate will be required to store their medication in a labelled box locked in their room. House parents will monitor this.

Please can I ask you to complete and return the enclosed forms to Sam Brownlow on [sjbrownlow@sexey.somerset.sch.uk](mailto:sjbrownlow@sexey.somerset.sch.uk) as soon as possible.

Until these forms are returned, unfortunately «Forename» will be unable to self-medicate.

Thank you for your support in this.

Yours sincerely



Mrs H Cullen  
Head teacher

### Enclosures

1. Student Agreement (for information – Sexey's Staff will complete this with your child)
2. Risk Assessment (for parental completion and return)

## Appendix 7 – Self-Administration Student Agreement

### Self-Administration of Medication – Student Agreement

<b>Date</b>	
<b>Name of Student</b>	«Forename» «Surname»
<b>House</b>	
<b>Year</b>	«Year»
<b>Medication</b>	

I understand that I am required to: -

- Ensure my parents return the risk assessment
- Attend weekly medication review meetings at the Health Centre
- Deliver all medication to the Health Centre
- Only store one weeks' worth of medication in the Boarding House
- Ensure the medication is stored in its packaging in a clear plastic box in a lockable cupboard in my room
- Follow the prescribers instructions
- Not share or give my medication to any other student
- Discuss any worries about the medication with a member of the Health Centre Team

Signed \_Student

Signed \_Health Centre

Medication is assessed by the Health Centre and the appropriate risk assessment undertaken.

1. Day Student
2. 6<sup>th</sup> form boarder
3. Lower school boarder
4. Original forms