



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# Administration of Medicines Policy

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<b>Last reviewed:</b>	February 2017
<b>Ratified by Governors:</b>	8 March 2017

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## 1. Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Hailsham Community College (Academy Trust)
- 1.2. The Governing Body has overall responsibility for ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The Governing Body has responsibility for ensuring the correct level of insurance is in place for the administration of medication.
- 1.5. The Principal will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures of Hailsham Community College (Academy Trust)
- 1.6. First Aid Staff are responsible for overseeing insulin injections for diabetic pupils.
- 1.7. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for also ensuring pupils do so also.
- 1.8. Staff, including teachers, support staff and volunteers, will be responsible for implementing the agreed policy fairly and consistently.
- 1.9. Parents and carers will be expected to keep the school informed about any changes to their child/children's health.
- 1.10. Parents and carers will be expected to complete a [medication administration form](#) prior to bringing medication into school.
- 1.11. Parents and carers will be expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

## 2. Definitions

- 2.1. Hailsham Community College (Academy Trust) defines "medication" as any prescribed or over the counter medicine.
- 2.2. Hailsham Community College (Academy Trust) defines "prescription medication" as any drug or device prescribed by a doctor.
- 2.3. Hailsham Community College (Academy Trust) defines a "staff member" as any member of staff employed at Hailsham Community College, including teachers.

### 3. Training of staff

- 3.1. Relevant staff will receive training on the Administering Medication Policy as part of their new starter induction.
- 3.2. Relevant staff will receive regular and ongoing training as part of their development.

### 4. Guidelines

- 4.1. Prior to First Aid Staff administering any medication, the parents / carers of the child must complete and sign a medication administration form.
- 4.2. No child will be given medicines without written parental consent, or aspirin unless prescribed by a doctor.
- 4.3. Medicines MUST be **in date, labelled**, and provided in the **original container** with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 4.4. A maximum of four weeks supply of the medication may be provided to the school.
- 4.5. For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHCP) will be developed in liaison with the pupil, parents/carers, Principal, SENCO and medical professionals.
- 4.6. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 4.7. Medications will be stored securely in the First Aid Room
- 4.8. Only qualified staff may administer a controlled drug, countersigned by another staff member.
- 4.9. Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the Principal will delegate the responsibility to another staff member.
- 4.10. Any medications left over at the end of the course will be returned to the child's parents.
- 4.11. Records will be kept of any medication administered to children on the college's Medical Tracker system.
- 4.12. Pupils will never be prevented from accessing their medication.
- 4.13. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- 4.14. Hailsham Community College (Academy Trust) cannot be held responsible for side effects which occur when medication is taken correctly.

Appendix 1 – Individual Healthcare Plan Template

# Hailsham Community College

## Individual Healthcare Plan

**Pupil name:**

**Address:**

**Date of Birth:**

**Class teacher:**

**Medical Condition:**

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**Date plan drawn up:**

**Review date:**

**CONTACT INFORMATION**

**Family Contact 1**

**Name:**

**Phone No:**

**(work):**

**(home):**

**(mobile):**

**Relationship:**

**Family Contact 2**

**Name:**

**Phone No:**

**(work):**

**(home):**

**(mobile):**

**Relationship:**

**GP**

**Name:**

**Address:**

**Phone No:**

**Clinic/Hospital Contact**

**Name:**

**Phone No:**

**Describe medical condition and give details of pupil's individual symptoms:**

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**Daily care requirements (e.g. before sport/at lunchtime):**

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**Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:**

**Follow up care:**



**Who is responsible in an emergency (State if different on off-site activities):**

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<b>Signed</b>	<b>Date</b>
<b>Parent/Carer</b>	
<b>Pupil (where appropriate)</b>	
<b>Principal</b>	
<b>SENCO</b>	
<b>GP</b>	

Appendix 2 - Parental agreement for school to administer medicine

# Hailsham Community College Medication Administration Form

**Hailsham Community College (Academy Trust) will not give your child medicine unless you complete and sign this form.**

Name of Child:	
Date of Birth:	
Group/Class/Form:	
Medical condition/illness:	
Medicine/s:	
Name/Type of Medicine (as described on the container):	
Date dispensed:	Expiry date:
Agreed review date to be initiated by [name of member of staff]:	
Dosage, method and timing:	
Special Precautions:	
Are there any side effects that the school/setting needs to know about?	
Self-Administration: Yes/No (delete as appropriate)	