



## ADMINISTERING MEDICINE POLICY

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## Policy Statement

The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils with special provision for students with medical needs within the school. Most children will at some time have short-term medical needs; some children may have longer term medical needs or require medicine in particular circumstances. Allowing pupils to take medication at school will minimise the time that they need to be absent and look after their wellbeing. At Village Primary school, we believe that regular school attendance cannot be overestimated.

## Medicines

The administration of medicine is the responsibility of parents and carers. There is no statutory duty requirement on teachers or support staff to administer medicines, but where they volunteer to do so this policy should be followed.

Where medicines are to be administered in school - with or without the direct involvement of staff - it is important that written instruction is received from the parent or health services. This should specify the name and class of the child, medication involved, circumstances under which it should be administered, frequency and level of dosage.

### Managing medicines during the school day

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

No student will be given prescription or non-prescription medicines without their parent's written consent- expect in **exceptional circumstances** where parents can give verbal consent over the telephone.

### Non-prescription medicines

Un-prescribed medicine will be administered with written consent from the parent/carer but will not be administered without first checking **maximum dosages and when the previous dose** was taken. School will inform parents/carers that this has been given. We are unable to administer any throat and cough sweets in school.

### Prescription medicines

Prescribed medicines or controlled substances which have not been prescribed by a medical professional **will not** be administered in school. Prescription medicines should only be taken during the school day when essential. School will only accept prescribed medicines that are in-date, labelled and intact, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Medicines will only be administered according to the instructions on the pharmacy label and with written/verbal parental consent.

Qualified school staff may administer a controlled drug to the child for whom it has been prescribed. Any student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but when in school it should be stored appropriately

(e.g. inhalers are kept in the medical boxes in classrooms.) School will monitor this closely as passing medication to another pupil for use is an offense.

### Records

School will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered will be noted.

### School Procedures

1. Parents must complete an administration of medication form.
2. Medicine should be stored in an A5 zip wallet containing the form and emergency information and record of medicine being given included.
3. Medicine should be stored in the medicine cupboard/medicine fridge (located in the staff room).
4. Training and guidance should be sought via the School Health Service for non-routine administrations of medicine (e.g. epipen training).

### When a member of staff is administering medicine they must:

1. Refer to the Medicine Administration Consent Form before giving the medicine
2. Check the child's name on medicine
3. Check the prescribed dose and expiry date
4. Check prescribed frequency of medicine
5. Measure out the prescribed dose and check the child's name again (parents should provide measuring spoons).
6. Complete and sign the Administration of Medicine Record when the child has taken/been given the medicine
7. If uncertain, do not give, but check with the child's parents or doctor

### Storing medicines

The school will keep the medication in the office, or classroom, in a marked box on a high shelf which is only to be accessed by staff. Where medicines need to be refrigerated, they will be stored in the designated fridge (in the studio.) Prescription drugs will be returned to parents/carers when no longer required or out of date. It is the parent/carer's responsibility to collect and dispose of out of date or unused medication. It is the parent/carer's responsibility to ensure that the medicines sent to school are in date. If new supplies are needed, it is the parent's responsibility to supply medication, school staff will inform parents when medication is running low/is soon to expire, to allow plenty of time for a repeat prescription to be fulfilled if needed. Sharps boxes should always be used for the disposal of needles and other sharps.

### Epipens 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.

Arrangements will be made for the immediate access to emergency medications, for example:

- Epipens will be labelled and kept in the student's classroom.
- Asthma medication will be labelled and kept in the student's classroom.

- Wherever there are specific requirements needed with a controlled medicine, to meet the medical needs of an individual in school, then the school will work within the medical and DFE guidance regarding this.

Emergency medication will always be taken if the pupil is on a school trip and there will be an identified trained staff member designated to administer this if required.

If possible, in the event of a fire alarm, office staff will take the central emergency inhaler onto the playground with them. Any other medication that may be needed in an emergency will be taken onto the playground by the class teacher. The box of medication is kept in the classroom and must be easily accessible by staff.

### Supporting pupils with medical needs

Where a student needs to take medication in school for an extended period or has a chronic ongoing condition, an Individual Health Care Plan (IHCP) 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.

