

Lea Primary School & Wessington Primary School
working in partnership with Holloway Playgroup



Wessington Primary School



Learning, Enjoying, Achieving



Holloway Playgroup

Lea Primary School

Wessington Primary School

Administration of Medicines

Committee responsible for reviewing and updating this policy:	
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Date of Review:	Governor's Meeting Minute Number:	Comments:

Administration of Medicines Policy

Purpose of this Policy

The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils with medical needs within the school. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with cystic fibrosis. Other children may require medicines in particular circumstances, for example severe allergies or asthma.

Supporting pupils with long-term health needs

The school will aim to minimise any disruption to the child's learning as far as possible and work with parents/carers and health professionals to ensure this. Where a pupil needs to take medication in school for an extended period or has a chronic ongoing condition a Health Care/Emergency plan will be put in place. This will be agreed jointly by the school and parents/carers with the advice of health professionals. Parents should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication.

Managing medicines during the school day

Non-prescription medicines - Medicines which have not been prescribed by a medical practitioner will only be administered in school if absolutely necessary (e.g. Paracetamol, ibuprofen, throat lozenges). Parents/carers will be encouraged to give the medicines outside the school day. A consent form **must be** completed by the parent (available from the school office or school website).

Prescription medicines - Prescription medicines should only be taken during the school day when essential. Parents/carers will be encouraged to request from doctors, where possible, medicines which can be administered outside of the school day. Medicines will only be administered in school where the dosage frequency requires them to be taken **four** or more times a day or where they must be taken at specific times. Medication must be in its original container with the original pharmacy label intact, medication will not be accepted without these. **Medicines will only be administered according to the instructions on the pharmacy label.** A consent form must be completed by the parent (available from the school office and school website).

Storing Medicines

The school will keep the medication securely in the school office which may only be accessed by authorised staff. Where medicines need to be refrigerated they will be stored in fridge in the school office. Prescription drugs will be returned to parents when no longer required. It is the parent's responsibility to collect and dispose of out of date or unused medication. It is the parent/carer's responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents to supply medication, school staff will inform parents when there is 5 days' worth of medication left to allow plenty of time for a repeat prescription to be fulfilled.

Epi-Pens and other Emergency Medication

All staff will be given appropriate training in the administration of emergency medication where necessary in conjunction with the School Nurse. A training form will be completed to show evidence of who has been trained. Arrangements will be made for immediate access to any emergency medications for example:

- Epi-Pens will be kept easily accessible in the First Aid Cupboard
- Asthma medication will be kept in the First Aid Cupboard.

Emergency medication will always be taken if the child goes out on a trip.

Labelling of medicines

On the few occasions when medicines have to be brought into a school or service, the original or duplicate container, complete with the original dispensing label should be used.

The label should clearly state:

- name of pupil
- date of dispensing
- dose and dose frequency
- the maximum permissible daily dose
- cautionary advice/special storage instructions
- name of medicine
- expiry date – where applicable.

The information on the label should be checked to ensure it is the same as on the parental consent form. Where the information on the label is unclear, such as “as directed” or “as before” then it is vital that **clear instructions are given on the parental consent form**. If the matter is still not clear, then the medicine should not be administered and the parents should be asked for clarification.

Disposal of Medicines

Medicines which have passed the expiry date must not be used. Creams and lotions will have both a manufacturer’s expiry date which must be observed and should also be considered to have expired 28 days after having been opened. Pump dispensers have a longer life, usually about 3 months. Expired medicines need to be disposed of properly by arrangement with the child’s parents, either by return to, or collection by, the parents or return to the pharmacy for safe disposal.

Provision for safe disposal of used needles will require appropriate special measures, e.g. a “sharps box”, to avoid the possibility of injury to others. A “sharps box” must be kept secure with no access for pupils or unauthorised persons. This should be disposed of in a safe way using a specialist licensed contractor.

Hygiene and Infection Control

All staff must follow normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Employee Medicines

If an employee needs to bring medicine into school they have a responsibility to ensure that their medicines are kept securely and that children do not have access to them. Adequate safeguards must be taken by employees, who are responsible for their own personal supplies, to ensure that such medicines are not issued to any other employee, individual or pupil.

Confidentiality

Medical information should always be regarded as confidential by staff and personal data properly safeguarded.

Records relating to the administration of medicines are health records and should be stored confidentially.

Instructions should be shared on a "need to know" basis in order that a child's well-being is safeguarded and any individual treatment plan is implemented.

Key responsibilities of staff:

Staff must always check:

- the child's name;
- the prescribed dose;
- the expiry date;
- the written instructions provided by the prescriber on the label or container;
- the individual treatment plan where one exists;
- whether or not it is a controlled drug;
- any requirements for refrigerated storage;
- prior to administration, the medicine administration record (Form 5) to ensure that a dosage is due and has not already been given by another person.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.

Written records must be kept each time medicines are given (kept in school office).

The administration of **controlled drugs requires 2 people**. One should administer the drug, the other witness the administration.

Refusal to take medicines

Staff can only administer medicines with the agreement of the child. Any specific instructions to assist the administration of a medicine should be recorded in the child's individual treatment plan as should any instructions in the event of refusal.

