Administration of Medicines Policy

'Mane nobiscum Domine'
(Abide with us O Lord)

Date of policy review: September 2017
Next review: September 2020

Policy written by: Rachel Kershaw

Policy reviewed & passed by: Pupils, Parents and Community Committee

Key person responsible for Administration of Medicines: Rachel Kershaw

Other policies linked to this policy:
Health and Safety Policy; Intimate Care policy; Supporting pupils with medical conditions policy
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**Our Mission**

God made each one of us, we are all His disciples.

We believe in ourselves and help each other to do our best, respecting each other’s differences and including everyone. We show care for others, especially by helping those in need and acting as God wants us to whilst living the Gospel daily.

We pray and worship together and so grow closer to God and each other, celebrating when others do well. We are part of God’s family, supporting other people in school, at home, at church and in the world around us.

*Mane nobiscum Domine – Abide with us Lord.*

We want the children who leave our school to make the most of every learning opportunity so that they can grow into the best people they can be, fulfilling their dreams and God’s special plan for them, being happy and confident and joyfully showing to others their faith in God.
**Rationale**
Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other 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, such as children with severe allergies.

**Aims of this policy**
- to explain our procedures for managing prescription medicines which may need to be taken during the school day
- to explain our procedures for managing prescription medicines on school trips
- to outline the roles and responsibilities for the administration of prescription medicines

**Legal requirements**
There is no legal duty that requires any member of school staff to administer medicines to children, however in the event of an emergency, all members of staff are under a duty of care to assist a child. Section 3 (5) of The Children’s Act recognises that school staff might need to react in an emergency. The key principle is that they should act reasonably.

**Prescribed Medicines**
Medicines should only be brought into school when it is essential; that is where it would be detrimental to a child’s health if the medicine were not administered during the school day. Designated staff at Cottesmore St. Mary Catholic Primary School will only administer medicines prescribed by a doctor or dentist.

- Medicines will only be accepted in the original container as dispensed by a pharmacist.
- The prescribed medicine should have the pharmacists’ label showing the child’s name and date of birth and must include the prescriber’s instructions for administration.
- Most medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. If, this is not possible, written confirmation of this from a doctor must accompany the medication.
- Should it be essential for a dose of medicine to be administered during the school day, parents will be expected to phone the school office at the specified time to remind them to administer this dose.
- School staff can not be held responsible if a dose is accidentally missed, and parents should be clear that it is their responsibility to ensure their child’s medical needs are met.

**Exceptions**
Prescribed medicine will not be given unless an individual policy has been set up and agreed by all necessary parties, in the following circumstances:
1. Where the timing of the dose is vital and where mistakes could lead to serious consequences.
2. Where medical or technical expertise is required.
3. Where intimate contact would be necessary.
Children with Asthma
Children who have inhalers should have them available where necessary. Inhalers should:

- be kept in a safe but accessible place. This could either be in the drawer of the teacher’s desk, or in a child’s own tray - dependent upon the age and maturity of the child.
- depending on the needs of the individual, inhalers should be taken to all physical activities.
- Inhalers must be labelled and include guidelines on administration.
- It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.
- staff must be aware of all children requiring inhalers and must ensure that they are taken on every school trip.
- An amendment to the Human Medicines Regulations 2012 now allows schools to keep their own supply of salbutamol inhalers onsite for emergency use in the treatment of acute asthma attacks. Cottesmore has an emergency supply of these inhalers in the school office.

Non Prescription Medicine
We are unable to administer medicines that have not been prescribed by a doctor or dentist. We are unable to give children aspirin or medicines containing ibuprofen and so forth unless prescribed by a doctor.

