

Policy for The Administration of Medicines

Written/reviewed: April 2019

To be reviewed by: April 2021

INTRODUCTION

The term parent/s in this document applies to parents, carers, guardians and any person/body with legal responsibility for a child. The school will seek parents' written agreement about sharing information about their child's needs, where information needs to be shared outside the school. However, in cases of confidentiality the Health & Safety of the child must take precedence.

The Policy needs to be understood and accepted by staff, parents, and children. The aim of the Policy is to enable regular attendance at school.

Sections

1. Managing medicines during the school day
2. Managing medicines on trips and outings
3. Roles and responsibilities of staff supervising the administration of medicines
4. Children's medical needs - Parental responsibilities
5. Parents' written agreement
6. School policy - Supporting children with complex or long-term health needs
7. Policy on children taking and carrying their own medicines
8. Advice and Guidance to staff
9. Record keeping
10. Storing medicines
11. Emergency procedures
12. Risk assessment and arrangement procedures (care plans)
13. Example forms

Associated Policy – 'Supporting Pupils with Medical Conditions'

1. Managing medicines during the school day

Prescription medicines should only be taken during the school day when essential. **They must be in the original container including prescriber's instructions.**

Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

Medicines fall into two types:

a) Prescription medicines and b) Non-prescription medicines

a) *Prescription*

- A member of staff may administer such a drug for whom it has been prescribed, according to the instructions.
- If agreed with the parents the school may look after the drug on behalf of the child.
- The school will keep the drug safely locked up with access only by staff and record keeping for audit and safety.
- Prescription drugs should be returned to the parents when no longer required.
- Ritalin, a prescription drug known as a "controlled drug" needs to be kept in a more secure environment than suggested above e.g. in a cupboard attached to a structural wall.

b) *Non-prescription*

- Non-prescription medicines can only be given to children when parents have given written permission.

2. Managing medicines on trips and outings

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. This will allow reasonable adjustments to be made.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of care plans (where they exist) will be taken by the responsible person.

Home to school transport

If a pupil's care plan describes emergency procedures, which might occur, on the journey to and from school, then the escorts will be trained to carry out the duties and the care plan will be carried on the vehicle.

PE / Sports

Any restriction to PE / sports activities must be noted in the care plan. Flexibility will be planned to allow pupils to benefit in ways appropriate to them (this constitutes differentiation of the curriculum).

3. Roles and responsibilities of staff managing or supervising the administration of medicines

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Advice and guidance will be provided by the Schools Nursing Service, when needed, to carry out the actions in a care plan. Where a condition is potentially life-threatening all staff will need to be aware what action to take.

Specific advice and support from the Schools Nursing Service will be given to staff who agree to accept responsibility, as delegated by the Headteacher, for administering medicines and carrying out procedures.

When all planning to manage a condition has taken place, schools can consult their insurer directly to check that their employees are covered.

In the event of legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible. It is the employer's responsibility to ensure that the correct procedures are followed; keeping an accurate record in school is helpful in such cases. Teachers and other staff are expected to use their best endeavour at all times particularly in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The Headteacher is responsible for day-to-day decisions, such as:

- Ensuring staff receive advice, support and awareness raising training
- Ensuring all relevant information about pupil needs is shared
- Liaising with parents about agreement of care plans
- Ensuring that emergency plans are in place when conditions may be life-threatening
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

Teaching staff and other staff should:

- Be aware of emergency plans where children have life-threatening conditions and

- Receive appropriate documented training and support from health professionals, where they are willing to administer medicines.

4. Children's medical needs – parental responsibilities

The school will liaise closely with parents, carers or those who hold this responsibility (such as in the case of Looked after Children) so that information is shared and the care plan reflects all information.

The care plan will be agreed jointly by the school and parents, and agreed with the advice of health professionals.

The school will seek parents' agreement about sharing information on their children's needs where information needs to be shared outside of school. However, in cases of emergency the health and safety needs of the child and the people affected must take precedence.

Parents should provide the school with information about their child's condition and be part of the health care plan arrangements, in all cases Parents know their child best. They should sign the appropriate agreement forms for the administration of medicines.

5. Parents' written agreement

The attached form is to be completed and signed by the parents for the administration of the care plan and medicines to their child.

It is the responsibility of parents to ensure that medicines sent to school are 'in date'. All medicines should be collected by parents at the end of term 2, 4 and 6. If new supplies are needed it is the responsibility of the parents to supply medication as needed.

6. Supporting children with complex or long-term health needs

The school will aim to minimise any disruption to the child's education as far as possible, calling on the Health Needs Education Service for support and advice as needed, on the impact on learning and supportive strategies.

The school will refer to '**Supporting Pupils with Medical Conditions Policy**' when making the appropriate arrangements for these pupils.

The school will carry out a risk assessment and a care plan, with the agreement of parents, and advice from health professionals.

The school will call on the Community Nursing Service to deliver advice and support and receive appropriate documented training on procedures such as tube feeding or managing tracheotomies.

Where school staff carry out glucose monitoring, records will be kept with parents and specialist nurses advice

7. Policy on children taking and carrying their own medicines

Asthma medication to be kept in or near children's classrooms until children can use it independently. It must be taken on school trips.

Epipens need to be kept with or near the pupils who need them.

Where younger pupils have their insulin administered by staff then records will need to be kept.

