



# Administering Medicines in School

Date	Review Date	Coordinator	Nominated Governor	
October 2020	September 2023	Mrs L Charlesworth	Mr N Stockton	
Headteacher:			Date:	08.10 2020
Chair of Governors			Date:	08.10.2020

## INTRODUCTION

This policy has been based on local authority guidance, and guidance from the DfE (Code of Practice for Schools - Disability Discrimination Act 1995: Part 4) (Disability Rights Commission, 2002), Supporting pupils at school with medical conditions (DFE, 2014), The Statutory Guidance for Early Years Foundation Stage (DfE, 2014) and Guidance on First Aid for Schools: a good practice guide (DfE, 1998), in conjunction with the medically trained staff, and the Headteacher, subject to approval by Governors.

There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all students. The DfE states that the Children and Families Act 2014 places a duty on schools to 'make arrangements to support students at their school with medical conditions'.

## AIMS OF THIS POLICY

1. To ensure that all students with medical conditions, in terms of physical and mental health, are supported in school so that they can play a full and active role in school life.
2. To ensure the safe administration of medicines to children where necessary.
3. To ensure the on-going care and support of students with long term medical needs via an individual health care plan (IHCP)
4. To explain the roles and responsibilities of school staff in relation to medicines
5. To clarify the roles and responsibilities of parents in relation to student's attendance during and following illness
6. To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
7. To outline the safe procedure for managing medicines on school trips

## ROLES AND RESPONSIBILITIES

### Senior Leadership Team

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Administering Medicines Policy
- To ensure that this policy is reviewed annually

### All staff

- To follow the procedures outlined in this policy using the appropriate forms
- To complete an individual health care plan in conjunction with parents and relevant healthcare professionals for students with complex or long term medical needs
- To share medical information as necessary to ensure the safety of a student
- To retain confidentiality
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- Educational Visits Leader - see 'MEDICINES ON SCHOOL TRIPS' below

### Parents / Carers

- To give the school adequate information about their child's medical needs prior to a child starting school ; and any changes, such as higher/ lower dosage
- To follow the school's procedure for bringing medicines into school
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

## **SCHOOL ATTENDANCE DURING/AFTER ILLNESS**

- Students should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a student to be absent from school and not to return until clear of symptoms for 48 hours
- Students should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness - check with doctor before child attends school
- Any other symptoms of illness which might be contagious to others or will cause the student to feel unwell and unable to fully participate in the school day require the student to be absent from school

## **SAFE ADMINISTRATION OF MEDICINES AT SCHOOL**

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the student's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed more than three times a day may be administered once (at 12 o'clock) in school

Only prescribed medicines (including eye drops) in the original container labelled with the student's name and dosage will be accepted in school and staff will be suitably trained

- All medicines must be brought to the school office by an adult
- The adult is required to complete a parental agreement form at the school office for the medicine to be administered by school staff
- The Headteacher must be informed of any controlled drugs required by children, e.g. Ritalin.
- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school without checking with school first
- Administration of medicines at school must be recorded by the appointed person dealing with the administration and witnessed by a second member of staff
- Parents may come to the school reception to administer medicines if necessary
- If a student refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed
- Details are cited in Appendix A

## **STORAGE OF MEDICINES**

- Antibiotics (including antibiotic eye drops) must be stored in the first aid fridge
- Tablets must be stored in the locked first aid box in the staffroom /EYFS Kitchen
- Epipens are stored in the relevant classroom out of reach of children but easily accessible for administration under supervision of an adult
- Asthma inhalers are stored in a place easily accessible for the child, and used under adult supervisions. These are labelled with the student's name and should be taken with the student during physical activities and trips
- Children will be accompanied by an adult to access any medication
- Parents / Carers are responsible for the safe return of expired medicines to a pharmacy
- Parents / Carers are responsible for ensuring medicines are in date

## **MEDICINES ON SCHOOL TRIPS**

Students with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all students to participate fully and safely on school trips. This information must be included in Risk Assessments. Staff should discuss any concerns about a student's safety with parents.

- 1a. The trip leader is responsible for designating a person trained in administering relevant medicines for the trip. This person will be responsible for ensuring the correct medicines and health care plans are taken on the trip (including first aid equipment)
- 1b. The trip leader is responsible for ensuring that arrangements are in place for any student with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- 1c. The designated school person (named in 1a) on the trip will administer any medicines required and record the details on return to school
- 1d. The person (named in 1a) will return the IHCPs to the office, and any unused medicines to the First Aid room on return to school
- 1e. All medications must be kept safe by the person named in 1a

## **ADMINISTRATION OF MEDICINES**

### **1 GENERAL**

1.1 No medicine should be administered unless clear written instructions to do so have been obtained from a doctor. The school reserves the right to refuse responsibility for the administration of medicine in some instances.

