

# ST JOHN'S CATHOLIC JUNIOR SCHOOL

## Administration of Medicines Policy

### Overview

This school is committed to reducing the barriers to sharing in school life and learning for all its children.

This policy takes into account the DFE statutory guidance "Supporting pupils with medical conditions" August 2017. It is intended to ensure that procedures for supporting children with medical requirements, including managing medicines, is carried out in accordance with the relevant legislation and guidance. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling. All staff have a duty of care to follow and cooperate with the requirements of this policy and guidance.

All medical information will be treated confidentially by the responsible manager and staff.

The purpose of this guidance is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency.

Most children will at some time have a medical condition that may affect their participation in school activities. For many this will be short term, perhaps finishing a course of medication. Some young people will also have longer term, more complex medical needs and may require medicines or on-going support to help manage their condition and stay healthy. Others may require medicines in particular circumstances, such as those with severe allergies who may need an adrenaline injection or those with severe asthma may have a need for inhalers or additional doses during an attack.

Other children have medical conditions that if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and with some support from the school, can take part in most normal activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils and others are not put at risk.

Parents or guardians have prime responsibility for their children's health and should give school sufficient information about their children's medical condition and treatment or special care needed at school.

### Aims

Our aim is to enable the regular attendance and inclusion of all pupils. Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - Prescribed medicines
  - Non-prescribed medicines
  - Maintenance drugs
  - Emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the policy is reviewed regularly and updated to reflect changes in guidance.

## **Entitlement**

The administration of medicines is the overall responsibility of the parents. There is no legal duty that requires school staff to administer medicines.

The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

The Headteacher is ultimately responsible for developing a policy and detailing practices for administration of medicines in their school and to ensure that all parents and staff are aware of the procedures.

The school accepts that children with medical needs should be assisted if at all possible and that they have a right to the full education available to other children.

Medicines should only be administered in educational establishments when it would be detrimental to a child's health or school attendance not to do so.

The school believes that children with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting children with medical needs.

Employees have the right to:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs

## **Routine Administration**

### **Prescribed medicines**

- It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents.
- The prescription and dosage regime should be typed or printed clearly on the outside of medication. The school will only administer medicines in the original packaging, with the child's name and dosage clearly on it and in which the dosage is required ie 4 times a day. Ideally medicines should be prescribed in dose frequencies which enable them to be taken outside school hours and parents are encouraged to ask their prescriber this. The name of the pharmacist should be visible. The Patient Information Leaflet must also be provided. Any medications not presented properly will not be accepted by school staff unless there has been consultation with head and parent. This should be brought into school by the parent/carer and (discussions should take place with a First Aider regarding the administration of the medication) left at the school office. It is not appropriate for medication to be brought into school by a child. Medicines e.g. antibiotics must be collected at the end of the school day by parent/carer where possible. Should medication need to be stored in a fridge, we have one in the medical room.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of that member of staff and not the school.

- **School Emergency Asthma Inhalers:**

From 1<sup>st</sup> October 2014 the Human Medicines Regulations 2014 allows school to keep a salbutamol inhaler for use in emergencies. The emergency inhaler will only be used by children who already have an inhaler in school. The inhaler can only be used if the child's inhaler is not available (for example, because it is empty or broken). We have 3 Emergency asthma salbutamol inhalers and spacers. One is kept in Y3/4 first Aid Kit in Y3/4 corridor, one in Y5/6 first Aid Kit in Y5/6 filing cabinet and one in medical room locked medicine cabinet. The Asthma logbook, register of Parental Consent, asthma emergency letter to go home is located in the medical filing cabinet in the Medical Room.

### **Non prescribed medicines**

- If parents/guardians request school to administer non-prescribed medicines (e.g. paracetamol, travel sickness tablets) on occasions in school, or during school visits and residential visits, it is school policy that parents/guardians provide written consent in advance and administration is in accordance with the guidance provided.
- Children under 16 will never be administered aspirin or ibuprofen unless prescribed by a doctor.
- It is our policy not to take responsibility for applying sun protection. Parents are encouraged to apply sun cream before the start of the school day.
- Decisions about the administration of all non-prescribed medicines will always be at the discretion of the headteacher.

### **Maintenance drugs/Long Term Medical Needs**

- It is our policy to manage the administration of maintenance drugs (e.g. insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions a health care plan will be written for the child concerned.
- the school will liaise with the School Health Service for advice about a child's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the child.

