

## **ST CLEMENT'S C of E ACADEMY**

### **MEDICATION ADMINISTRATION POLICY**

Our vision is to inspire happy, courageous, independent, curious and creative life- long learners. We aim for all to achieve their full potential, striving both academically and socially with humility and dignity.

We believe that being anchored in Jesus Christ will guide us all with hope, compassion and wisdom in becoming successful members of a global community.

#### **# Learning for Life, Anchored in Christ**

Serving the local community in the name of Christ since 1859

#### **Policy Statement**

This policy is a statement of the aims and objectives for the administration of prescribed medicines at St. Clement's C. of E. Academy.

This policy should be read in conjunction with:

- Medication Guidance for Birmingham Schools
- Birmingham Community Healthcare NHS Trust Asthma Guidance for Staff Working in Birmingham Schools, Early Years settings and Play Service
- St Clement's C of E Academy Asthma Policy
- St Clement's C of E First Aid Policy
- Managing Medicines in School and Early Years Settings, DfES/DH
- Schools Policy Guidelines, Asthma UK
- DfE Supporting Pupils at School with Medical Conditions

#### **I. AIMS**

The aims of this document are as follows:

- To ensure that pupils at St. Clement's Academy with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- To ensure that a policy is in place for the appropriate care of children, that is practical, and gives reassurance to staff carrying out these duties
- To ensure that the Academy's governing body ensure that arrangements are in place within school to support pupils with medical conditions.
- To provide guidance for senior school management to enable them to consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

- To provide information about the administration and management of medicines in the Academy.
- To ensure that the individual needs of the pupil are met.
- To ensure that the Academy's inclusion policies and procedures are met.

We ask parents/carers to ask their doctor wherever possible to prescribe medication, which can be taken outside of the school day. However, we recognise that there are times when it may be necessary for a pupil to take medication during the school day. As a school, we are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this policy.

## **2. CHILDREN WITH SPECIAL MEDICAL/EDUCATIONAL NEEDS**

On occasions St Clement's Academy is asked to admit children with special medical needs. As a school we will work in partnership with parents, health professionals and agencies including the Central Birmingham School Nursing Team to discuss the individual needs of the child.

The school recognises that children with medical needs can have special educational needs due to their condition and we work to fulfil the Code of Practice with due regard to pupils with Special Educational Needs and Disabilities.

Where children have special educational needs due to a health condition, an initial meeting will take place with parents. Teaching staff will be asked to ensure the pupil is not falling behind in lessons. If this is highlighted the teacher will initially discuss the situation with parents/carer. If there is no improvement then discussions will be held with the Special Educational Needs Co-ordinator (SENCO), Senior Leaders, and School Nurse. If necessary, a Special Needs Action Plan will be drawn up and if the Senior Leaders think it is appropriate the child may undergo an assessment by an appropriate health professional to decide what actions are appropriate.

## **3. ON ADMISSION TO THE ACADEMY**

All parents/carers will be asked to complete the Academy admissions form/Health Record form giving full details of medical conditions, regular medication, emergency contact numbers x2, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc.

## **4. ADMINISTRATION OF MEDICATION IN SCHOOL**

Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school personally and hand over the medication to a senior leader/ office staff.

The medication should be in the container as prescribed or dispensed by the pharmacist, with the child's name and instructions for administration printed clearly on the label or written on the box as well as a clearly dated expiry date.

The form "School Medicine Record" should be completed by the parent/carer and signed by the Head Teacher. This will be kept in the School Office.

A record of the administration of each dose will be kept and signed on the "Request for the Administration of Medicine" form. This form will be kept with the medication.

If medication needs to be changed, is discontinued before the completion of the course or the dosage changes the school should be notified in person. This must be done by the parent/carer.

From time-to-time children need to take over-the-counter medicines such as liquid paracetamol or hay fever treatment. We will administer such medicines in accordance with parents/carers

instructions following the above procedure. Older children can administer their own medicine, under supervision of a First Aider/member of office staff, who will ensure that the correct dosage is taken.

## **5. STORAGE AND DISPOSAL OF MEDICATION**

All medication, except for emergency medication, will be kept in the fridge in the staffroom or first aid cabinet in the office.

A regular check will be made of medication every term and parents will be asked to collect any medication which is not complete, out of date or not clearly labelled. If parents/carers do not collect any medication it will be taken to the local pharmacy for safe disposal.

