



SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL

Medicines Policy

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Review date: January 2025- or as needed

For review by: PDW / LGB

Introduction

This policy should be read in conjunction with other relevant policies:

Medical Needs Policy

Safeguarding and Child Protection Policy

Trips Policy

Equalities Policy

Health and Safety policy

Aim

The aim of the policy is to ensure that all staff and parents/carers of Sir William Borlase's Grammar School (SWBGS) are aware of the procedures to be followed in the administration of prescribed medication to children.

Background

- SWBGS understands the safe and effective administration and management of prescribed medication to be an essential part of its duties and procedures to safeguard the health and wellbeing of children in its care.
- Many children have the occasional or regular need to take prescribed medication to keep them in good health and to ensure their wellbeing. SWBGS is keen to ensure that the need for medical care, or the administration of prescribed medication, does not stop children from attending regularly and will therefore arrange for the administration of certain medication by advance agreement with their parents or carers.
- SWBGS understands the importance of ensuring that medication is administered correctly. It understands that mistakes involving medication may be injurious to the health and wellbeing of a child and will do all it can to ensure that its policies and procedures are robust and reflect good practice in line with national guidance.

Policy

- To safeguard the health of children, certain prescription medication will be administered by staff who are specially trained in the administration of medication.
- SWBGS will usually only administer prescription medication that is essential to the health of a child and where it would be detrimental to a child's health if the medicine were not administered at a time when the child is present on the premises. Where medication can be given to the child at home then SWBGS would expect the parents/carers to make alternative arrangements for the medication to be given. It would be expected that in the majority of cases, the administration of medication would not exceed 5 school days.
- Children with complex or long-term medical or health needs will have a healthcare plan agreed with the parents/carers which may include a long-term plan for the administration of medication.

- The need for medication, along with all other relevant health details, should be agreed and, if required, discussed with the child's parents/carers during the registration of a new child.
- Where SWBGS agrees to administer the medication, written consent (email is acceptable) must be obtained in advance from the parents/carers which clearly specifies the date, time, dosage and name of the medication to be given and a medicine in school form will be completed where appropriate.
- The medication must be in its original container and bear its original label which must be legible and must have the name of the child on it
- Medication will only be administered by staff who have previously agreed to the role and who have been given special training in the administration of medication.
- When administering medication staff should do the following:
 - A. Check that consent is in place.
 - B. Check the administration record to ensure that the medication is due.
 - C. Check the identity of the child.
 - D. Check the label of the medication, the name of the medication, the name of the child, the strength of the medication and the expiry date of the medication.
- Staff should administer the medication as instructed on the label and as specified in the written permission from the parents/carers. Great care should be taken in ensuring that the correct amount is given by the correct route and, wherever possible, a second member of staff should check and witness the administration.
- Accurate, signed records should be kept of all medication administered, withheld or refused.
- Any children taking medication should be closely monitored and any side effects or reactions reported immediately to the person in charge.
- Where a child refuses to take their medication no attempt will be made to coerce or make them take it, but the refusal will be recorded and the parents/carers informed.
- All medication should be kept securely in the Medical room and any unused or surplus medication should be returned to the parent/carer.
- If the medicine provided has not been prescribed for the child, has the wrong name on it, is out of date or does not match the medication or strength specified in the written permission, then staff must not under any circumstances administer it. Where staff have any doubts then parents/carers should be contacted.
- If there are any queries or concerns re medication, parents/carers are always called/contacted prior to administering no matter how small the concern.

Management duties

Managers and senior staff in SWBGS have a duty to:

- protect the health and safety of staff and children at all times

- ensure that all policies and procedures are effectively implemented
- regularly review and audit provisions in this area to ensure that policies, procedures and arrangements are adequate
- ensure that adequate numbers of staff are trained to administer medication to cover staff sickness, holidays and other absence
- arrange any training required
- monitor the administration of medication carefully to ensure that the procedures are being carried out properly and that they are clear to all
- obtain feedback from staff highlighting any areas of concern or identifying any training needs they may have
- ensure all staff and parents/carers are aware of this policy
- ensure that the policy is regularly reviewed and updated, including contributions from staff representatives, parents/carers and partner agencies

Staff duties

- Only staff who agree to a role that includes the administration of medication should administer medication.
- Agreeing to a role which includes the administration of medication is a voluntary decision by staff and no pressure will be brought by the management to perform this role.
- Staff in this organisation have a duty to comply with agreed policies and procedures at all times.

Training

- All staff will be made aware of this policy during induction and provided with the necessary training relevant to their role.
- Staff who agree to a role which includes the administration of medication will be asked to attend general training in the administration and monitoring of medication, which will be arranged with local healthcare professionals.

Applicability and scope

- This policy applies to all staff and volunteers working for SWBGS without exception.
- All staff have responsibility for ensuring that they work within the remit of this policy and in the manner in which they have been trained.

Responsibilities

- Responsibility for the implementation, monitoring and review of this policy lies with the management of SWBGS.
- The designated person with responsibility for implementing the policy is: Healthcare and Wellbeing Lead and Designated Safeguarding Lead.