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## Administration of Medicines

Date of policy: October 2019

Date for review: October 2020

# REAch2 Safeguarding and Child Protection policy



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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### 1. Roles and Responsibilities

### **Parent/Carer**

- Must give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the 'Parent/Carer Agreement Medical Form'
- Must collect the medicine from the office at the end of the day (if required at home).
- Must keep staff informed of changes to prescribed medicines. **The school will not make changes to prescription dosages on parental instructions.**
- Must collect and dispose of unwanted / expired medicines as requested by staff.

### **Headteacher**

- Ensure that the school's policy on the administration of medicines is implemented.
- Ensure that staff receive support and appropriate training where necessary.
- Share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the school's policy on administration of medicines.
- Consult with other professionals as necessary e.g. the school nurse.
- Ensure that medicines are stored correctly.

### **Staff**

- On receipt of medicines, check the child's name; prescribed dose; expiry date and written instructions provided by the prescriber.
- Ensure that the parent/carer completes a consent form for the administration of medicines (the 'Parent/Carer Agreement Medication Form') following the prescriber's instruction.
- Supervise the pupils self-administer their medicines where appropriate.
- A second member of staff will check the medication prior to it being administered.
- Complete the 'Medicines Record Sheet' each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.

### **Governors**

- Ensure that this policy is implemented.
- Ensure that this policy is reviewed on an annual basis.

## **2. Procedure for prescribed medicines**

### **Children with long-term medical needs**

- If the medication is required for a long-term then parents/carers will need to inform the school as soon as possible and must provide evidence from the child's GP to confirm this. If the medication is required two times daily this should be administered at home morning and night, unless otherwise stated by a medical professional.
- It is important that the school has sufficient information about the medical condition of any child with long term medical needs.
- A health care plan will be written for children with long term medical needs and agreed with parent/carers, health professionals and other relevant professionals. This will include all necessary details of the medication to be administered.
- The care plan will be reviewed on a regular basis at an interval agreed as part of setting up the original carer plan. If the review does not take place continuation of administration of medicines will be at the discretion of the Head Teacher and an appropriate Health Professional.

- Any changes to prescribed medication must be notified to the school immediately and in writing to ensure that such changes can be implemented. This may require supplying newly labelled items in line with such changes.

### **Children with short term medical needs**

- The school will need to be informed of the nature of the condition with expected time scales
- A care plan will be agreed for each episode of illness requiring medicines administration
- Medicine must be returned home on a daily basis e.g. a course of antibiotics. The parent/carer is responsible for ensuring that both delivery and collection occurs.
- Parents/carers will have the opportunity to come into school to administer medication should they wish to do so, or it is deemed the most appropriate option for the child.

### **Receipt and storage of medicines**

- All medicines must be delivered to the school office by the parent or carer in person together with
  - A Parent/Carer Agreement Medication Form completed and signed by the parent/carer.
- A medicines list which includes all medicines to be administered within the school including details of dose and frequency
- The temperature of the medication room and medication fridge will be recorded on a daily basis, to ensure that they do not exceed the required temperature.
- Full details of rescue therapy including when to administer, the dose and frequency plus action to be taken if the treatment is not effective
- The medicines to be used in the original containers as dispensed, complete with original labels or associated written directions. **(The school cannot accept medicines that have been taken out of their original container or make changes to dosages on parental instructions.)** Each item of medication must be clearly labelled with the following information:
  - Pupil's Name
  - Name of medication
  - Dosage
  - Frequency of administration
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date.
- The member of staff receiving the medicines will check the items against the list and place the items in the approved secure storage location. It is the parent's responsibility to ensure that all medicines are in date and suitable for use. Failure to do so may result in missed doses.
- Each child's medicines must be stored individually and clearly labelled with the child's name and date of birth.
- Under no circumstances will medicines be left in a child's possession. Teachers and learning support assistants will not take receipt of any medicines.
- The members of staff who will be required to administer the medication should be made aware immediately.
- Where rescue medicines are included there needs to be a clear action plan that ensures rapid availability at all times when they are needed.

### **Documentation**

- All documentation will be stored securely the medication cabinet for as long as is required by statute.
- Where acceptable a scanned computer copy may be kept as the master copy.
- All records of administration must be returned to the school office for retention.

- All information relating to a child's medicine and condition is confidential and will be treated as such in line with the school's confidentiality policy

#### **Refusal to take proscribed medicines**

- If a child refuses to take medicines, staff will not force them to do so, but will note this in the records and inform parents/carers immediately or as soon as is reasonably possible.

#### **Disposal of Medicines**

- The school is not responsible for disposing of medicines but if they see that medicines are out of date then they will contact the parent for them to come and collect it
- Parents/carers are responsible for ensuring that date-expired and unwanted medicines are returned to the pharmacy for safe disposal.
- They must collect all unused medicines at the end of the agreed administration period.

