



Medical Needs Administration of Medicines

**Creswell C of E Infant &
Nursery School**



Administration of Medicines Policy

Introduction

This policy is based on the Derbyshire guidelines The Administration of Medicines and Associated Complex Health Care Procedures for Children, April 2013. The Derbyshire guidelines for specific treatments or medications should be consulted alongside this policy as they have been produced to support and protect staff to undertake the administration of medicines and enable staff to act in an emergency.

The administration of medication is the parents/carers responsibility but staff have a professional and legal duty to safeguard the health and wellbeing of pupils. Participation in the administration of medicines in school is on a voluntary basis.

Taken from the LEA guidelines, this paragraph indemnifies staff against claims for alleged negligence.

'The Council fully indemnifies it's staff against claims for alleged negligence, providing they are acting within the scope of their employment, have been provided with adequate training, and are following the Local Authority's guidelines. For the purposes of indemnity, the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice, indemnity means the Council and not the employee will meet the cost of damages should a claim for alleged negligence be successful.'

Medicine in School

Pupils who are unwell should not be sent to school. However some pupils require prescribed medicines whilst at school for the following reasons:

- They suffer from chronic illness or allergy. (In such cases a Care plan will be drawn up with advice from all professionals supporting the child and family.)
- They are recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines and are fit to attend.

Parents/ Carer should be aware that

- a three times daily dosage can usually be spaced evenly throughout the day and taken in the morning, after school hours and at bedtime;
- they can ask the prescriber if it is possible to adjust the medication to enable it to be taken outside the school day.

Where this is not possible Parents/ Carers should come to school to administer the dose. In exceptional cases where medicine is administered voluntarily by a member of staff by prior agreement with the Head Teacher, we will follow the agreed LEA procedures.

- All medication to be administered in school should be accompanied by written instructions from the parent/ carer on a form provided by school.
- Medicine should be in its original container, clearly labelled with the pharmacist's sticker and the correct size spoon for administration.

Controlled Drugs

Some children may require medication to assist with long term or complex medical needs (ADHD).

Any controlled drugs for children in school will be kept in a locked non- portable medicine cabinet and only administered by trained staff.

A record will be kept for audit and safety purposes. Need to be checked by more than 1 member of staff, signed and dated by both members of staff.

Storage

Prescription and Non- prescription medicines.

School will not keep stocks of non- prescription medicines such as paracetamol to give to children. Staff will only store/ supervise and administer medicine that has been prescribed for an individual child by a doctor, dentist or qualified non-medical practitioner. (nurse/pharmacist).

Medicines will only be accepted in the original container they were dispensed in and include the prescribers' instruction and accompanied by a fully completed parental consent form.

Medicines which need to be refrigerated will be in a lockable fridge in the keyworkers room.

Any controlled drugs for children in school will be kept in a locked non- portable medicine cabinet and only administered by trained staff.

Emergency Medicines

These include asthma inhalers and adrenaline (Epi) pens.

Asthma Inhalers

These are stored in the children's classroom as they must have immediate access to them at all times. They must be taken to educational visits and sporting events.

Epipen

Where children have a severe allergic reaction and require the use of an epipen they must have an individual Health Care plan completed by health professionals. This should detail the condition, symptoms, and appropriate actions to be taken following onset and give appropriate permissions for administration of medication.

ALL staff must be made aware of the condition and what to do. Copies of care plans will be available in the office.

Epipens are stored in labelled containers in the lockable first aid cupboards in FS1, FS2, Year 1 and Year 2 and will only be used by the named child. They are readily available at all times for immediate use. The Epipen will always be taken on school visits.

Parents are responsible for ensuring the medication is within date.

Staff will receive appropriate training on the use of an Epipen at least annually by the school nurse.

Photographs of children who may require use of an Epipen will be displayed in the Staff room.

Administration of Medicines

There are two possible situations which apply to the administration of medicines in schools:-

i) The pupil self-administers the medication but someone supervises the pupil (inhalers etc). The school will ensure that medicines for pupils are stored appropriately to prevent any unsupervised administration. The medication taken

must belong to the named child and is within the expiry date. Trained staff will record on the appropriate form that the session was supervised and that the medicine was self-administered by the pupil.

ii) A trained volunteer at school administers the medicine. An up to date list will be kept of volunteer staff and cover will be provided during periods of absence. Staff who administer medication will routinely consult the record form before medication is given to avoid the risk of double dosing. The record forms will be held with the medication in a locked storage container and reviewed by the Head Teacher, Safeguarding Officer and H&S Coordinator. Checks will be recorded and reviewed on a regular basis.

