



**ADMINISTRATION OF
MEDICINES**

Policy Statement

The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils within the school, when necessary. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, for example severe allergies or asthma.

Acceptable medication

- Medicines which have not been prescribed by a medical practitioner, and do not have parent's written consent, will not be administered in school.
- Prescription medicines should only be taken during the school day when it clearly can not wait until the child returns home from school.

So, any medication prescribed with 3 x daily doses will not be given to pupils in school as these can be given before school, after school and before bedtime.

If, however, the medical practitioner clearly states that the doses should be taken at exact times (eg 8:00 am, 12:00 pm and 4:00 pm) then the second dose will be given to pupils during the school day.

- Parents/Carers must bring the prescribed medication in to school by 8:45 on a morning, and must complete the "Parental agreement for school to administer medicine" (*see Appendix 1*).
- School will only accept prescribed medicines that are in date, labelled and intact, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- Medicines will only be administered according to the instructions on the pharmacy label and with written parental consent.
- All medication must be collected at the end of the day by an adult – no child will be allowed to take their medication home.

Records

School will keep a record of all medicines administered to individual pupils on the "Record of medicine administered to individual child" form (*see Appendix 2*). This record states what, how and how much was administered, when and by whom. Any side effects of the medication will also be recorded.

Storing Medicines

The school will keep the medication securely in an area which may only be accessed by authorised staff. Where medicines need to be refrigerated they will be stored in the designated fridge in the Headteacher's Office. Medication will be returned to parents when no longer required, or out of date. It is the parent's responsibility to collect and dispose of out of date or unused medication. It is the parent/carer's responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents to supply medication.

Asthma

About one in seven children have asthma and numbers are increasing. We want to make sure that having asthma does not mean that children lose out when they are at school. Most children with asthma can have a full and active life.

- If a child has asthma, parent/carer(s) must inform school. They will be asked to complete a medical form which ensures that the child is placed on the School Asthma Register. The First Aider in charge will collate the register and also contact the parents or named responsible carer, to obtain the inhalers that will be held by the school.
- Staff who are happy to administer medication will be provided with indemnity.
- In emergencies, staff should act as any prudent parent would, which may include giving medication.
- Each inhaler provided by parent/carer for pupils to use must be within date, named and prescribed with an appropriate pharmacy label.
- Individual pupils' inhalers are kept in a named box in their classrooms.
- Children are allowed access to their inhalers at any time in the school day, should they feel the need to use it.
- Inhalers should accompany them when taking part in off site activities, or residential trips.
- Inhalers should be taken outside along with the register for fire drills.

If the child does not

- feel better in 5-10 minutes,
- is distressed or exhausted,
- is unable to talk in sentences,
- has blue lips, or
- you have any doubts

then the action required is...

- one adult to stay with pupil and use reliever inhaler via spacer while another adult dials 999 for ambulance and states that the child is having a severe asthma attack requiring immediate attention (see *Appendix 5* for emergency procedures if needed - this notice is displayed in the Staff Room and Admin areas),
- continue to give relief inhaler while help arrives as per instructions on inhaler,
- inform parents of the situation and actions taken,
- the incident should then be recorded in the Asthma register in the main office by the person who dealt with the attack, and the entry should be signed and dated by them.

If a child's condition does not indicate the need to dial 999 i.e. not a severe attack, contact parents to bring in inhaler or collect child.

Home/School Liaison

- Parents are asked to complete and update asthma records on admission, and to update them annually or more frequently if the condition or medication changes (see *Appendix 1*).
- Absence of parental consent should not stop staff from acting appropriately in emergencies.
- Parents will be informed by a member of staff if an inhaler is used during the day, and the use of an inhaler will also be recorded on the "Record of asthma inhaler administered to individual child" form (see *Appendix 2*).

Epipens and other Emergency Medication

- Appropriate staff will be given appropriate training in the administration of emergency medication, where necessary, in conjunction with the School Nurse.
- Arrangements will be made for immediate access to any emergency medications, for example Epipens will be kept with the student with a labelled spare pen held in the Headteacher's Office. Asthma medication will be kept with the student with labelled spare inhalers and equipment held in the First Aid Area in the Staff Room.
- Any medicines such as Ritalin which requires double locking will be kept in the School Safe in the School Office which is only accessed by the Headteacher, Deputy Headteacher, Business Manager and Admin Staff.
- Wherever there are specific requirements needed with a controlled medicine, to meet the medical needs of an individual in school, then the school will work within the medical and DfE guidance regarding this.
- Emergency medication will always be taken if the pupil goes out on a trip and identified trained staff designated to administer if required.
- Refer to *Appendix 4* for emergency procedures if needed (this notice is displayed in the Staff Room and Admin areas)