Storage of Medicines

- all medicines should be delivered to the school office by the parent or carer and under no circumstances should medicines be left in a child’s possession.
- teachers and teaching assistants should not take receipt of any medicines, they must be brought to the school office.
- all medicines should be stored in accordance with product instructions (paying particular attention to temperature).
- medicines will normally be kept in the school office/medical room or staffroom fridge
- medicines must not be kept in classrooms, with the exception of adrenaline pens and inhalers for Key Stage 2 children.
- only prescribed medicines will be stored and these should be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.
- In Key Stage I, inhalers and adrenaline pens will generally be stored in the school office dependent on the child’s need. For example, for a child with severe asthma in KS1 the inhaler will be kept in the classroom.
- all emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the classroom and/or in the office.
- children may carry their own inhalers, where appropriate.
- parents must supply two Epi-pens. One to be kept in the School Office and one for the classroom. The Epi-pens must be supplied in a clear plastic container labelled with a red cross and the child’s name. The containers must also contain information regarding symptoms specific to that child.
- This information will be displayed in the child’s class, school office, school kitchen and staff room.
- staff must ensure that the Epi-pen is collected when doing any activity outside of the classroom.
- It will remain the parents’ responsibility to ensure that the Epi-pen is replaced before the expiry date passes.
Disposal of Medicines

Parents to be responsible for ensuring that medicines that have reached their expiry date or are no longer required are returned to the pharmacy for safe disposal.

School Trips

- children with medical needs will be given the same opportunities as other children to participate in school trips.
- staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a Risk Assessment for such children.
- the school visit co-ordinator will be responsible for providing medical information for each child.
- A named member of staff will be nominated as having responsibility for the administration of all medication on the trip. This will be put on the risk assessment completed prior to school trips.
- roles and responsibilities of parents/carers as outlined below will apply.

Roles and Responsibilities

Parent/Carers:
- should give sufficient information about their child’s medical needs if treatment or special care is required.
- must deliver and collect all medicines to and from the school office in person.
- must complete and sign the parental consent form.
- must keep staff informed of changes to prescribed medicines.
- ring to remind the office at the time a dose of medicine should be administered.
- keep medicines in date – particularly emergency medication, such as Epi-pens.

The Headteacher:
- will ensure that the school’s policy on the administration of medicines is implemented.
- will determine that there are members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- will ensure that staff receive support and appropriate training where necessary.
- will share information, as appropriate, about a child’s medical needs.
- will ensure that parents are aware of the school’s policy on the administration of medicines.
- will ensure that medicines are stored correctly.

Office Staff:
- will check, on receipt of medicines, the child’s name; prescribed dose; expiry date and written instructions are provided by the prescriber.
- will ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber’s instruction.
- will ensure that a second member of staff is present when medicines are administered.
- will complete the ‘administration of medicines’ record sheet each time medication is given.
- will inform parents if a dose is accidentally missed, so that parents can make decisions on when to administer the missed dose
- ensure that medicines are returned to parents for safe disposal.
Refusal to take medicines

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

Record Keeping

Medicines should be provided in the original container as dispensed by a pharmacist and must show the child’s name and date of birth and include the prescriber’s instructions. Staff should check that written details include:
• name and date of birth of the child
• name of the medicine
• dose
• method of administration
• time and frequency of administration
• any side effects
• expiry date

• A parental agreement form (see appendix A) must be completed and signed by the parent/carer before medicines can be administered.
• At the time of administering medicines, the member of staff must complete the medicines record sheet (see appendix C).
• No medication should be given unless it has been checked by a second adult, who will also sign the form to state that they have witnessed the administering of the medicine.

Children with long term medical needs

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, involving the parents and relevant health professionals (See appendix B).

Confidentiality

Staff will always treat medical information confidentially. The parent should be informed of other staff/agencies who may also have access to records and other information about a child.

Staff Training

Training opportunities are identified for staff with responsibilities for administering medicines.

Monitoring

This policy should be reviewed annually in accordance with national guidance.