The school will work with parents/carers to put plans in place that give regard to the Equality Act 2010 and the SEN code of practice so that students with medical conditions have access to the same opportunities as other children as long as it's safe for them to do so.

School staff will be made aware of students with IHCPs and their conditions.

The school will ensure that procedures are in place for an emergency situation and that contingency arrangements are in place.

### Staff Awareness

Children with specific medical needs are highlighted on the medical board in the staff room. Red border - to be aware of the child's need.

### Off-Site arrangements

During off site activities the staff accompanying the children will act as appointed persons and should always take a First Aid kit and any medicine/inhalers/epipens for identified children when leaving the school premises. The school mobile phone should also be taken and contact numbers for identified children included with any medication.

Staff should also know the postcode of their location to pass to emergency services in the event of needing to summon help. This will also be included on the risk assessment passed to the Educational Visits Coordinator prior to the trip.

If a major medical emergency or accident occurs on a school trip, the school must be informed as soon as possible and the situation managed so that the safety of the group is not compromised. Children who are known to have potential first aid emergency needs should be identified on the risk assessment with a plan in place to accommodate their needs in the event of an emergency.

### Administration

As a general guideline before administering medication to a child, the staff member should:

- Wash their hands

- Ensure a drink is available if appropriate (some tablets can irritate and damage the throat if administered without a drink.)
- Check the label on the medication: name of child, dose, route of administration, any special instructions and expiry date.

If there is any doubt about any procedure staff should not administer, but seek advice from parents or health professionals.

If a child refuses the medication, they should not be forced. Staff can try to encourage them or perhaps get someone else to try to. **Under no circumstances should medication be hidden in food or drink, unless you have permission from parents to do so.** Some children may find tablets difficult to swallow so may be given them, with their full knowledge in, for example, a spoonful of jam. Even in these circumstances parents must give written instructions, as some medicines can react with certain foods and it is advisable to seek advice from a pharmacist.

If any dose is missed, or given in error, parents/carers must be informed. Where a dose has been given in error, it is important that the child is monitored for any reactions and medical advice sought if you are in any way concerned.

### Disposal

Tablets and capsules are occasionally dropped on the floor or spat out. In these cases, place the tablet in a labelled envelope and return it to the parent/carer. It is a parent/carer's responsibility to dispose of medication when no longer needed/ out of date.

### Adult medication

It is clearly going to be necessary from time to time for members of staff, governors, volunteers and other visitors to bring medication, either prescription or not onto the school premises. However, this must be stored and kept out of the reach of children. It is not acceptable to leave medication in a location where a child could gain access to it, for example in a handbag or in a desk drawer. There are lockers available in the staffroom where this could be stored.

### Employees' medicines

Employees may need to bring their own medicine into school. They have clear personal responsibility to ensure their medicines are not accessible to the children.

### Responsibility

Staff- All staff will undertake the required training within school to implement this policy.

Pupils- It is the responsibility of the students to follow all medical protocols within school. All staff hold a responsibility that students comply.

Parents/Carers- Parents/Carers are requested to inform school of any medical needs relating to any individual student and abide by the protocols contained within this policy.

### Publicity

This policy will be posted on the Staff Shared drive on the school network and the school website.

Notices will be displayed around school showing the staff who currently hold First Aid qualifications, along with procedures for contacting emergency services.

All related forms are available from the school office.

## First Aid

*'First aid can save lives and prevent minor injuries becoming major ones.....teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.'*

*DFEE Guidance on First Aid for schools p. 4 2008*

### PURPOSE

- To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency.
- To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.

### FIRST AID PERSONNEL

**Appointed persons:** An appointed person is someone who takes charge when someone becomes ill; suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate. **All members of staff are appointed persons** but not necessarily first aiders.

Most teachers and TA's are trained in Emergency first aid. Emergency first aid training meets the requirements of the Health and Safety (First Aid) Regulations 1981, and equips staff to cope with an emergency and provides them with competence and confidence for emergency situations.

