

Administration of Medicines Policy

Independent School and Nursery for Boys and Girls

Sancton Wood School

September 2015

1 Policy statement

- 1.1 This policy applies to all pupils at Sancton Wood School including pupils covered by the Early Years Foundation Stage (EYFS).
- 1.2 This policy is addressed to all staff and covers the administration by staff of medication to children in the care of the School. This policy should be read in conjunction with the First Aid Policy.

2 Aims

- 2.1 Our aim is to implement and maintain an effective management system for the administration of medicines to all pupils in our care and ensure that we provide support to individual pupils with medical needs.

3 Liaising with parents

- 3.1 The Schools promote ongoing communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met. Parents must inform the Head of Department/Nursery Manager if their child develops a medical condition which will require either prescription or non-prescription medication to be taken at School and of any changes to the medication required.
- 3.2 The Schools request that medication is only taken at school if it is essential, that it is where it would be detrimental to the pupil's health not to administer the medication during the School day. Where possible, medicines should be taken at home, before and after attending school.
- 3.3 Staff at the School will not administer any medication to a pupil without obtaining prior written permission from his or her parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.
- 3.4 Where parents have provided written permission for medication to be administered, staff will ensure that parents are informed in writing on each and every occasion that any medication was administered. If, for any reason, medication has not been administered parents will be informed and will be given an explanation.

4 Individual health care plans

- 4.1 Where a pupil has long-term or complex health needs, the Headteacher/ Nursery Manager will, where appropriate, produce an Individual Health Care Plan (**IHCP**) for that pupil using the appropriate form set out in Appendix 1.
- 4.2 The IHCP will be presented to the Parents for approval prior to its implementation to ensure the School hold accurate information about the medical condition of any pupil with long-term needs.
- 4.3 Once the IHCP is approved the Headteacher/ Nursery Manager will be responsible for its maintenance and implementation.

5 Training

- 5.1 The school will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties.
- 5.2 The Headteacher is responsible for the administration of medicine within the School. He will delegate duties as appropriate to staff who have received training in accordance with section 5.3 below. The headteacher will ensure that all staff are supervised where appropriate. Any staff responsible for the administration of medicine will have access to pupils' individual health and medical records.
- 5.3 If not already medically qualified, the relevant members of staff will receive appropriate training and support from a qualified health professional, including training on the side effects of medication and what to do if they occur. If the administration of medication involves any medical procedures, the qualified health professional will provide written confirmation that the member of staff is proficient in the procedure.
- 5.4 Where it is identified that the administration of prescription medication to a pupil requires technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be undertaken by appropriate staff from a qualified health professional.

6 Medical records and consent

- 6.1 Parents of all pupils at the Schools are required to complete a Medicine Consent Form [Form FA4] before the pupil joins the School in which Parents consent to the administration of non-prescription medication.
- 6.2 Parents of pupils who require medication prescribed by a doctor must discuss this with the relevant Head of department and complete the Medicine Consent Form [Form FA4] available from the front office prior to the administration of the medication.
- 6.3 Staff administering medicines will sign the Daily Record of Administered Medicine Form [FA5] each time a medicine is administered. These records are separate from NHS records and contain the name of the pupil, the date and details of the administration of medication, the reason for administration if not prescribed and the record will be signed by the administering member of staff.
- 6.4 Written records of all medication administered to every pupil are retained in the front office and relevant records can be provided, subject always to the law on data protection, to parents on request. These records are regularly reviewed by the Headteacher.

7 Prescription and non-prescription medication

- 7.1 As a general rule, staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.
- 7.2 Staff may only administer non-prescription medication such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the medication in the past.

- 7.3 No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

8 Administration of medication

- 8.1 All medicines supplied to the Schools by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.
- 8.2 If Staff are in any doubt over the procedure to be followed, the Parents will be contacted before action is taken.
- 8.3 If a pupil refuses their medication, the Staff will record this and contact the Parents as soon as possible.

9 Storage of medication

- 9.1 Medicines are always securely stored in accordance with individual product instructions.
- 9.2 The Schools will carry out a risk assessment to consider any risks to the health and safety of the School community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 9.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 9.4 Emergency medication such as reliever inhalers and adrenaline pens will be kept in the School Office in a clearly marked box, but in order to allow immediate access the box will not be locked. In the case of medication which is not required in an emergency, the pupil will be told where their medication is stored and who holds the key.
- 9.5 Pupils who do not carry and administer their own medication understand which members of staff will administer their medication.
- 9.6 If a pupil is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container and only named staff and the pupil will have access.
- 9.7 Parents should collect all medicines belonging to their pupil at the end of each term and are responsible for ensuring that any date-expired medication is collected from the School.

10 Self-medication

- 10.1 A pupil will be permitted to store and carry their own medication if in the opinion of the Head of Department they are sufficiently competent to do so. The Headteacher will consider the safety of other children and medical advice from the prescriber in respect of the pupil in reaching this decision. Requests for a pupil to carry medication should be submitted in writing to the Head of Department.

11 Emergency procedures

- 11.1 In the event of an emergency related to the administration of medicine, the Headteacher should be called as soon as possible, if not already present. The Child Emergency Action Plan [FA17] should be followed. If the Headteacher does not consider that she is able to deal with the presenting condition, then she should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the School site.

12 Off-site visits and sporting events

- 12.1 Pupils attending an off-site visit or sporting event will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this Policy.
- 12.2 All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.
- 12.3 Secure storage for medicines will be available at all short-term accommodation used by the School.

13 Review

- 13.1 This Policy and its procedures will be reviewed and updated by the Headteacher on an annual basis.

Authorised by Richard Settle

Date September 2015

Effective date of the policy September 15

Circulation

Governors / teaching staff / all staff / parents / pupils - on request