### **Non-routine Administration**

#### **Emergency medicine**

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example): Injections of adrenaline for acute allergic reactions, rectal diazepam for major fits, injections for Glucagon for diabetic hypoglycaemia.
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

### **Procedure for Administration of medicine**

School will not accept medication that has been taken out of the container as originally dispensed, or make any changes to the prescribed dosage.

All medication must be clearly labelled with the name of the child, the name of the medicine, the dose and frequency of administration, and the expiry date and be accompanied by the Patient Information Leaflet.

Before school will administer any medication, parents must complete and sign a 'parental agreement for school to administer medicines' form, either long or short term (see Appendix 1) and discuss the treatment with the responsible manager relevant First Aider. Staff should check with parents that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case (Form 3). Where a non-prescribed medicine is administered to a child it should be recorded on Form 5. The request will be reviewed termly.

A record of treatment will be kept each time a medicine is administered (see Appendix 1). This will be kept on file. Individual health care plans will be completed for children where required, and reviewed periodically in discussion with the parents to ensure their continuous suitability.

If a child refuses to take medication, the parents will be informed at the earliest available opportunity

### **Self-Management of Medicines**

- In accordance with good practise, where children have long term medical needs (e.g. asthma, diabetes), children who are able to take responsibility to manage their own medicines are encouraged to do so under the supervision of the responsible manager First Aider. This must be agreed with parents as part of the individual health care plan and written consent provided.
- Children with an asthma inhaler must have immediate access to their inhaler as needed. They are stored in a container in a labelled bag in the classroom and must be available for use during PE and on school visits.
- Children with emergency medication must know where their medication is stored and how to access it.

### **Storage**

The storage of medicines is the overall responsibility of the headteacher who will ensure that arrangements are in place to store medicines safely in a locked cabinet or locked fridge

Named members of staff only are permitted access to either the cabinet/fridge. **Methylfenidate is counted every Friday.**

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. The label on the container supplied by the pharmacist should not be altered under any circumstances. The exception of this is insulin which still must be in date but will be generally supplied in a pen or pump rather than its original container.

It is the responsibility of the parents to provide medicine that is in date.

Children with emergency medication must know where their medication is stored and how to access it.

Children with an asthma inhaler must have immediate access to their inhaler as needed. They are stored in a container in a labelled bag in the classroom and must be available for use during PE and on school visits.

### **Contacting Emergency Services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

As part of general risk management processes arrangements are in place for dealing with emergency situations.

All staff should know how to call the emergency services. Guidance on calling an ambulance is provided in Form 1. Staff are allowed to ring for an ambulance on a personal mobile phone as if a child is on the playground/field.

### **Medical Accommodation**

The Medical Area will only be used for first aid treatment purposes. Administration of medicines takes place in the School Office. Administration of medication takes place in the medical room.

### **Training**

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted. No member of staff will be required to administer medicines if they are not comfortable in this role.

Staff training is kept up to date and records kept.

### **Disposal**

It is not the responsibility of the staff at St John's Junior School to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those, which have date-expired, are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate. Parents collect any unused medication at end of the Summer term.

### **School Trips and Residential Visits**

Responsibility for ensuring the administration of all prescribed and non-prescribed medication lies with the visit leader. Administration of medication may be delegated to a responsible manager/First Aider.

On occasions such as school visits and residential visits it is school policy to administer non-prescribed medicines (e.g. paracetamol, travel sickness tablets) as required, providing written consent has been received in advance and administration is in accordance with the guidance provided. All other requirements and procedures on school trips and residential visits remain as outlined in this policy.

### **First Aid**

The School meets its responsibilities to ensure that an adequate number of staff are trained first aiders, including an appropriate number with Paediatric First Aid training.

Children who have minor accidents in school receive non-invasive first aid treatment by trained first aiders in accordance with their First Aid training guidelines. There is a timetable for trained first aiders to be available in the morning and afternoon. First aid is to be delivered by the qualified first aiders. Records of accidents and first aid treatment are kept in an accident log in the lower and upper junior designated area.

Where there is concern that a child has been hurt badly or is ill or very upset by an illness or injury, parents will be notified and may be asked to collect their child from school.

Where a child has had a head bump, parents are phoned if necessary and a head bump letter sent home asking parents to remain vigilant.

Where a child has had potential damage to their teeth, parents are phoned and invited to take their child to a dentist to be checked out.

Where there is concern that a child may have a significant injury or be seriously ill, an ambulance will be called for and parents will be informed. If parents are unable to accompany an ambulance to hospital a member of staff will always accompany the child until such time as parents arrive.