## **6. OUT OF SCHOOL ACTIVITIES/EDUCATIONAL VISITS**

The class teacher will ensure that appropriate arrangements are made to take account of the administration of medicines to any pupils who are involved in an educational visit. The staff members involved in the activity are responsible for ensuring they are aware of the need for medication and what they should do should a medical emergency arise. The staff involved in the activity must consider the accessibility of medication, particularly for use in an emergency.

## **7. ROLES AND RESPONSIBILITIES**

At St Clement's Academy we believe that there must be a partnership between parents/carers and the school, for the administration of prescribed medicines to work effectively.

This partnership will place responsibilities not only on the parents/carers but also in some circumstances the pupil.

## **8. HEAD TEACHER/GOVERNORS**

The Head Teacher/Governors are responsible for ensuring that:

- An agreed Administration of Medicine Policy is in place
- The policy is discussed, agreed and formally adopted by the governing body.
- The policy is regularly reviewed in line with the Academy's rolling programme for policy review.
- All staff are fully aware of the Academy's policy
- All staff who administer prescribed medication are given appropriate training.
- Training relating to emergency medication and management of relevant medical conditions is given as appropriate.
- Parents/carers are made aware of the school's policy on medicines; a copy is on the Academy's website and a hard copy is available on request.

At St Clement's the administering of prescribed medication is usually undertaken by a First Aider or the Head Teacher/member of the senior leadership team/ other staff members if necessary. The school has separate guidelines for asthma.

## 9. PARENTS /CARERS

It is the responsibility of parents/carers to ensure that they:

- Fully co-operate with the school to ensure the safety and well-being of their child.
- Complete a general consent form, which is signed and dated. **Verbal instructions will only be accepted in an emergency.**
- Complete a new consent form whenever there are any changes to the administration instructions.
- Ensure that there is sufficient medicine to be administered and that it is within the expiry date.
- Ensure that medicine is provided to the school in the original container from the pharmacy and clearly labelled with:
  - ✓ The child's name
  - ✓ Name of medicine
  - ✓ How much to give i.e. dosage?
  - ✓ When it is to be given
  - ✓ Expiry date
  - ✓ Any other instructions

## 10. INFECTIOUS DISEASES

As already stated, the aim of this policy is to keep ill children in school but in the following cases where the conditions are infectious the Head Teacher must enforce exclusions on the following medical criteria:

- Measles: Child to be excluded for 4-day period from onset of rash
- Chickenpox: Child to be excluded until scabs have formed on all spots
- Mumps: Child to be excluded for 5 days from onset of swelling
- Whooping cough: Child to be excluded until they have received antibiotics for a 5-day period. 21 days from onset of illness if no antibiotic treatment
- Rubella: Child to be excluded for at least 4 days from onset of rash
- Scabies: Child to be excluded for 24 hours once treatment commences

- Impetigo: Child to be excluded for 48 hours once treatment commences. All sores on exposed areas must be covered. If sores can not be covered child to remain at home
- Meningitis: Child to remain away from school until pronounced medically fit to return. Head Teacher to inform the Health Protection Agency (HPA) and work alongside them and the Local Authority
- Head Lice: Whilst child cannot be excluded, school to issue standard letter and advice to parents that an unnamed child in the class has head lice.
- Coronavirus: Follow up to date government guidance.

## **11. MANAGEMENT OF THE UNWELL CHILD**

While symptoms vary according to the nature of illness there are certain symptoms that should always give rise to suspicion that a person is suffering from an infectious disease. These include diarrhoea and/or vomiting, fever (high temperature, shivering, shaking) and rash or skin spots.

- Segregate the child, as far as possible from others in the class, but do not leave the child unattended. Contact the parent/carer where possible.
- Seek advice from the School Nurse if required.
- Ask the child to cover their nose and mouth when coughing.
- Cover skin lesions which are discharging with a waterproof dressing.
- Adults and children should wash their hands after touching the ill child.

## **12. ACCESS AND REVIEW OF POLICY**

St Clement's Academy's Medication Administration Policy is accessible to all staff and the Academy community via the Academy's website. Further hard copies can be obtained through the Academy reception.

The board of governors will review this policy every two years or sooner should guidance change.

Revised: Miss D. Akers July 2025

Review Date: July 2026 (or sooner should legislation or guidance change)

**ST. CLEMENT'S**  
**C. OF E. ACADEMY**