- If a child refuses to take a medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures.
- Where there is no instruction in the child's plan, staff should inform parents the same day;
- Where refusal may result in an emergency, emergency services and parents will be called

Record Keeping

Records must include:

- an up to date list of current medicines prescribed for each child that has been confirmed in writing;
- what needs to be carried out, for whom and when;

For children with ongoing or complex needs, a care plan that states whether the child needs support to look after and take some or all medicines or if care workers are responsible for giving them.

Staff must make a record straight after the medicine has been accepted and taken.

- The records must be complete, legible, up to date, written in ink, dated and signed to show who has made the record.
- From the records, anyone should be able to understand exactly what the staff member has done
- and be able to account for all of the medicines managed for an individual.

Pupils with complex health needs

As technology develops, growing numbers of children with complex health needs receive their education in mainstream schools. This group of children and young people require additional support in order to:

- maintain optimal health during the day;
- access the curriculum to the maximum extent.

Some examples of care of health needs for which children might require additional support in schools and services are:

- restricted mobility e.g. a child with physical impairments who uses a wheelchair;
- difficulty in breathing e.g. a child with a tracheostomy who requires regular airway suctioning during the day;
- problems with eating and drinking e.g. a child who requires a gastrostomy feed at lunch time.
- continence problems e.g. a child who requires assistance with bladder emptying and needs catheterisation at each break time or to follow a toileting plan to aid continence of bladder and bowels
- susceptibility to infection e.g. a child who is receiving steroid therapy.

Staff dealing with children with complex needs will receive training from the school nurse/health professional so that clinical procedures can be carried out correctly. A detailed Individual Health Plan should be completed for the child.

Emergency Procedures

Where children have conditions which may require rapid intervention, parents must notify the Head teacher/designated person of the condition, symptoms and appropriate action following onset. They should also share any individual treatment plan. The Headteacher/designated person must make all staff aware of any child whose medical condition may require emergency aid and staff should know:

- which children have individual treatment plans;
- possible emergency conditions that might arise, how to recognise the onset of the condition and take appropriate action i.e. summon the trained person, call for ambulance if necessary etc. and the emergency instructions contained within them;
- who is responsible for carrying out emergency procedures in the event of need;
- how to call the emergency services;
- what information from the individual treatment plan needs to be disclosed.

Other children should also know what to do in the event of an emergency, such as telling a member of staff.

When a child needs to go to hospital

Staff should not normally take children to hospital in their own car - it is safer to call an ambulance.

- A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives.
- Health professionals are responsible for any decisions on medical treatment when parents are not available.

Residential Visits

Parents must complete a medical consent form for any residential visit with the school (available from the school office) so that staff in charge of the school are given consent to administer medicines and first aid.

First Aid Training

The school will ensure that there are always qualified first aiders in school.

The list of staff who have completed the Basic First Aid Training and Paediatric First Aid is located on the First Aid cupboard opposite the Headteacher's office, school office and staffroom noticeboard.

Note

This policy has been written using the guidelines for Administration of Medicines and Associated Complex Health Procedures For Children produced by Derbyshire County Council. These guidelines will be referred to if further detail is needed about certain medical conditions.

Lea Primary School

Parental Consent for Administration of Medicines

To be completed by the parent/guardian of any child requesting that medicines be administered under the supervision of school staff or where a child is bringing medicine into school which they will self-administer.

Name of child	
Date	
Date of birth	
Class	

Prescribed Medicines:

The Doctor has prescribed (as follows) for my child:

Name of medicine to be given:
When to be given? (e.g. lunchtime, after food, when wheezy, before exercise)
How much? (e.g. half a teaspoon, one drop, 1 tablet)
Route? (e.g. by mouth, each ear)

Non-Prescribed Medicines:

My child requires the following non-prescribed medicine:

Name of medicine to be given:
When to be given? (e.g. lunchtime, after food, when wheezy, before exercise)
How much? (e.g. half a teaspoon, one drop, 1 tablet)
Route? (e.g. by mouth, each ear)

Please continue overleaf.....

Child's name: _____

- can administer his/her own medication
- requires supervision/assistance to administer medication.

I request that the treatment be given in accordance with the above information by a named member of the school staff who has received all necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school/centre activities, as well as on the school premises.

I undertake to supply the school with the medicines in the original labelled containers, provided by the Dispensing Chemist.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Parents' Contact Details in case of emergency:

Name of contact	
Daytime telephone number	
Relationship to child	

- *I understand that I must deliver the medicine personally to the agreed member of staff.*
- *I accept that this is a service that the school is not obliged to undertake.*
- *I understand that I must notify the school of any changes to administration of medicines, in writing.*

Parent's Signature _____

Date _____

Lea Primary School Individual Health Care Plan

Name of child	
Date of birth	
Class	
Address	

Medical Diagnosis or Condition

Date	
Review Date	

Parents' Contact Details

Name of contact	
Daytime telephone number	
Relationship to child	

Second Contact Details

Name of contact	
Daytime telephone number	
Relationship to child	

Clinic/Hospital Contact

Name	
Telephone Number	
General Practitioner (GP)	
GP Telephone Number	

Describe medical needs and give details of child's symptoms

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Daily care requirements (e.g. before sport/lunchtime)

--

Describe what constitutes an emergency for the child, and the action to be take if this occurs

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Follow up care

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Who is responsible in an emergency (state if different for off-site activities)

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Parent's Signature _____

Date _____

Lea Primary School
Record of Medicines Administered to Children

Date	Name	Time	Medicine Name	Dose	Any Reaction?	Name of Staff	Signature