



## **Policy for the Administration of Medicines in School**

### **Rationale**

The Board of Governors recognises that many students will at some time need to take medication whilst at School. Whilst parents or carers retain responsibility for their son or daughter's medication, the School has a duty of care to students whilst at School. The Board of Governors wishes to do all that is reasonably practical to safeguard and promote the health and wellbeing of students.

### **Policy**

This policy aims to:

- ensure that everyone, including parents and carers, are clear about their respective roles;
- put in place effective management systems to help support individual students with medical needs
- ensure that medicines are handled responsibly.

This policy complies with the recommendations set out in Managing Medicines in Schools and Early Years Settings - March 2005.

### **Guidelines**

#### **1. Procedures for the management of prescription medicines during the school day.**

- Medicines should only be brought to School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the School day.
- Medicines will only be accepted if they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container, as dispensed by a pharmacist and include instructions for administration.
- If possible, all tablets should be checked on arrival to ensure that the prescribed strength of individual tablets are the same e.g. all 10 mg.
- The School will not make changes to dosages on the instructions of parents or carers.
- Parents or carers are encouraged to ask for medicines to be prescribed in dose frequencies which enable it to be taken outside School hours. Medicines that need to be taken three times a day should be taken in the morning before School, after School hours and at bedtime.
- No student under 18 should be given medicines by staff without their parent or carer's written consent.
- Before giving any medicines to a student the designated member of staff (Pupil Receptionist) should check:
  - the student's name
  - prescribed dose
  - expiry date
  - written instructions provided by the prescriber on the label or container.
- A record should be kept as in 2(b) below.
- If the member of staff has any doubts about any procedure they should not administer the medicine but check with the parents, carer or a health professional.

## **2. Controlled drugs**

- (a) The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Acts and its associated regulations. Some controlled drugs may be prescribed as medication for use by students.
- (b) Controlled drugs should be stored in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes.
- (c) Staff administering a controlled drug should do so in accordance with the prescriber's instructions.
- (d) A controlled drug, as with all medicines, should be returned to the parent or carer when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist.

## **3. Sporting activities**

- (a) Most students with medical conditions can participate in physical activities and extra-curricular sport. Any restrictions on a student's ability to participate in PE should be recorded in their individual health care plan.
- (b) Some students may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers and EpiPens. Students should carry their own inhalers and EpiPens. The School will store spare inhalers and EpiPens, which should be clearly marked with the student's name.

## **4. Off-site education or work experience**

- (a) The School will ensure that off-site education and work experience are suitable for students and that any medical condition a student has will also be considered.
- (b) The employer will be briefed about and assisted in any management of medical conditions and the School will help plan accordingly.
- (c) Parents or carers and students must give their permission before relevant medical information is shared on a confidential basis with employers.

## **5. Health Care Plans**

- (a) The main purpose of an individual health care plan for a student with medical needs is to identify the level of support that is needed. Not all students who have medical needs will require an individual plan.
- (b) The Health Care Plan should be prepared by the School Nurse and reviewed regularly, depending on the nature of the child's particular needs. As a minimum, plans should be reviewed at least once a year.
- (c) Copies of Health Care Plans should be located in Pupil Reception. Photos of children with a Medical Care Plan will be held in Pupil Reception, Main Reception and the Staff Room.

## **6. Roles and responsibilities of staff managing the administration of medicines**

- (a) The School will ensure that at least the Pupil Receptionist based in the Medical Room is responsible for the administration of medicines and that any medicines will only be administered by staff who have received training.
- (b) The School should ensure that the SLT link is also trained to manage medicines.

## **7. Parental responsibilities**

- (a) Parents and carers are responsible for their child's health and should provide full information about their child's medical condition, including details of any medication.
- (b) It is the parent or carer's responsibility to ensure that medicines are in date and are replaced as appropriate.

- (c) It is the parent or carer's responsibility to inform the school in writing if there have been any changes in the administration of their child's medication.
- (d) It is the parent or carer's responsibility to ensure that employers providing work placements and off-site training providers are aware of any changes in their child's medical condition and any prescribed medication.

