



**Ivington C of E
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

Administration of Medicines Policy

Approval of the Governing Body

This document is a statement of the aims, principles and strategies for:

Administration of Medicines Policy

at

Ivington CE (VA) Primary and Pre-school

It was revised during the:

Summer 2023

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

Summer 2025

Or sooner if necessary



Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

Purpose and scope

This policy has been drawn up with guidance from and meets the requirements of:

Dept of Health- Managing Medication in Schools Guidelines March 2005
Health and Safety at Work Act 1974
Misuse of Drugs Act
Supporting pupils at school with medical conditions –Feb 2014(updated 2017)

This policy covers the administration and storage of medication for pupils of Ivington Primary School and Pre-School.

Aims and objectives

This policy recognises that parents/carers have prime responsibility for their child's health and should provide school and Pre-School with all information about their child's health condition.

This policy recognises that the administration of prescribed medication is the responsibility of the parent/carer. Staff administer medication on a voluntary basis. There is no legal or contractual duty which requires school staff to administer medication.

Medicines can only be kept and administered in school to treat serious conditions where it would be detrimental to a child's health if the medicine were not administered during the school day for potentially life-threatening conditions such as insulin or an epipen.

All pupils who require medication within school hours on an on-going basis (more than 2 weeks) must have a care plan issued to the school by the prescribing GP, clinical lead or school nurse.

Our aim is to enable regular attendance through the correct management of medicines in school.

Administration of medicines in school

Medicines will only be administered in school or Pre-School when it would be detrimental to a child's health or school attendance not to do so.

- All medicine should be handed in at the main office where it will be stored in the correct place.
- Medication required by Pre-School pupils should be given to staff on arrival. Pre-School staff will then transfer it to the main office.
- Ivington School will only accept medicines that have been prescribed by a doctor, dentist or pharmacist prescriber and which are provided in the original container as dispensed. The medicine must clearly state the name of the pupil and include the prescriber's instructions for administration.

- Parents must sign a copy of Form 2 'Permission to administer prescribed medication' requesting how and when they would like staff to administer the medication.
- A record is kept (Form 3) when any medication is administered in school in the main office. (Date, time, child's name, medication, dosage, signature, witness signature)
- Only antibiotics that need to be given four times a day may be administered. Those that are to be given three times a day **must** be administered at home around the school day.
- Children under 16 should **never** be given medication containing aspirin unless specifically prescribed by their doctor. The school is not obliged to give medication containing **paracetamol or ibuprofen** for pain relief, even in 'junior' forms. This will only be given in exceptional circumstances, with the agreement of the head teacher, and not without first checking maximum doses and when the **previous dose was given**. Parents are invited to give this to their children themselves.
- All temporary medicine will be kept in a locked cupboard in the main office or fridge in the staff room, and administered by two members of staff at the appropriate time.
- Emergency medication such as epi-pens and insulin are kept in individual drug boxes. These are located in the classrooms of the specific pupils who require them. These will be checked at the beginning of each term by the Medical Needs Co-Ordinator to ensure they remain in date and parents will be informed when they are close to expiry date. It is the responsibility of the parent/carer to ensure these are replaced.
- Emergency spare asthma inhalers and epi-pens (which are school's own) are also located in boxes on the wall in the main corridor. These will be checked at the beginning of each term by the Medical Needs Co-Ordinator to ensure they remain in date.
- Pupils with asthma inhalers should carry a named inhaler at all times. These will be kept either with the pupil or in the red bag in each pupil's classroom or in Pre-School. These will be checked at the beginning of each term by the Medical Needs Co-Ordinator to ensure they remain in date and parents will be informed when they are close to expiry date. It is the responsibility of the parent/carer to ensure these are replaced.
- A spare inhaler, if provided by their GP, will be kept in the main office, the school staff will monitor expiry dates of these and inform parents when a new one is required. The red class bags are to be readily available during PE lessons, when on the school field or on off site visits.(See Asthma Policy)

In an **emergency** situation, if a child has mislaid, forgotten, or their reliever is empty, the school's own emergency inhaler will be used. This will **only** be done in extreme circumstances if there is a possible *threat to life*.

This is in accordance with the Department of Health's:

"Guidance on the use of emergency inhalers in schools"
September 2014

Controlled Drugs

Controlled drugs that have been prescribed for a pupil will be stored in a lock-box in a locked draw in the main office and only named staff will have access to it. These will be readily available in an emergency. They will be transported in the lock-box on off site visits.

Long Term Health Needs

The needs of any pupils with more serious health issues or a disability will be discussed on an individual basis and will be subject to discussion with parents/carers and the school nurse, paediatrician or GP.

In such cases the health care professionals in consultation with the school and parents/ carers will write an Individual Medical Health Care Plan.

Emergency procedures will be outlined on their Medical Health Care Plan.

Staff will be regularly trained in order to meet the medical needs of certain pupils e.g. epi-pen training.

Emergency Procedure

In the event of an emergency the duty first aider will instruct the office staff to call for an ambulance immediately and to advise the head teacher who will then contact parents/carers.

Named staff member to meet ambulance in the car park and take to casualty.

The named member of staff will also ensure access to the playground via gates.(See Contacting Emergency Services attached)

The duty first aider will remain with the pupil until medical responders arrive.

Contracting the Emergency Services Ivington Primary School and Pre-School

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

- 1. Your telephone number 01568 720216**

- 2. Give your location as follows: Ivington School
Ivington
Leominster
Herefordshire**

- 3. State that the post code is HR6 0JH**

OS Grid ref: S0474567 GB GRID

- 4. Give exact location in the school i.e. field, hall, classroom etc**

- 5. Give your name**

- 6. Give name and age of child and a brief description of the child's symptoms**

- 7. Inform Ambulance Control of the best entrance and state that the crew will be met by a member of staff in the car park and taken to location of casualty.**

ENSURE ENTRANCE TO PLAYGROUND IS CLEAR OF VEHICLES FOR ACCESS.