

# Administration of Medicine



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<b>Staff member responsible for this policy:</b>	Mrs Sarah Brame
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## Policy for the Safe Administration of Medicines in School

St Olave's is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). This policy applies to all members of our school community, including those in our EYFS setting, regardless of gender, race, sex, ethnicity, religion or belief, cultural or linguistic background, sexual orientation, gender reassignment, or disability.

### Scope

This guidance is applicable to all employees and/or others who may administer medication at the school.

### Objectives

To ensure that the school administers medicines in an appropriate manner by:

- Having authorised persons in place to administer the medication
- Having a contingency plan in place for issues which may arise from the administering of medication.

### Guidance

The Bursar and Family Liaison and Community Lead will be responsible for the implementation and review of this guidance.

This protocol is designed to ensure safe practice in the storage, handling and giving of medication in school by all Staff, including EYFS Staff or other designated or pastoral care Staff. It has been written with due regard to adopt the guidance provided by the Department for Education titled "Supporting Pupils at School with Medical Conditions" (<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>) or Medical Officers of Schools Association guidance titled "Administration of Medicines" ([www.mosa.org.uk](http://www.mosa.org.uk))

Under the Human Medicines (Amendment) (No.2) Regulations 2014 schools are allowed to buy salbutamol inhalers, without a prescription, for use in emergencies (in the event of an asthma attack). Schools should follow the guidance in the Department of Health document "Guidance on the use of emergency salbutamol inhalers in schools".

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1. All medicines, whenever possible, will be administered by staff with an appropriate First Aid qualification or training.
2. Parents have to give written instructions for each dose administered.
3. Parents should only send in medicine where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'.
4. Medicines will be kept securely in the medical room (except those needed in an emergency which will be kept securely in class).
5. Medicines should always be provided in the original container and include the instructions for administration and dosage.
6. Prescription medicines must not be administered unless prescribed by a doctor, dentist, nurse or pharmacist (and medicines containing aspirin must have been prescribed by a doctor).
7. Staff will inform parents of all pupils including those in the EYFS in writing on the same day or as soon as it is reasonably practicable when medicine has been administered, giving the time and date, keeping a log in school.
8. A small supply of non-prescription medicines, emergency adrenaline auto-injectors and emergency asthma inhalers will be held, in a secure place at all times, for use in emergencies or on trips providing the appropriate consent has been given by parents.
9. Prior to giving any medication, and on a regular basis the expiry date will be checked and any expired or unused medication returned to the parents for disposal.
10. When giving medication, staff will check the pupil name, usage and dosage.
11. Staff will record given medication on the agreed documentation.
12. If there is an adverse reaction to medication, i.e. rash, medication will be stopped immediately and parents informed.
13. All medicines sent in from home should be labelled and never shared.
14. Pupils and their parents/guardians are expected to cooperate in the administration of medication and ensure courses of medication taken home at weekends are continued and returned to school after the weekend.
15. First Aid boxes will be checked at least once a term and between checks Staff should report if stocks become low.
16. At the end of each school year all medicines will be sent home.

## General Safeguards

All pupils / parents, including EYFS, should hand in any medicines to Staff brought in from home, which need to be given during the school day along with a completed and signed medicine form. This is to ensure the medicines are given at the appropriate time and the child's well being observed during the day.

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When pupils with long term medical needs such as diabetics, epileptics, anaphylactics or asthmatics go, for example, on a field trip, their individual needs should be arranged a few days beforehand.

A member of staff on each trip should collect a first aid kit the day before the outing.

A confidential list of children's medical conditions is held in SIMS and, if applicable, in the Medical Alert Book, it is revised and updated each year by the School Office and School Nurse or as new information is provided by parents, and can be viewed on a need to know basis.

All those children with particular needs will have a care plan made out to suit their individual needs.

### **Protocol for the administration of medicines by staff**

In the absence of a trained Nurse, members of staff are authorised to administer medicines, provided that the protocol below is followed.

#### **Procedure**

1. Establish if the pupil has taken any medication in the previous 4 hours. If so, what was that medication?
2. Ask if the pupil has taken the medication you are about to offer previously. If so, did she or he have an adverse reaction?
3. **A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.**
4. Check permission form for the administration of medication has been signed by parent/guardian.
5. Establish the reason why the pupil needs medication.
6. Check the medication has a current date code.
7. Check the packaging for the dosage against the age of the pupil.
8. Supervise the pupil taking the medication.
9. Use the form/book provided to record: The pupil's name, the date and time of the treatment, the medication given and the dosage, the reason given, sign or initial the form/book and return to the medical area in the staff room immediately (or upon return from the trip), inform the parents of medication given and make sure that parents sign the record to acknowledge the entry.

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### Special treatments

Staff who take care of pupils needing to use emergency medication such as an inhaler, epilepsy medication or an Epipen must be aware of the pupil's boxes of emergency supplies and be sure where to access this. It must be kept safely, but accessible at all times and taken with the pupil if they leave school on a trip or for sporting events. The School Nurse will give staff training on the use of these medications at regular intervals.

The School Nurse will develop with the school an individual care plan for each child with long term medical needs which is recorded in the Medical Alert Book, copies of which are kept securely in the School Office, the hall, staff room and other locations as necessary.

### Epipens

All children have 2 epipens in school. One is kept in class in the red medical bag; each child has an individual wallet, labelled with their name, class and photograph with all corresponding paperwork and a record book, the second epipen is kept in the Medical Room in a clearly identifiable drawer. Each child has an individual box, labelled with their name, class and photograph containing the second epipen. If the child leaves the school site, two epipens must be taken with them (games, school trips, swimming etc). When the second epipen is removed from the medical room, it must be signed out in the book (kept in the drawer with the pens), and the empty box placed on top of the cupboard to notify staff that the epipen is off site with the child. When the child is back on site, the epipen must immediately be returned to the box and placed back in the drawer and signed back in. The same applies to children in the EYFS.

When leaving site, staff must:

- Take the red bag from their classroom
- Take any spare emergency epipens from the medical room, sign them out and place the empty box in top of the cupboard
- Take a general first aid bag, containing the medical alert booklet, stored in the labelled drawers in the medical room
- Inform the school office that they are leaving site - adults to sign out on Inventory System

When returning to site

- All adults sign in on Inventory system
- Inform school office
- Return emergency epipens to boxes in medical room, place in correct drawer and sign medication back in in the record book
- Return first aid kit bag to correct drawer in medical room
- Take red bag back to classroom

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All children who have inhalers will have these kept in the red bag in the classroom so there is no need to take an emergency or spare off site. Emergency inhalers or spares are only required if a child does not have their inhaler in the red bag.

Red bags and first aid bags are checked half termly. If staff notice that any medication is missing or running low, they must inform Kim Foreman, Katrina Kaminski or Alison Farrell immediately.