

ADMINISTRATION OF MEDICINES POLICY

Committee Name:	Full Governing Body
Date of Review:	September 2016
Validity Date:	September 16 – September 18
Person responsible:	Head Teacher

St Saviour's C. of E. Primary School was founded by and is part of the London Diocesan Board for Schools (LDBS). The school is to be conducted as a Church of England school in accordance with Canon Law and the teachings of the Anglican Church and in accordance with the Diocese of London. At all times, the school is to serve as a witness for the Christian Faith in Our Lord Jesus Christ.

This Policy should be read in conjunction with 'Supporting pupils at school with medical conditions' December 2015 – DfE Statutory Guidance.

GENERAL

1. The administration of medicines by staff remains a voluntary activity.
2. Medicines should only be brought into 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.
3. Only medicines that have been prescribed by a doctor, dentist and nurse prescriber or pharmacist prescriber should be administered and these need prior approval from the School Office.
4. This medication will only be administered by school staff towards the end of course of treatment. The majority of the medicine will be administered by the parent/carer prior to the child returning to school.
5. Medicines from any other source (e.g. over the counter medicines), will not be administered by staff and should not be brought to school.
6. Medication will be kept in the medical cabinet in the School Office. Staff will undertake to fill in and sign the Medication Log Book each time medication is given. A fridge is also available in the School Office for the storage of medicines.
7. When medication initially comes into school it must be handed over to Ms. Simmons or Mrs. Clark in the School Office.
8. Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

The school will not accept any medication that has been taken out of the original container.

9. All medicines must be clearly labelled with the child's name, mode of administration i.e. oral, the dosage, frequency and name of medication being given – this should be on the printed label from the prescriber.
10. Parents must complete a "Record of medicine administered to an individual child" form (Template C) when handing over medicine to Ms. Simmons or Mrs Clark.
11. No medicine will be administered unless clear written instructions have been obtained from the parents or legal guardians and the school has indicated that it is able to do so. If for any reason the school is unable to administer the medication, parents/carers will be contacted.
12. The parents or legal guardians must take responsibility to update the school of any changes in the administration for routine or emergency medication and maintain an in-date supply of the medication.
13. Children who are acutely ill and who require a short course of medication (e.g. antibiotics) will normally remain at home until the course is nearly finished. If it is felt by a medical practitioner that the child is fit enough to return to school, the dosage can be adjusted so that none is required at lunchtime.
14. Any unused or out of date medication will be handed back to the parents/carers of the child for disposal.
15. Medicines will be administered by named members of school staff with specific responsibility for the task in order to prevent any errors occurring. These staff members will also be qualified First Aiders.
16. If a pupil refuses to take medicines, staff will not force him/her to do so. A note will be made in the first aid book and the parents/carer informed on the same day. If the refusal to take medicines results in an emergency, the school emergency procedures will be followed. This is likely to be the calling of an ambulance to get the child to hospital as well as contacting the parent/carer to inform what has happened.

RECORD KEEPING

- The school must keep written records of all medicines administered to pupils.
- Incorrect Administration of Dosage – individual protocols/health plans will contain emergency actions in respect of this happening. In the event of an excess dose being accidentally administered or the incorrect procedure being carried out, the child concerned must be taken to hospital as a matter of urgency.

LONG TERM MEDICATION

- As soon as a child with medical difficulties or on-going conditions enters the school or develops a new illness, a Health Care Plan (Template A) will be instigated by the school. Parents will be involved in the creation of this and their permission will be sought in order to divulge necessary medical information.
- The School Nurse will be consulted and training in dealing with the condition or illness will be given to staff where appropriate.

- The School needs to know about any particular needs a child may have **before** a child is admitted, or when a child first develops a medical need. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary.
- The School will keep a list of all children who have medical needs across the school. This list is updated annually during the Vulnerable Children Meeting attended by all staff. This list is kept both in the School Office and in the Class Information Files.

ASTHMA INHALERS

- Inhalers should be kept in the School Office during the school day.
- Dan Newton will have a full list of who requires an asthma pump to ensure children are identified during PE lessons.
- Teachers and support staff are aware that inhalers need to be taken on school trips.
- Inhalers removed from the School Office must be returned after the trip has finished.
- Parents are responsible for ensuring that up to date inhalers are provided when requested.
- Staff will receive relevant training every two years or more frequently if required.

