



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# Administration of Medicines Policy

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<b>Last reviewed:</b>	May 2020
<b>Ratified by Governors:</b>	8 July 2020

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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. Exceptions apply in the case medicines such as of AAI's (EpiPen's), asthma pumps, and other similar medicines for long term conditions that can be kept until the expiry date.
- 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 staff member.

4.14. Hailsham Community College (Academy Trust) cannot be held responsible for side effects which occur when medication is taken correctly.

# 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)	