

Administering Medicines Policy

Date	Review Date	Headteacher	Chair of Governors
Jan 2024	As required	Mrs S Reay	Ms L Winton

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Training staff
4. Receiving, storing, and disposing of medication
5. Administering medication
6. Medical devices
7. IHPs
8. Educational trips and visits
9. Medical emergencies
10. Monitoring and review

Appendices

- A. Helping with medication parental consent form

Statement of intent

Clipstone Brook Lower School will ensure that pupils with medical conditions receive appropriate care and support at school to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication. The school is committed to ensuring that parents feel confident that we will provide adequate support for their child's medical condition and make the pupil feel safe.

This policy defines " **medication** " as any prescribed or over-the-counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs).

"**Prescription medication**" is any drug or device prescribed by a doctor.

"**Controlled drug**" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g., morphine.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Records Management
- Complaints Procedures Policy

Roles and responsibilities

The governing board is responsible for:

- The implementation of this policy and procedures.
- This policy, as written, does not discriminate on any grounds, including the protected characteristics defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for medication administration.
- Ensure that members of staff who administer medication to pupils or help pupils self-administer are suitably trained and have access to the information needed.
- Ensuring that relevant health and social care professionals are consulted to guarantee that pupils taking medication are adequately supported.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.
- Ensuring all necessary risk assessments regarding medication administration, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and supporting pupils to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for the following:

- Keeping the school informed about any changes to their child's health.
- Completing an administering medication parental consent form before they or their child bring any medication into school. This must be prescribed medication only.
- Discuss medication with their child before requesting a staff member administer it. Please note that if a child refuses to take medication, staff members will contact the parents to either assist it themselves or make the decision not to. Staff members will not force a child to take the medication.

Staff members' and pupils' responsibility is to understand what action to take during a medical emergency, such as raising the alarm with the school or other staff members. This may include staff administering medication to the pupil involved.

Training staff

The headteacher will ensure sufficient staff are trained in administering medication during first aid training. The headteacher will also ensure that a healthcare professional has trained adequate staff members to help with medicines in an emergency as required.

Where it is a necessary component of their job role, staff will undertake training on administering medication per this policy as part of their new starter induction. Staff will be advised only to agree to administer medication once they have received appropriate training and can make an informed choice. Training will also cover the proper procedures and courses of action for the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to help with medicines in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Training for administering AAls

The school will arrange specialist training for staff where a pupil has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and

confidence in their ability to use AAls will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAls in the case of an emergency.
- How does the dosage correlate with the age of the pupil?
- How to respond appropriately to a request for help from another staff member.
- How to recognise when emergency action is necessary.
- Who are the designated staff members for administering AAls are.
- How to administer an AAI safely and effectively if there is a delayed response from the designated staff members.
- How to make appropriate records of allergic reactions.

A sufficient number of staff will be trained in and consent to administer AAls on-site at all times.

Receiving prescribed medication from parents

The parents of pupils who need medication administered at school will be required to complete an administering medication parental consent form filed before staff can administer medication to pupils under 16. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be issued if this consent form is absent. Consent obtained from parents will be renewed. The school will only store and administer prescribed medication. The school will store a reasonable quantity of drugs, e.g., a maximum of four weeks' supply at any one time.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication inside. This does not apply to insulin stored in an insulin pen.

Storing pupils' medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medicine that may be required in emergency circumstances, e.g., asthma inhalers and AAls, will be held in a way that allows it to be readily accessible to pupils who may need it and can self-administer and staff members who will need to administer them in emergencies. All other medication will be stored in a place inaccessible to pupils, e.g., a locked cupboard. The school will ensure that staff know where their medication is at all times and can access it immediately,

Medication stored in the school will be:

- It is kept in the original container alongside the instructions for use.
- Clearly labelled with:
 - The pupil's name.
 - The name of the medication.

The correct dosage.
The frequency of administration.
Any likely side effects.
The expiry date.