EPI-PENS

- Staff will receive training on how to use and administer Epi-Pens every two years or more frequently if required. Latest training: September 2016.
- Epi-Pens will be labelled and safely stored in the School Office.
- Additional information and Health Care Plans will be available in class information files.
- When leaving the school site for a day or residential trip, the Class Teacher or Teaching Assistant will be responsible for carrying and administering the Epi-Pen if it is required. This information will be included in the risk assessment.
- The Epi-Pen must be returned to the School Office after the trip has finished.

ILLNESS DURING THE DAY

- Parents/Carers will be contacted should their child become unwell. The child should be collected as soon as possible.
- All accidents and injuries are recorded in the Accident Book and, for those deemed more serious, will be recorded in the Serious Incident Log.

- If a child requires hospital attention, a copy of this report will be sent to the hospital with the accompanying adult to ensure that hospital staff have a full understanding of the nature of the injury.

EMERGENCY TREATMENT / PROCEDURES

- As part of general risk management processes, the school has an arrangement in place in dealing with emergency situations. Other students know what to do in the event of an emergency, such as telling a member of staff. All staff know how to call the emergency services and who is responsible for carrying out emergency procedures in the event of need.
- If a parent/carer is unavailable, a member of staff should always accompany a student to hospital by ambulance and should stay for as long as is reasonably practicable.
- In the event of an emergency/accident which requires the child to be treated by health professionals (doctors/paramedics) or admitted to hospital, the latter are responsible for any decision on medical grounds when and if the parents are not available.
- When emergency treatment is required, medical professionals or an ambulance should always be called immediately. Parents will always be informed as soon as possible if such treatment has been administered and/or if the child has been taken from the school to a hospital.

HEALTH CARE PLANS

- The main purpose of an individual Health Care Plan is to identify the level of support that is needed for a child.
- Not all children who have medical needs will require an individual plan.
- Health Care Plans will be written up in conjunction with the child's Class Teacher, School Nurse, parents/carer and where possible, the child.
- Where parent/carer expectations appear unreasonable, the Headteacher should seek advice from the School Nurse before the plan is finalised.

CONTACT NUMBERS

- All pupils information and home telephone numbers including parents' work numbers, relatives/friends numbers as well as emergency numbers are kept in the Office.
- If removing a child's contact card from the School Office, it must be returned to the correct file as soon as possible.

TRIPS

- The school will encourage and make reasonable adjustments to allow students with medical needs to participate in safely managed visits.
- Staff supervising the excursions need to be aware of any medical conditions and the relevant emergency procedures that may be required.

- This information must be given to the school prior to participation in any school trip and included in a Risk Assessment submitted to the Headteacher and, in the case of a residential trip, to the Governors and Local Authority.
- Any medical condition must be highlighted by the parents/carer on the consent form.
- Arrangements for taking any relevant medicines will also be taken into consideration. A named person will be identified to supervise the storage and administration of medication if required.
- A copy of any Individual Health Care Plans, where available, will be taken on trips in the event of the information being required in an emergency.
- For residential trips, details of storage, record keeping and administration of medicines will be provided at the time. The group leader will be responsible for ensuring medication is administered appropriately.

TRAINING

- All First Aid and medical training is recorded on a database in the School Office and kept up to date by Mrs. Clark. This ensures all staff receive the training they require and the school can monitor when refresher courses are necessary.
- Training will either be carried out by the School nurse or other external, qualified agencies.

TEMPLATES

Attached to this policy are 'Templates' provided by the DfE (May 2014) for the safe administration of medicines.

Template A: Individual Health Care Plan

Template B: Parental Agreement for Setting to Administer Medicine

Template C: Record of Medicine Administered to an individual child

Template D: Record of Medicine Administered to all children

Template E: Staff Training Record – administration of medicines

Template F: Contacting Emergency Services

Template G: Model letter inviting parents to contribute to Individual Health Care Plan development

The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education's statutory guidance on supporting pupils at school with medical conditions.

Taken from 'The Key' website 14.09.2016

Do	Do not
<p>✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so</p>	<p>✗ Give prescription medicines or undertake healthcare procedures without appropriate training</p>
<p>✓ Check the maximum dosage and when the previous dosage was taken before administering medicine</p>	<p>✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions</p>
<p>✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it</p>	<p>✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances</p>
<p>✓ Inform parents if their child has received medicine or been unwell at school</p>	<p>✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor</p>
<p>✓ Store medicine safely</p>	<p>✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers</p>
<p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	<p>✗ Force a child to take his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents</p>