1.2 Children who are acutely ill and who require a short course of medication e.g. antibiotics, will normally remain at home until the course is finished. If it is felt by a medical practitioner that the child is fit enough to return to school, he/she can sometimes adjust the dose so that none is required during school hours. Products containing paracetamol can only be administered after telephoning parents/carers to ensure no other product containing paracetamol has been given or may be given in the home environment to prevent over dose.

1.3 For each child, medicines should be administered by named individual members of school staff (with specific responsibility for the task) in order to prevent any errors occurring. All children who require medication to be given during school hours should have clear instructions where and to whom they report. This procedure will only be necessary where medicines have to be taken for an extended period of time or retained by the school for emergency purposes. Copies to be kept in child's main file.

1.4 The parents / Carers must take responsibility to update (with a doctor's signature) the school of any changes in administration for routine or emergency medication and maintain an in date supply of the medication. Any unused or time expired medication must be handed back to the parents / carers of the child for disposal.

1.5 All medicines must be clearly labelled with the child's name, mode of administration oral/aural etc., dosage, frequency and name of medication being given. Oral medication must be in original packs with the original prescription label.

1.6 Inhalers and other emergency treatment medication (see below) must follow the child on physical activities /swimming pool/ trips, etc. All other medicines (except inhalers) should be kept securely.

1.7 If there is any difficulty about the use of medicines, including injections or inhalers, the school nurse should be contacted for advice.

1.8 A record of medication given in school must be kept in the office.

1.9 Staff must be issued by the school with disposable protective gloves to be used where appropriate.

1.10 Staff asked to handle hazardous material e.g. "sharps" should request specific information regarding disposal. It is usually the case that this is sent home.

1.11 Procedures, including tube feeding, can only be carried out by trained staff. A care plan must detail all aspects of the procedure. A copy to be maintained in the office.

1.12 Cough sweets are considered as sweets and therefore can not be eaten in class

1.13 Medical Alerts -The School Business Manager will regularly check the medical alerts web site to ensure school has up to date information and will inform whoever necessary if there are any changes.

## **2 LONG TERM MEDICATION**

2.1 The medicines in this category are largely preventative in nature and it is essential that they are given in accordance with instructions, see paragraph 1.5 above, otherwise the management of the medical condition is hindered.

2.2 In addition, the parents/carers must be informed that they must use Medical Form to report any changes in medication to the school. Schools may need to offer support in the completion of this form where parents have literacy problems or where English is not their first language.

2.3 It is sometimes necessary to explain the use of medication to a number of pupils in the class in addition to the affected child so that peer group support can be given.

2.4 Long term medication is particularly applicable to the management of asthma.

- i) Advice for school staff on the management of asthma for individual children (including emergency care) will be provided by the school nurse, as requested.
- ii) Any difficulties in the use of an inhaler or understanding about medication usage should be referred to the school nurse for further advice.
- iii) It is important that the reliever inhalers are immediately accessible for use when a child experiences breathing difficulties or when specifically required prior to a sporting activity and outings
- iv) If a midday dose of a preventative inhaler is prescribed, this must be given in accordance with section 1 - see above

### **3 EMERGENCY TREATMENT**

- i) No emergency medication (insulin, inhalers, EpiPen) should be kept in the school except those specified for use in an emergency (see 1.1 above). In exceptional circumstances a student can carry theirs with prior arrangement with the Headteacher.
- ii) Advice for school staff about individual children will be provided by the school nurse on request.
- iii) Information will be recorded on the care plan and filed in the school office.
- iii) If it is necessary to give emergency treatment, a clear written account of the incident must be given to the parents /carer of the child, and a copy retained in the school.

All members of staff must sign to confirm that they have read and understood the Policy and Guidance for supporting pupils with medical needs.

### **4 SCHOOL VISITS**

4.1 The leader of the visit should ensure that the medical needs of all the children participating in the visit have been identified and included in Risk Assessments

4.2 A named person must supervise the storage and administration of medication.

4.3 If the student needs medication to be administered during the visit a photocopy of the administration sheet should be taken with the student and a copy left in the file. The appropriate amount of medication should then be taken on the visit with the medical sheet. On return to school the sheet should be placed into the file.

## **5 TRAINING STAFF**

5.1 The leadership team are responsible for the implementation of this policy

5.2 The SENDCo will ensure that staff allocated to the roles of administering medicines are adequately trained and training is recorded.

5.3 The SENDCo will name staff responsible for administering medicines, or delegate the role to a trained member of staff as appropriate.