During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person in the 'first aid area' at morning play and lunch time; and by the teacher or teaching assistant during lesson time.

**Major injuries need to be immediately referred to a designated school first aider for assessment and care. (A list of designated first aiders is located near each first aid station)**

**School First Aiders:** Staff who have attended the HSE First Aid in the workplace course will be known as the school's designated first aiders. Their names will be displayed around the school to inform any school user of their role. They will attend 'refresher' courses to keep their qualification up to date and valid every 3 years. In addition, staff in Early Years attend the paediatric first aid course to meet the OFSTED requirements for Early Years.

### PROVISION OF FIRST AID EQUIPMENT

First Aid equipment is located in a green box with a white cross in each key stage area. It is the responsibility of each key stage to ensure the first aid kit is appropriately stocked and a list of contents is included in the lid. It is also the responsibility of whoever uses equipment to replace it at a convenient time after the needs of the casualty have been met. If items are missing additional supplies can be obtained from the central first aid area.

It is essential that all staff take precautions to prevent infection and must follow basic hygiene procedures. Single use hypo-allergenic gloves should always be used when dealing with any casualty, hands must be washed and care needs to be taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

Any serious injuries should be referred to a member of the SLT.

A list of trained First Aid staff is located near each first aid station.

Children should not help with first aid.

### RECORDING AND REPORTING ACCIDENTS

All phases and supervisory assistants should have an accident book. Entries should be fully completed and must be clear, in ink and include the following:

- Name of child and class
- Signature of person recording the accident
- Date
- Where it occurred and what happened
- The resulting injury

Parents will be notified of any First Aid given to a child during the school day (by slip)

Any serious injuries including any head injury will require the parents to be contacted immediately.

If the accident occurred because of a Health & Safety oversight, e.g. a nail sticking out of wood, faulty door catch etc., please pass this information on to a member of the SLT or the Site Manager).

Records must be signed and will be kept for 3 years.

**Adult first aid incident form.**

### Procedure for summoning an ambulance in an emergency

Where there is concern over an adult or child who has had an accident or who has been taken ill a trained First Aider should check the patient before taking further action (if available).

If it is not an emergency and in the case of a child, a parent should be contacted and asked to take the child to either a local doctor or A & E as they think fit.

Where it is deemed an emergency and necessary to phone for an ambulance a member of the office staff/SLT (usually) will call. This person will need as much information as possible about the casualty and his/her condition (Name, DOB, suspected injury/illness, level of consciousness etc.) along with the school address and contact information. The child's parent should be called immediately to accompany the casualty to hospital (if an adult - next of kin). If a parent is unavailable immediately then a member of staff needs to accompany the child in the first instance. Another member of staff is to follow the ambulance by car in order to support the first member of staff and bring them back once parents or other relatives have arrived at the hospital.



## Individual healthcare plan (IHCP)

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

### Clinic/Hospital Contact

Name

Phone no.

### G.P.

Name

Phone no.

Who is responsible for providing support in school

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

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

Other information

To be completed by school:

Arrangements for school visits/trips etc

Specific support for the pupil's educational, social and emotional needs

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

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

Please be aware of the following protocols

1. Only medicine prescribed by a doctor may be administered in school;
2. All medicine must be delivered to and collected from the school office by an adult;
3. Where children attend breakfast club or after school club parents will be responsible for delivering and collecting the medicine from the office

Date .....

Name ..... Class Teacher

.....

### Medication Details

Condition / Illness Details

.....  
.....  
.....  
.....

Name / Type of Medication

.....  
.....  
.....

Date Dispensed.....Dosage to be given

.....

Time to be Administered .....

Special Precautions .....

### Emergency Contact Details

Name..... Relationship to Pupil

.....

Telephone

Number.....

.....

Signed .....Date .....





## Record of medicine administered to all children

Name of school/setting

Hartburn Primary School

Expiry Date	Date Administered	Child's name	Time	Name of Medicine	Dose Given	Any reactions	Signature of staff	Print name

**ADMINISTRATION OF MEDICATION - SCHOOL LOG**

This should be added to the medicine wallet.

Pupil Name .....

Date & Time	Medication Given By