All staff who participate in administering medication will receive appropriate information and training for specified treatments in accordance with current guidance and codes of practice.

All relevant staff will be made aware of pupils taking medication and who is responsible for administering the medication.

In the event the child becomes unwell their designated adult will be summoned as they should be aware of any symptoms associated with the child's illness which may require emergency action.

Other trained staff (qualified first aider) will be summoned if appropriate. A record will be kept of all relevant and approved training received by staff.

Key Responsibilities of Staff

Staff must always check

- The child's name
- The prescribed dose.
- The expiry date
- The written instructions provided by the prescriber on the label/ container together with the parental consent form.
- The individual treatment plan where one exists.
- Whether or not it is a controlled drug.
- Any requirements for refrigerated storage.
- Prior to administration, check the medicine administration record to ensure that a dosage is due and has not already been given by another person.

It is essential that supply staff know about any medical needs.

Arrangements for the administration of medicines

- Agreement for the administration of medicine must be made with the school for prescribed medicines only.
- 'Over the counter' medicines will **NOT** be administered.
- All medicines must be brought to the office/ class teacher where forms detailing dosage etc will be completed and signed by the parent.
- One of the designated First Aiders will administer the dose, checking the administration record prior to giving the dose to check it has not been given already; then recording time, date and dosage administered. These records will be kept in school at all times.
- Any long term medicines must be checked by parents and H&S coordinator to ensure they have not passed their expiry date. Any medicine out of date will be given to the parent to dispose of, not to a pupil.
- All staff who participate in administering medicine will receive appropriate information and training for specified treatments in accordance with the code of practice. In most instances this will not involve more than would be expected of a parent or adult who gives medicine to a child.

Staff Training

The school will liaise with the School Health Service and the LA recommended training service to provide training for staff who administer first aid and supervise/ administer medicines to pupils
Records of training will be kept.

Confidentiality

Medical information about a child will be treated as confidential and only shared after agreement with the child or their parent/ carer.

Refusing Medicines.

Should a child refuse to take medication the parents will be informed and a note kept on the medication record form. If a refusal results in an emergency the medical help will be sought from the emergency services.

Hygiene and Infection Control

Staff will be trained regarding normal precautions for avoiding infection and basic hygiene procedures. Staff will have access to protective disposable gloves and will need to take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Educational Visits

The school will always consider what reasonable adjustments can be made to enable children with medical needs to participate fully and safely on visits. Staff supervising excursions should always be aware of medical needs and relevant emergency procedures and these should be recorded in the risk assessment. A copy of any health care plans should be taken on the visit in the event of the information being needed in an emergency.

Sporting Activities

Most children with medical conditions can participate in physical activities and extra- curricular sport.

Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan.

When necessary children will be allowed to take precautionary measures before or during exercise and allowed immediate access to their medicines such as asthma inhalers.

Staff carrying out sporting activities will, when necessary, carry out risk assessments so they are aware of any children with significant medical conditions, any preventative medicine that may need to be taken and emergency procedures. Medication to be carried by visit leader and accessible for the child at all times during the trip. Any medication administered to be recorded on approved record sheet with time, date and dosage recorded and signed by the visit leader and supporting member of staff.

Employee Medicine

All staff are responsible for ensuring any of their own medicines brought to school are kept secure in their lockers and that pupils will not have access to them. Staff medicines must not be administered to pupils or any other employees.

Emergency Procedures

All staff are aware of emergency procedures in the school Health and Safety and Critical Incident Policies.

A child taken to hospital by ambulance will always be accompanied by a member of staff who will stay with them until a parent/ carer arrives. Staff should never take children to hospital in their own car, an ambulance should be called if needed.

For children with certain medical conditions it is essential that all staff, including supply staff and midday supervisors, are able to recognise the onset of the condition and take appropriate action ie summon trained staff.

If an incident occurs during an offsite visit and lead staff are injured/ unwell a contingency plan will be followed as per the educational visits risk assessment.

All staff will be made aware of the contingency plan before the visit is undertaken.

Unusual Occurrences, Serious Illness and Injury

Parents/ Carers informed of schools policy concerning children who become unwell whilst at school or on authorised educational visits/ trips.

Staff escorting children off site will carry emergency contact details for children in their charge.

If Parents/ Carers are not available when a pupil becomes seriously unwell or injured, an ambulance will be called to transport the child to hospital.

- If the child is on medication the emergency services will be provided with a copy of the written parental consent form, the medicine itself and a copy of the last entry on the medication form.

Disposal of Medicines

Any medicine which has reached its expiry date will not be administered.

Medicines which have passed the expiry date will be returned to the parents/ carers to dispose of. They will not be sent home with the children.