*Parents, as defined in section 576 of the Education Act 1996, includes any person who is not a parent of a child but has parental responsibility for, or care of, a child. In this context, the phrase ‘care of the child’ includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby sitters, child minders, nannies and school staff.
APPENDIX A
Cottesmore St Mary Catholic Primary School
Parental Consent Form for medicines

TO BE COMPLETED BY THE PARENT/GUARDIAN OF ANY CHILD TO WHOM DRUGS MAY BE ADMINISTERED UNDER THE SUPERVISION OF SCHOOL STAFF.

If you need help to complete this form, please contact the School or the Health Visitor attached to your doctor’s surgery. Please complete in block letters.

<table>
<thead>
<tr>
<th>Name of Child</th>
<th>Doctor’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>Doctor’s Phone No.</td>
</tr>
<tr>
<td>School</td>
<td>Doctor’s 24hour contact No.</td>
</tr>
<tr>
<td>Home Address</td>
<td>Doctor’s Address</td>
</tr>
</tbody>
</table>

The Doctor has prescribed (as follows) for my child:

a) Regularly:

<table>
<thead>
<tr>
<th>Name of Drug/ Medicine to be given</th>
<th>How Often (e.g lunchtime, after food?) Record time</th>
<th>How much (e.g. half a teaspoon? 1 tablet?)</th>
</tr>
</thead>
</table>

b) In special circumstances:

Describe what circumstances, and the nature and dosage of the prescribed medicine or treatment)

| Describe what circumstances, nature of dosage, procedures to be carried out, amount of food and frequency (including Administration of Rectal Valium (Diazapam), assistance with catheters, equipment for tracheostomies and tube feeding) |

| | | |
I request that the treatment be given in accordance with the above information by a responsible member of the school staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs, medicines or foods in properly labelled containers and keep the school informed of any material facts or information which may affect medication being given to the child.

Should it be essential for a dose of medicine to be administered during the school day, I will phone the school office at the specified time to remind them to administer this dose.

I understand that school staff can not be held responsible if a dose is accidentally missed, and I am clear that it is my responsibility to ensure my child’s medical needs are met.

I accept that whilst my child is in the care of the School, the School staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signed (Parent/Guardian):  
Alternative contact: Name:  
Home telephone number:  
Relationship to child:  
Daytime telephone number:  
Phone number:  
Date:  

I undertake to provide advice if any changes in medication/medical procedures are necessary.

Name of Doctor/Consultant Paediatrician:  
Signature:  
Date:  
APPENDIX B

INDIVIDUAL HEALTH CARE PLAN

<table>
<thead>
<tr>
<th>Name of Child</th>
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<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Condition</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Class/ Form</td>
<td></td>
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<tr>
<td>Review Date</td>
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**Contact Information**

**Family Contact 1**

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<thead>
<tr>
<th>Name</th>
<th></th>
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<tr>
<td>Phone: Work</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
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</table>

**Family Contact 2**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Phone: Work</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
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**Clinic/Hospital Contact**

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Tel. No</td>
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**GP**

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<th>Name</th>
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<tr>
<td>Tel. No.</td>
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Describe condition and give details of pupil’s individual symptoms:

Daily care requirements (e.g., before sport/at lunchtime):
Describe what constitutes an emergency for the pupil and the action to take if this occurs:

<table>
<thead>
<tr>
<th>Follow-up Care:</th>
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Who is responsible in an emergency: (state if differ on off-site activities):

<table>
<thead>
<tr>
<th>Form copied to:</th>
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### Appendix C  Record of Medicine Administered to Children/ Young People

<table>
<thead>
<tr>
<th>Date Commenced:</th>
<th>Name of Medication</th>
<th>Strength and Form</th>
<th>Frequency</th>
<th>Dose Given</th>
<th>Time</th>
<th>Any Reactions</th>
<th>Special Instructions</th>
<th>Signature of Staff</th>
<th>Refused</th>
<th>Date Discontinued:</th>
<th>Print Name</th>
<th>Signature of Staff</th>
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