### **3. Trips and outings**

- Children with medical needs are given the same opportunities as other children.
- Staff may need to consider what reasonable adjustments they must make to enable children with medical needs to participate fully and safely on visits.
- This will include carrying out a risk assessment for such children.
- Arrangements for taking any medicines on trips will be made and a copy of any health care plans will be taken on visits.
- The principles for safe receipt and storage will apply

#### **Administering medicines**

- All staff who are authorised to administer medicines will follow the procedure laid down.
- Where the medicine requires specialist techniques e.g. Inhalers, Injections the member of staff will be required to demonstrate competence before taking on this role. Competency assessments and training will be done by the school nurse as required.
- Self-administration e.g. inhalers held by the student. This will only apply during sporting events where a pupil may need immediate treatment.

#### **Refusal to take medicines**

- If a child refuses to take medicines, staff will not force them to do so, but will note this in the records and inform parents immediately or as soon as is reasonably possible.

### **4. References and resources**

<http://medicalconditionsatschool.org.uk>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf)

### **Appendices**

- A. Student Health plan
- B. Consent form for prescribed medicines
- C. Detailed list of prescribed medicines for administration in school
- D. Procedure to be followed for administration of medicines

## Appendix A – Copperfield Academy – Individual Healthcare Plan

Child's Name:		<b>Photo</b>
Group/class/form:		
Date of birth:		
Child's address:		
Medical diagnosis/condition:		
Date:		
Review date (Year 1):		
Review date (Year 2):		

Parent / Carer Contact details	
Parent/Carer 1:	
Phone No. (Work):	
Phone No. (Home):	
Mobile No :	
Relationship to child:	
Parent/Carer 2:	
Phone No. (Work):	
Phone No. (Home):	
Mobile No :	
Relationship to child:	

Clinic/Hospital Contact	
Name:	
Phone No:	

G.P.	
Name:	
Phone No:	

Who is responsible for providing support in school	
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**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**

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

**Arrangements for school visits/trips etc.**

**Other information**

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

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

--

Plan developed with

--

Staff training needed/undertaken – who, what, when

--

Health plan agreed by:

Name	Date	Relationship	Signature

Form copied to

	Class	Year	Date



## Appendix B – Parent/Carer Agreement to Administer Medication in the School Setting

The school will not administer medication to your child unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	<b>Copperfield Academy</b>
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>	
<b>Contact Details</b>	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Name: .....

Relationship to pupil: .....

Signature: .....

Date: .....





## Appendix E - Procedure for administration of regular medicines

- Assemble all the required medication, documentation and the child in the agreed location.
- Check the identity of the child against the documentation and the labels on the medicines
- Confirm with the child that he or she understands that you will be administering their medicines
- Prepare the record document and where there are multiple medicines ensure that these are all present
- Check the time with the care plan and any special warning labels e.g. take after food
- Prepare the first dose of medicine
  - Count out the required number of tablets
  - Measure out the required amount of liquid using an oral syringe
  - For other formulations follow the specific directions
- Ask the child to take the medicine ensuring that all oral medicines are washed down with at least 2-3 mouthfuls of water.
- Check to see that the medicine has been swallowed by asking the child to speak.
- Record that the medicine has been taken and proceed to the next medicine if needed.

How to give your child liquid medicines using an oral syringe (courtesy GOSH)

### Instructions

1. Wash your hands
2. Shake the medicine bottle before opening
3. Insert the bottle adapter into the open bottle if necessary
4. Draw up the required dose of medicine using an oral syringe as instructed
5. Put the tip of the oral syringe inside your child's mouth
6. Gently push the plunger to squirt small amounts of medicine into the side of your child's mouth
7. Allow your child to swallow before continuing to push the plunger
8. Give your child a drink to wash down the medicine
9. When you have given the whole dose, wash the syringe in warm, soapy water or throw away in your household rubbish

### Important

- Do not squirt all of the medicine into the child's mouth in one go – he or she may choke
- Do not aim the syringe at the centre of your child's mouth – aim at the area between the gums and the inside of his or her cheek

### Looking after the liquid medicine

- Ask your pharmacist about storing the medicine. Some need to be kept in the fridge but others only need to be kept out of direct sunlight
- Read the instructions and only use the liquid medicine as instructed.
- Keep all medicines out of the reach of children
- Check the expiry date on the medicine before giving it to your child. If it passes its expiry date or your child stops using it, please return it to your pharmacist. Do not flush it down the toilet or throw it away

If you have any questions about your child's liquid medicine, please ask your family doctor (GP) or local community pharmacist.