8. Advice and Guidance to Staff

The school will arrange and facilitate staff training for children with complex health needs, calling on:

- The School Nursing Service
- Community Children's Nurses
- Paediatric Diabetes Nurse Specialists
- Paediatric Epilepsy Nurse Specialists
- Eleanor Nurses
- The Health Needs Education Service
- The Specialist Teaching Service (about potential impact of medical / physical conditions and the implications on teaching and learning)

9. Record keeping

Forms can be amended to fit individual circumstances with the advice of relevant nursing staff and therapy colleagues.

NB All risk assessments and care plans must be updated at least annually or when needed by a change in a pupil's condition

10. Storing medicines

The school will keep medicines in a secure place, (not asthma pumps or epipens) with access only by staff. This includes re Fridgeration where needed.

11. Emergency procedures

The school will agree any procedures with parents and health care partners and the plan will be signed by all parties.

All staff will be made aware of the plans in order to discharge their common law 'duty of care' should the need arise.

12. Risk assessment and arrangement procedures (Care Plans)

Where a pupil has a complex health need or requires long term medication, risk assessments and care plans will be drawn up and signed by parents, class teachers and health professionals as needed.

Please refer to 'Supporting Pupils with Medical Conditions Policy'.

This form is to be kept by the telephone

Contacting Emergency Services

Request for an Ambulance

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

1. Your telephone number: **01892 833654**
2. Give your location as follows: **Paddock Wood Primary Sch.
Old Kent Road
Paddock Wood
Kent**
3. State that the postcode is: **TN12 6JE**
4. Give exact location in the school: **(where is casualty)**
5. Give your name: **(your name)**
6. Give name and age of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance **(Maidstone Road, Turn by Esso Garage, Into Old Kent Road, School Entrance on right)** and state that the crew will be met **at the car park** and taken to **(place of casualty)**.

Helicopter can land in field

Speak clearly and slowly and be ready to repeat information if asked.

Risk Assessment Form

CONTACT DETAILS

Name of person completing the form _____

Date: _____

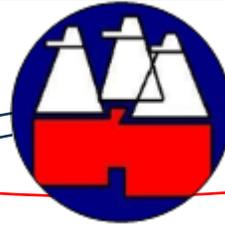
Child's Name: _____

Age: _____ Year Group: _____

School: _____

Medical Condition: _____

List significant hazards	Who is at risk ?	Existing controls	List additional controls needed	Date of assessment	By Whom (e.g. Parent, School, Doctor)



Parental agreement for the administration of medicines

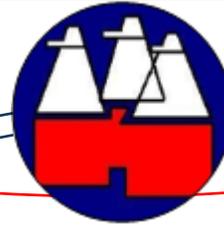
The school will not give your child medicine unless you complete and sign this form.

Child's name:	Date of Birth:	Class:
Condition / Illness:		
Name of Medicine:		
Where medicine kept:	Expiry date:	
How much (dose) to give:	When to give it:	

Note : MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACIST. STUDENTS SHOULD NOT SELF ADMINISTER

<u>CONTACT DETAILS</u>	
Name of contact:	Telephone number:
GP Details:	

<u>CONSENT</u>	
This information is, to the best of my knowledge, accurate at time of writing and I give consent to the school staff, to administer the medicine in accordance with the school policy. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped.	
Parent/Guardian signature:	Date:
Print name:	



Record of medicines administered to an individual child

- To ensure:**
- The right medicine
For
 - The right child
At
 - The right time
At
 - The right dose

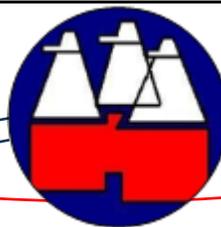
Child's name:	Date of Birth:	Class:
Condition / Illness:		
Name of Medicine:		
Where medicine kept:	Expiry date:	
How much (dose) to give:	When to give it:	

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of Staff Member			
Staff Initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of Staff Member			
Staff Initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of Staff Member			
Staff Initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of Staff Member			
Staff Initials			



Asthma Pumps in Primary Schools

Dear

Asthma Pumps

Your child _____ has an asthma pump in school.

I am writing to inform you of the School's guidelines with regard to asthma pumps in school.

1. All asthma pumps will be kept in an asthma box, of which there is one in every classroom.
2. All asthma pumps will be named.
3. With the pump there will be written evidence of the frequency of usage necessary for each individual child. This is to ensure that if a child appears to need their pump rather too frequently, then the parent can be informed.
4. We strongly encourage independence so your child will not be restricted from using their pump during the course of the school day, but it is considered courteous to make the normal requests of the teacher first.
5. If the child needs their pump during breaktimes, a request to a member of staff must be made first before entering the building. If the child always needs their pump during lunchtime, then the child can give it to a Midday Supervisor for safekeeping. It will be the child's responsibility to take the pump back to class following lunch.

If you wish to see the School Medical Policy, please make a request to the school office.

Would you please sign and return the slip below indicating either your agreement or your wish not to keep the pump in the care of the teacher or other staff, thereby taking full responsibility yourself.

Yours sincerely

Scott Opstad
Headteacher

Asthma Pumps

I agree and accept the above guidelines regarding asthma pumps in school

Signed _____ Parent/Guardian

Date _____ Child's name _____