- Stored alongside the accompanying administering medication parental consent form.

Medication must meet the above criteria to be administered.

Disposing of pupils' medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers must be returned to the pupils' doctor or pharmacist, parents will be asked to collect these.

Needles and other sharps will be disposed of safely and securely, e.g., using a sharps disposal box.

Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. If trained staff members are absent, the parent will be contacted by the office and asked to help themselves. Where possible, this will be avoided, but for safety, this may be requested. Staff will check the expiry date and maximum dosage of the medication administered to the pupil each time it is issued, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will generally be the school medical room. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- The medication name, dosage, and use instructions match the details on the consent form.
- The name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.

- That the pupil has not already been given the medication within the accepted frequency of dosage.

Suppose there are any concerns surrounding giving medication to a pupil. In that case, the medication will not be administered, and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

Suppose a pupil cannot receive medication using the method supplied. In that case, e.g., if a capsule cannot be swallowed, the pupil's parent must provide written instructions on administering the medication following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under a staff member's supervision, provided parental consent for this has been obtained. If a pupil refuses to take their medication, staff will not force them to do so but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records of all medication administered to pupils will be kept, including the date and time the medication was issued and the name of the responsible staff member.

Medical devices

Asthma inhalers

The school will keep inhalers in a stored, secure place in the classroom. The school will ensure that spare inhalers for pupils are kept safe and secure in preparation if the original is misplaced, unavailable, or not working. Parents must take a key responsibility in arranging to replace these and collect them when they expire.

AAIs

The school will keep AAIs in a stored, secure place in the classroom. The school will ensure that spare AAIs for pupils are kept safe and secure in preparation if the original is misplaced, unavailable, or not working.

Spare AAIs are located at most five minutes from where they may be required. The emergency AAIs can be found at the following locations: medical room

A stock of AAIs will be replenished when used within locations where there is a greater risk of anaphylaxis, e.g., the dining hall. The school will ensure that risk assessments regarding using and storing AAIs on the premises are conducted and up-to-date.

Medical authorisation and parental consent will be obtained from all pupils at risk of anaphylaxis for using spare AAIs in emergencies. The spare AAIs will not be used on pupils without risk of anaphylaxis or parental consent. Where consent and authorisation have been obtained, this will be recorded in the pupil's IHP.

IHPs

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parent, the office manager, the SENCO, and any relevant medical professionals. When deciding what information should be recorded on an IHP, the following will be considered:

- The medical condition and its triggers, signs, symptoms, and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social, and emotional needs
- The level of support needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfill the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- Which staff member can fulfill the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

Educational trips and visits

Medication and medical devices will remain readily available to staff and pupils on educational trips and visits that involve leaving the school premises. This may include pupils carrying their medicine, where possible and appropriate, e.g., for asthma inhalers for older children only.

If the medication is of a type that should not be carried by pupils, e.g., capsules, or if pupils are very young or have complex needs that mean they cannot self-administer, the medication will be taken by a designated staff member for the duration of the trip or activity.

At least one staff member will be trained to administer medication on every out-of-school trip or visit, which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils needing medication administered during the trip or visit and know the correct procedure for administering their medication, e.g., timing and dosage.

If the out-of-school trip or visit will be over an extended period, e.g., an overnight stay, a record will be kept of the frequency at which pupils need to take their medication and any other information that may be relevant. This record will be held by a designated trained staff member who is present on the trip and can manage medication administration.

All staff members, volunteers, and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g., what to do if an epileptic pupil has a seizure.

Medical emergencies

Medical emergencies will be handled in line with the First Aid Policy.

For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the pupil who requires it and is not locked away. For all emergency medication kept in a pupil's possession, e.g., inhalers, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times. The school will own a spare copy of these instructions in the medical room.

Monitoring and review

This policy will be reviewed as required by the governing board and headteacher.

Records of medication administered on the school premises or school trips and visits will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from relevant healthcare professionals as necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.