

Administering Medicines Policy

Issued:	Marcus Link	Date: October 2017
Approved by:	College of Management Council of Trustees	Date: November 2017 Date: November 2017

History of review: October 2017: Substantial revision of the fourth edition of 2014

Date for next review: September 2019

Policy Statement

The school has developed this policy to ensure that pupils with medical conditions which require regular medication or medication in emergency situations may safely attend school, join educational visits and school trips, and otherwise engage appropriately with their studies whilst in the care of the school.

Aims

This policy aims to clarify the roles and responsibilities of staff and parents regarding the management, storage and administration to pupils of prescribed medicines and drugs during the normal school day and on visits away from school as required by any medical condition.

Scope

The school does not employ doctors, pharmacists or nurses and none of its staff are employed in a capacity which would permit them to prescribe medicines. Therefore, the school and any of its staff will under no circumstances prescribe or recommend the use of any kind of medicine including medicines which are available over the counter such as homeopathic remedies, ibuprofen, aspirin, cough medicines etc. The administration of any medicines to pupils by school staff is strictly limited to cases of pupils with medical conditions which require medication as per the policy statement and which meet the requirements set out in this policy.

Procedures, Roles & Responsibilities

1. School Staff

- The terms and conditions for the employment of any member of school staff do not include giving or supervising a pupil taking medicines.
- However, staff are encouraged to volunteer for this role in order to make it possible for pupils to attend this school who would otherwise not be able to.

2. Procedure in this school:

- During the admissions application process the parent completes medical details in the **application form**.
- Should there be a medical condition, at the educational meeting stage of the application process, the relevant class teacher, responsible parent and where necessary, health professional will fill in an **Individual Healthcare Plan** and discuss the details of the medicines prescribed and the mechanics of administering them.
- Any specific **training** will be identified at this stage and undertaken before the child starts.
- No member of staff will administer medication or perform medical procedures unless they have accessed appropriate training and are deemed competent.
- Medicines are only administered when it is essential, i.e. where it would be detrimental to a pupil's health if it was not done during the school day.
- For every case a **consent form** must be signed by the responsible parent. This form will include details of medicines prescribed, and those that are to be administered in school.
- Any person responsible for administering medicines to a named pupil must ensure they are aware of:
 - i. the details of the pupil's condition
 - ii. any special requirements, e.g. dietary needs, pre-activity precautions
 - iii. the likely side effects of the medicine
 - iv. what constitutes an emergency
 - v. what action to take, and not take, in an emergency and whom to contact.
- Medicines are only accepted by staff if they are in the container in which they were originally dispensed; they should also be properly labelled with the name of the pupil, dosage, frequency of administration and expiry date.
- Staff will never make changes to recommended dosages.
- Medicines are always stored in a secure place with access limited to authorised staff only; where medicines need to be refrigerated, they are kept in airtight and clearly labelled containers.
- Asthma inhalers and adrenalin injection auto-injector pens must be immediately available to a pupil in case of an asthmatic attack or an allergic reaction; individual pupils who are deemed competent are allowed to hold their own devices.
- All medicines being brought into the school must be logged in the **medicines log book** at Reception.

- An **individual written and signed medicines record** is kept for each pupil of every time a medicine is administered, this will also be given to the parent to sign.
- If a pupil refuses to take a prescribed medicine, staff will never try to force them to do so; instead, they will make an appropriate note and ensure that parents are told about the refusal.
- At the end of a course of medication any surplus medicine, or the original empty container, is returned to the parent.
- Where medicines have to be administered during educational visits or trips, trip co-ordinators ensure that trained members of staff are included in the party and that suitable arrangements are in place for medicines and the required medical support to be provided; special arrangements are made for the secure transport of the medicine and for appropriate facilities to be available at the location for the administration of the medicine.
- Staff will not give a non-prescribed medicine such as an analgesic or pain killer to a pupil unless there is specific prior written permission from the parents; if a pupil suffers regularly from frequent or acute pain, parents are encouraged to refer the matter to their GP.
- Pupils are not given aspirin or medicines containing ibuprofen unless these are specifically prescribed by a GP.
- In circumstances which are deemed to involve intimate care, e.g. the administration of rectal diazepam, a second adult will be present to witness the dosage and administration.
- If a child attends afternoon care sessions and is under the age of 8 years, the Early Years Manager will inform Ofsted Early Years that we are administering medicines to a child (the child will not be named). A report must also be made within 14 days should an incident occur during administration.
- At the end of the school year (or when the medicine becomes out of date) all medication will be returned to the pupil's parent / guardian.
- Following the initial admissions process, medical consent information is checked annually via the **Annual Parental Consent Form**.
- Where this is felt appropriate, for example for longer school trips, parents will be given a chance to review and update their annual consent.

3. Parents

- The school will make clear to parents, either through the parent handbook or some other form of written communication that prescribed medication and drugs will only be administered during the school day, or on school trips, if the following conditions are met:
 - i. The responsible parent provides written consent for the school to administer prescription medicines to their child, stating how many days this should occur.
 - ii. The responsible parent gives the school sufficient information about the medical condition.
 - iii. The medicine is prescribed by a doctor or some other person authorised to

- do so, such as a dentist, qualified nurse, homeopath or pharmacist.
- iv. The medicine is in its original container with the dosage instructions clearly displayed.
 - v. Only sufficient medicine for the dosage to be given in school has been provided.
 - vi. Any changes to the prescription must be immediately communicated.

Compliance

- Statutory Guidance: “Supporting pupils at school with medical conditions”, December 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

Further information, advice and guidance

- “Supporting pupils at school with medical conditions: Templates”, May 2014
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349437/Supporting_pupils_with_medical_conditions_-_templates.docx
- The DfE offers links to further resources here:
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>

Related Policies & References:

- Health & safety policy
- Risk assessment policy
- Supporting pupils with medical conditions policy
- First aid policy