## **8. Non-prescription medicines**

Staff may, in the case of a pupil requiring anticipated pain relief, administer non-prescription medicine e.g. paracetamol if they have been directed by parents/carers who have provided written consent.

## **9. School policies on student's carrying/self-administering medicines**

- (a) The School does not provide pain-relieving medication.
- (b) Students over 13 may carry a one-day supply of pain-relieving medication. A one-day supply consists of a maximum of two tablets.
- (c) Students must carry inhalers and EpiPens.

## **10. Staff training**

- (a) Staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. They should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and the disposal of dressings or equipment.
- (b) All staff, who are willing to administer EpiPens, to receive training in School in the use of an adrenaline EpiPen for an emergency.

## **11. Record-keeping**

- (a) A completed copy of the proforma 'Medicine Consent Form' is obtained from the parent or carer before any medication is administered.
- (b) The relevant member of staff should complete and sign the 'Record of Medicines Administered' proforma each time they give medicine to a student.
- (c) The relevant member of staff should make sure that the information given by the parent or carer is the same as that provided by the prescriber.
- (d) Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases staff should check that the written details include:
  - name of student
  - name of medicine
  - dose
  - time/frequency of administration
  - method of administration
  - any side-effects
  - expiry date

## **12. Safe storage of medicines**

- (a) Staff should only store, supervise and administer medicine for individually named students for whom written consent has been received from parents/carers. Such medication will be stored in clearly-named packs for the use of that student only.
- (b) Medicines should be stored in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.

- (c) Staff should ensure that the supplied container is clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration.
- (d) Students should know where their own medicines are stored and who holds the key.
- (e) All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to students and should not be locked away. Other non-emergency medicines should generally be kept in a secure place not accessible to students.
- (f) A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator containing medicines.

### **13. Disposal of medicines**

- (a) Staff should not dispose of medicines.
- (b) Parents or carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

### **14. Risk assessment and management procedures**

Staff should only take a student to hospital in their own car in exceptional circumstances; it is safer to call an ambulance.

### **15. Confidentiality**

- (a) Staff should always treat medical information confidentially.
- (b) The Headteacher (or his/her representative) should agree with the parents or carers who else should have access to medical information.

### **16. Refusing medicines**

- (a) If a student refuses to take medicine, staff should not force them to do so, but should note this in the records. The student's parents or carers should be informed at the earliest opportunity of the student's refusal to take medication.
- (b) If a refusal to take medicines results in an emergency, the School's emergency procedures should be followed by calling an ambulance.

### **Monitoring, Evaluation and Review**

1. This Policy will be monitored throughout the year by the Pupil Receptionist for the administration of medicines and the SLT Link responsible for the Medical Room.
2. This Policy will be evaluated and reviewed annually by the Pupil Receptionist, the SLT Link responsible for the Medical Room and the Board of Governors.

### **Dissemination of Policy**

This Policy is available on the School website or on request through the Headteacher.



## Medicine Consent Form

THE KING'S (The Cathedral) SCHOOL	
<b>Student details</b>	
Name of student:	
Date of birth:	
Form:	
Medical condition or illness:	
<b>Medicine</b>	
Name/type of medicine: (as described on container)	
Date dispensed:	
Strength:	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions:	
Are there any side-effects that the School needs to know about?	
Procedures to take in an emergency:	
<b>Contact Details</b>	
Name:	
Daytime telephone no:	
Mobile phone no:	
Address:	
GP:	
Telephone No:	

I understand that the medicine must be delivered to the Pupil Receptionist in the Medical Room.

I accept that this is a service that the School is not obliged to undertake.

I understand that I must notify the School of any changes in writing.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Tel. 01733 751541

Email: [absences@kings.peterborough.sch.uk](mailto:absences@kings.peterborough.sch.uk)



### Record of Medicine Administered

**NAME:**

**MEDICATION TYPE:**

**FORM:**

**DOSE & FREQUENCY:**

**DOB:**

Date	Time taken	Qty in Pack/Bottle	Qty Taken	Qty Left	Signed