



HEARTS ACADEMY TRUST

# The Administration of Medication Policy

Approved by Trustees: March 2020

Reviewed: May 2023

To be reviewed: May 2026

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values led context, where everyone feels valued and grows in confidence and independence.

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning and a resilience and hope which supports us through challenging times.

Great value is placed on pupils' self **ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

We foster **RESPECT and RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment. They are also taught to take full responsibility for their own choices and responsibility for themselves and their community.

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

We develop **SPIRITUALITY and SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.



*Children at the HEART*

**Please note that all members of staff who are first aid trained will be required to administer medicines, in line with this policy.**

HEARTS Academy Trust Schools wish to ensure that pupils that need to take medication, receive appropriate care and support at school. The Head of School will accept responsibility in principle for trained members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

**Please note that parents should keep their children at home if acutely unwell or infectious.**

Parents are responsible for providing the Head of School with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Where prescribed medication is held for administering on a 'when required' basis, the parents/carers will be contacted prior to administering the medication.

Staff will not give a non-prescribed medicine to a child. Travel sickness pills for a return journey to school may be given but only if they are in their original container and the expiry date/dosage/age appropriateness is clear. Parents must complete a permission form.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil.

Each item of medication must be delivered to the school office, in normal circumstances by the 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 (if important).
- Expiry date.
- Adrenaline pens include manufacturers' instructions.

**The school will not accept items of medication in unlabelled containers.**

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet.

Only medication which requires 3 times administration can be given, unless the pharmacy label clearly states specific times ie. before food.

Medication should be administered in the office and recorded in the medicine book which is held in the office.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased/changed.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Head of School, will ensure that a Health Care Plan is drawn up, in conjunction with the appropriate health professionals – **see appendix 1**.

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

Staff who are trained to assist in the administration of medication will receive appropriate training/guidance either in-house or through arrangements made with the NHS.

Where possible, reasonable adjustments will be made to accommodate a pupil's medical needs when away from the school premises. A full meeting with parents/carers will be held to discuss a child's needs at least one week prior to the visit.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Medication given at lunchtime can be administered by the trained office staff or support staff. All staff administering medicine must follow the guidelines. Guidance will be sought from a senior member of staff if there is any uncertainty.

Parents are able to come into school and administer medicines themselves if they prefer.



Child's details	
Name of school / setting	
Child's name	
Child's date of birth	
Class / year group	
Child's home address	
Medical diagnosis or condition	
Date diagnosis given or condition identified	
Review Date	
Family contact information	
Family contact name	
Phone number	
Email address	
Relationship to child	
Clinic / Hospital / Specialist	
Name of provider	
Contact name	
Phone number	
Email address	
GP Details	
Name of surgery	
Doctors name	
Phone number	
Name school contact (person responsible for providing support in school)	
Medical details	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision	
Daily care requirements	
Specific support for the child's educational, social and emotional needs	
Arrangements for school visits/trips etc	
Other information	

Describe what constitutes an emergency, and the action to take if this occurs	
Who is responsible in an emergency (state if different for off-site activities)	
Staff training needed/undertaken – who, what, when	
Name of staff member	
Training undertaken	
Date of training	
Name of staff member	
Training undertaken	
Date of training	

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_  
 Full name of parent \_\_\_\_\_ Date \_\_\_\_\_  
 School / Setting Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_ Date \_\_\_\_\_