Supporting Pupils with Medical Needs - IHCP

- Where a student needs to take medication in school for an extended period or has a chronic ongoing condition, an Individual Health Care Plan (IHCP) will be put in place. This will be agreed jointly by the school and parents/carers with the advice of health professionals. Parents should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication.
- IHCPs and their implementation is the responsibility of the School Appointed Person. This person must be asked to consider whether or not they are prepared to administer the medication. If they are in agreement a risk assessment will be undertaken to consider the viability of administering the medication in school.
- If it is viable for the school to administer the medication we will then work with the parent to set up a IHCP for the pupil.
- The IHCPs are compiled and recorded in line with the current DfE guidance published May 2014 (*see Appendix 3*).
- School staff will be made aware of pupils with IHCPs and their conditions.
- Administration of medication by a qualified member of staff or self administration by the pupil may take place with written permission from parents and the Headteacher. The School will ensure that procedures are in place for an emergency situation and that contingency arrangements are in place.
- At the end of the school day, or at the end of each week, or at the end of term (whichever is appropriate) we will ensure that the identified person hands any left over medication back to the parent/carer.
- If the parent/carer does not come to school to collect the medication it will be destroyed using approved methods and this will be recorded in the medication register.
- When the pupil comes to the end of his/her course of treatment the IHCP will be marked 'treatment completed' but will be retained on the pupil's school record should it be needed for future reference.

Procedures for Offsite Learning

- The Visit Leader is responsible for checking medical needs of pupils.
- The Visit Leader must check any IHCP requirements with parents and put appropriate procedures and contingency plans in place.
- For part day visits, wherever possible, pupils should take their medication before or after the visit.
- For full day visits, parents/carers are responsible for completing the Parental Consent Form giving relevant information.
- The Visit Leader will collect any necessary medication and follow normal guidelines or requirements set out in an IHCP and take any plans appropriate to the needs of the individual student.

Responsibility

Staff: One of our First Aiders (Janet Allan) has taken responsibility for accepting medication from parent/carers and for ensuring that the appropriate records are kept/updated. In her absence, medication can be handed to the Headteacher, Deputy Headteacher or School Business Manager.

Janet Allan will then liaise with either the Headteacher, Deputy Headteacher, School Business Manager or another First Aider and delegate the giving of the medication to the pupil to that member of staff.

Pupils: are responsible for following all medical protocols within school. All School staff hold a responsibility for ensuring that pupils comply.

Parents/Carers: must inform school of any medical needs relating to any individual pupil and abide by the protocols contained within this policy.

Date this policy was formally reviewed and agreed by the Governing Body of Carr Hill Community Primary School:	18 th January 2017
Signed on behalf of the Governing Body by:	George Rob Brooks
Signature:	
Date:	18/01/2017
Date of next review:	January 2019



Parental agreement for school to administer medicine

I request that in 's class be given the following medicine, which has been prescribed by a registered medical practitioner:

Name of medicine:

Reason for medication:

Form of medication.....

Amount supplied: Expiry date:.....

Dosage regime (how much, times)

.....

Date medication started: No. of days to be administered:

Self administration: Yes / No

Doctor's address/tel no.....

I understand that the medicines must be delivered personally by me to **Miss Janet Allan** (or in her absence to the HT, DHT, SBM) and that this is a service, which is subject to agreement with the school.

Signed..... Date.....

(Parent/Carer)

Contact telephone No:

Notes: Medication will not be administered by the establishment unless this authorisation is completed and signed by the parent/carers of the pupils.

Medication must be in the original container as dispensed by the pharmacy.

The Governors and Head Teacher/Head of Establishment reserve the right to withdraw this service.

Carr Hill Community Primary School Individual Health Care Plan

Meeting arranged to clarify the needs for the pupil to be able to access the full curriculum, identify all agencies involved, assess any risks and health/safety guidance, and arrange for all relevant information to be shared to address the child's medical needs.

Name of Pupil:

DOB:

<u>Description of Medical Condition</u>	<u>Which agencies are involved in meeting the needs of the child?</u>
<u>What medication is given to the child at home and expected within school?</u>	<u>Dosage and frequency of administered medication.</u>
<u>What are the indicating factors we have to be alerted to meet the needs?</u>	<u>What risks are there if the pupil's symptoms go undetected?</u>
<u>What does the school have to do on a routine, daily basis to meet the pupil's needs?</u>	
<u>What does the school have to do to minimise/prevent the child's medical need escalating?</u>	
<u>What emergency action needs to be taken in school in the event of an immediate medical need for this pupil?</u>	
Care Plan Review Date:	
Signature: (Parent/Carer)	Signature: (School)

Contacting Emergency Services

*Dial **999**, ask for ambulance and be ready with the following information:*

- Your Name
- Your Telephone Number – **0191 4771203**
- Your Location as follows:

Carr Hill Community Primary School,
Carr Hill Road, Deckham
Gateshead
- Your Postcode – **NE9 5NB**
- Patient's Name, Date of Birth, Location within School
- Brief Description of Symptoms and any known medical condition (if known)
- Inform Ambulance Control of the best entrance to use and state that the crew will be met on arrival and taken to the patient.

Remember, to speak clearly and slowly

DON'T END THE CALL UNTIL TOLD TO DO SO BY THE EMERGENCY SERVICES OPERATOR.