

Administration of Medicines Policy

Introduction

The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils with special provision for pupils with medical needs within the school.

The Children and Families Act 2014, Section 100 places a duty on schools to make arrangements for supporting pupils at their school with medical conditions. This includes having clear processes in place for the administration of medication.

The Medicines Act 1968 and the Misuse of Drugs Act 1971 provide guidance on the prescription, administration and storage of medications including controlled drugs.

This policy draws also upon the Department for Education guidance Supporting Pupils at School with Medical Conditions (December 2015).

Aims

Heritage School aims to implement and maintain an effective management system for the administration of medicines to all pupils in our care and ensure that we provide support to individual pupils with medical needs.

1 Administration of Medicine

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken out of school hours.

Staff at the school will not administer any medicine to a pupil without obtaining prior written consent, by completing an Administration of Medicines Authorisation Form, from his or her parents.

Parents must give written consent for their child to carry their own medication. Conditions such as allergy causing anaphylaxis, asthma and diabetes mean pupils need to carry their own medication whilst at school. However, unless it is deemed medically necessary pupils are generally not allowed to carry their own medication.

Parents have a responsibility to inform the school of any changes to their child's medication and a new consent form will need to be completed.

Where possible children will be encouraged and supported to self-administer their medication. Staff will be made aware of children who may require support with medication. If a child refuses to take their medication, staff will not force them to do so and parents will be notified.

A log of medications kept in school will be maintained and regularly updated.

Medication should be handed into and collected from the School Office.

2 Medical Information Form

When a pupil has ongoing medical needs this will be recorded on an individual Medical Information Form.

Medical Information Forms will be reviewed annually, or earlier if a pupil's needs change, in consultation with parents/carers.

The following will be considered:

- The medical condition, signs, symptoms and treatments;
- The pupil's resulting needs, including medication;
- The level of support needed;
- Who will provide this support and their training needs;
- Arrangements for written permission from parents for medication to be administered by a member of staff or self-administered by the pupil during school hours;
- Arrangements for school trips or other school activities;
- What to do in an emergency, including who to contact, and contingency arrangements.

Should a pupil's specific medical needs indicate that they are at higher risk and/or if their medical needs create additional risks, an individual risk assessment will be written. The decision to write an individual risk assessment will be made on a case-by-case basis. Risk assessments will be reviewed annually, or earlier if a pupil's needs change, in consultation with parents/carers.

3 Prescription Medication

All medicines supplies must be labelled, in-date, in the original packaging as dispensed by the pharmacist and include the instructions for administration, dosage and storage.

Insulin must be in-date but may be provided in pens or pumps for administration and appropriately labelled.

The School will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupil.

4 Non-prescription Medication

As a general rule, medicines or controlled substances which have not been prescribed by a medical practitioner will **not** be administered in school.

Staff may only administer non-prescription medication such as pain and fever relief if the parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the medication in the past. Non-prescription medicines should be provided in their original packaging and include information for administration.

The School will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupil.

5 Emergency Medication

Prescribed emergency medication such as epipens, reliever inhalers will be kept with the student at all times, including during off-site trips and sporting activities. Any 'spares' provided will be stored securely in the School Office.

In addition, the school keeps emergency inhalers in accordance with Guidance on the use of emergency inhalers in schools (March 2015). Emergency inhalers are stored in the School Office, Panton Hall and PE First Aid Bag. These will **only** be used for pupils with a prescription for the medication. Parents must provide written consent for the use of the emergency inhaler.

A record of any emergency medications kept in school will be maintained and regularly updated.

6 Paracetamol and Antihistamine - Residential Trips

If a pupil becomes unwell during a residential trip, it may be appropriate to administer paracetamol occasionally to control specific pain such as a headache/migraine or period pain and/or antihistamine to treat allergy symptoms, reactions to insect bites or stings.

Paracetamol and antihistamine will only be administered where prior written parental consent has been given.

6.1 Paracetamol

The trip Medical Officer will be wary of giving paracetamol to children. Paracetamol can be very dangerous if taken inappropriately and pupils will be made aware that paracetamol should only be taken when absolutely necessary. Pupils will be encouraged to get some fresh air / have a drink / something to eat / rest (as appropriate). Administering paracetamol will only be considered if these actions do not work.

Only standard paracetamol tablets or suspension will be administered. Dosage will strictly adhere to the instructions on the packaging: 250mg/5ml for children aged 6-8 years, 250mg/7.5ml for children aged 8-10 years, one 500mg tablet for children who are aged 10-15 years. A dose can be administered once every 4-6 hours. Should up to two doses of paracetamol fail to alleviate symptoms and/or should staff have any concerns about a pupil's condition, they will contact parents and/or seek professional medical attention. Further doses will not be administered without consultation. As per guidelines, a maximum of 4 doses of paracetamol can be administered within any 24 hour period.

The trip Medical Officer will witness the pupil taking the paracetamol and record date, time and dosage given.

If a pupil complains of pain as soon as they arrive at the initial departure location, the trip Medical Officer will contact parents to confirm that the pupil has not previously been given a dose of paracetamol for a period of at least 4 hours.

6.2 Antihistamine

The trip Medical Officer will only administer antihistamine where it is deemed medically necessary.

Only non-drowsy antihistamine will be administered. Dosage will strictly adhere to the instructions on the packaging: one tablet once a day for children aged 12 years and above, half a tablet once a day for children aged 6 to 12 years. Should a dose of antihistamine fail to alleviate symptoms and/or should staff have any concerns about a pupil's condition, they will contact parents and/or seek professional medical attention. Further doses will not be administered without consultation.

The trip Medical Officer will witness the pupil taking the antihistamine and record date, time and dosage given.

Should a pupil need to take antihistamine during the initial 24 hours from departure, the trip Medical Officer will contact parents to confirm that the pupil has not previously been given a dose of antihistamine in the preceding 24 hours.

7 Storage and Disposal of Medicine

The school will keep medication securely either in a lockable cupboard with controlled access or where medicines have to be refrigerated they will be stored in a lockable fridge, where a thermometer will be available so temperature can be recorded.

All relevant staff will be advised on how to access medication when required.

Parents will be notified to collect medication when it is no longer required, out of date or at the end of each academic year. Parents have a responsibility to ensure that the school has the appropriate amount of medication in school and that any unused or expired medication is collected and/or replaced. Medication not collected within a month of notification will be taken to a local pharmacy for safe disposal.

8 Record Keeping

When a pupil has ongoing medical needs this will be recorded on an Individual Medical Form. A summary of this information will also be available via the Pupil Medical Overview and on the Class Information Registers (also known as Class Lists). All medical information is available to staff via the school intranet. Pupil medical information will be circulated to staff annually (or when there are any updates).

Where parents have provided consent for medication to be administered a record will be kept in the School Office. Staff will record date, time and dosage given, method of administration and temperature at time of administration if applicable.

If staff are in any doubt over the procedure to be followed, parents will be contacted before action is taken.

If a pupil refuses their medication, the staff will record this and contact the parents as soon as possible.

9 Staff Training

Awareness training on relevant medical conditions will be provided annually to all staff. In the event that a pupil has a specific medical condition, relevant staff will undertake further training to ensure the individual pupil's needs can be managed successfully.

Authorised by	Jason Fletcher
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