5.4 The SENDCo will ensure that all staff are updated on the medical needs of the students; be able to access the names of the students with IHCP; be aware of the changes to students' medical needs; aware of who the lead staff are when faced with an issue to do with administering medicines.

5.5 The named staff in Appendix A, are responsible for writing, maintaining and monitoring IHCPs.

## **6 INDIVIDUAL HEALTH CARE PLANS**

6.1 IHCP can be initiated, in consultation with the parent/ carer, by the SENDCo or school nurse. Plans should be drawn up in partnership between the school, parents and healthcare professional. The SENDCo is responsible for confirming the need for an IHCP, in discussion with the parents/ carers.

6.2 The SENDCo is responsible for ensuring that IHCPs are available to all relevant staff.

6.3 The SENDCo is responsible for ensuring that relevant information pertaining to the health of the student is available at the start of the student's admission.

6.4 Where there is disagreement about the need for an IHCP, between the parents, medical professional and school, the Headteacher will make a final decision.

6.5 The IHCP should be linked to, or be part of the Education Health Care Plan.

## 7 RESPONSIBILITIES

7.1 The parents/ carers are responsible for ensuring that the school is aware of the medical needs of their child/ children

7.2 The parents/ carers are responsible for ensuring that medication sent into school is in date and in its original container with administration details

7.3 The parents/ carers are responsible for ensuring that the medical forms have been completed and signed, and passed to school before their child attends. The school cannot administer medicines without the signed medical forms.

7.4 The school is responsible for ensuring that medicines are administered to the student, following the procedures stated in this policy.

7.5 The school is responsible for contacting parents/ carers if the medicines cannot be given on the same day that they were due.

7.6 The school is responsible for ensuring that a reasonable number of staff are trained to administer medicines to students.

7.7 The school is responsible for ensuring that staff are aware of the medical needs of their students.

7.8 If the student refuses to take the medicine, or allow a specific procedure, the school will not force them to do so. The school will inform parents/ carers on the same day.

## Appendix A

### **Named staff responsible for administering medicines**

#### Governing Body

- Ensures that this policy is implemented and updated

#### Headteacher

- Responsible for the implementation of this policy

#### SENDCo

Responsible for ensuring that:

- Designated staff have the necessary information needed to carry out their roles successfully.
- Staff have easy access to IHCPs of students.
- Staff have updated information on the medical needs of the students.
- IHCPs are drawn up as necessary.
- Responsible for ensuring risk assessments are regularly updated, including medical needs

#### Designated person responsible for overseeing the administration of medicines in school

Responsible for:

- Checking validity of medicines
- Ensuring medicines are stored correctly
- Ensuring that only trained staff are administering medicines
- Monitoring the recording of the administration of medicines
- Contacting parents about any issues concerning the administration of medicines

## Appendix B

### **Information for parents/ carers relating to the administration of medicine in school**

No medicine can be administered unless clear written instructions to do so have been obtained from a doctor

Medical Form must be completed (a covering letter signed by a doctor and appended to the form is acceptable)

The school reserves the right to refuse responsibility for the administration of medicine in some instances

Children who are acutely ill and who require a short course of medication e.g. antibiotics, will normally remain at home until the course is finished. Antibiotics in liquid form cannot be administered at school.

Products containing paracetamol can only be administered after telephoning carers to ensure no other product containing paracetamol has been given or may be given in the home environment to prevent over dose.

Medicines can only be administered by named individual members of school staff in order to prevent any errors occurring.

Medication is administered in the presence of two members of staff.

Correct medication and dosage are checked by staff members.

Staff members sign their initials in the medical file every time medication is administered.

All medication must be clearly labelled with the child's name, mode of administration, dosage, frequency and the name of the medication being given.

Any changes to medication must be reported to school on Medical Form (multiple copies are available from the school office and website)

## Appendix C

### **Information for parents of students attending residential visits relating to the administration of medicine**

No prescription medicine can be administered unless clear written instructions to do so have been obtained from a doctor

The administration of non-prescription medications is permitted with parent's written permission.

Medical Form must be completed and signed by parents and the Headteacher

A copy of Medical Form will be stored in student's main file in the school office.

The school reserves the right to refuse responsibility for the administration of medicine in some instances

Children who are acutely ill and who require a short course of medication e.g. antibiotics, will normally remain at home until the course is finished. Antibiotics in liquid form cannot be administered at school

No medication containing aspirin can be administered by staff in school.

Products containing paracetamol can only be administered after telephoning carers to ensure no other product containing paracetamol has been given or may be given in the home environment to prevent over dose.

All medication must be clearly labelled with the child's name, mode of administration, dosage, frequency and the name of the medication being given.