## **Record keeping**

One member of staff administers medication to a young person (thereby avoiding double dosing) However, an additional member of staff checks the dose before they are administered. That additional member of staff updates the record of each individual child which is stored in the filing cabinet of the medical room. See Form 5

Parents/carers should tell the school about the medicines that their child needs to take and any relevant details.

## **Risk assessment and management procedures**

This policy will operate within the context of the school/setting's Health and Safety Policy.

- The school/setting will ensure that risks to the health of others are properly controlled.
- The school/setting will provide, where necessary, individual risk assessments for pupils or groups with medical needs.
- The school/setting will be aware of the health and safety issues relating to dangerous substances and infection.

## **Appendix 1**

### **Forms**

- Form 1:**        *Management of Medicines in Schools Checklist*
- Form 2:**        *Contacting Emergency Services*
- Form 3A:**      *Parental agreement for school/setting to administer medicine (short-term)*
- Form 3B:**      *Parental agreement for school/setting to administer medicine (long-term)*
- Form 4:**        *Administering medicines in school guidance*
- Form 5:**        *Record of medicines for individual children*
- Form 6:**        *Staff training record - administration of medicines*
- Form 7:**        *Authorisation for the administration of rectal diazepam*

**ST JOHN'S CATHOLIC JUNIOR SCHOOL**

Form 1

Management of Medicines in Schools Checklist

Checklist		Yes	No	Details
1.	Does the school have a written policy for administration of medicines in school?	√		
2.	Has the school nominated responsible persons to administer medicines?	√		Mrs Stuart, Mrs Lloyd, Mrs Burnell, Mrs Fahy, Mrs O'Grady, Mr Stephen Ryan Mrs Louise Murray Mrs Tina Forster
3.	Is there a clear statement on the roles and responsibility of staff managing administration of medicines, and for administering and supervising the administration?	√		Policy issued to nominated staff
4.	Have nominated staff received appropriate information, instruction and training on the school's policy and procedures	√		September-annually (Provider - parent, school nurse, other)
5.	Does the school have procedures for managing medicines on trips and outings	√		Risk assessments, consent forms, etc.
6.	Has the school received a written agreement from parents for any medicines to be given to a child	√		Form 3
7.	Has the school confirmed, in writing, that they agree to administer medicines	√		Form 3
8.	Is there guidance for children carrying and taking their medicines themselves	√		Asthma inhalers
9.	Does the school maintain records for the administration of medicines	√		Form 6
10.	Do staff have access to the school's emergency procedures	√		School Emergency Plan
11.	Is a health care plan required for the individual	√		Yes



### Medicines Checklist

1.	Does the school have appropriate storage facilities taking into account temperature and security	√		Locked fridge And locked cabinet in Medical room
2.	Is the medicine in the original container	√		
3.	Is the container clearly labelled with the name of the child, the name and dose of the medicine, the frequency of administration, the time of administration, any side effects and the expiry date	√		
4.	Are emergency medicines, such as asthma inhalers and adrenaline pens readily available	√		In Classroom in labelled bag
5.	Does the school allow children to carry their own inhalers	N/A		In classroom in labelled bag which is taken out to PE lessons or on trips.

Contacting Emergency Services

**Request for an Ambulance**

**Dial (9) 999, ask for ambulance and be ready with the following information**

1. Your telephone number  
0151 645 9615(SCHOOL)
2. Give your location as follows  
ST JOHN'S CATHOLIC JUNIOR SCHOOL, OLD CHESTER ROAD , BEBINGTON, WIRRAL
3. State that the postcode is  
CH63 7LH
4. Give exact location in the school  
The school is situated in front of the OVAL sports centre, alongside the Infant school and St John Plessington College
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Give details of any medicines given or prescribed
8. Inform Ambulance Control of the best entrance and state where the crew will be met and taken to

**Speak clearly and slowly and be ready to repeat information if asked**

Put a completed copy of this form by the telephone

**FORM 3 Parental agreement for school/setting to administer medicine**

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the school to administer medicine if authorised to do so by the school.

Date for review to be initiated by

Name of school

Name of child

Date of birth

Group/class/form

Medical condition or illness

ST JOHN'S CATHOLIC JUNIOR SCHOOL

**Medicine**

Name/type of medicine

(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self administration

Procedures to take in an emergency

Yes/No

**Contact Details**

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

Mrs Elaine Mullins or a First Aider

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. *I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.*

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St John's Catholic Junior School staff administering medicine in accordance with St John's Catholic Junior School Administering Medication Policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) .....

Date .....

**FORM 3B**

**Parental agreement for school/setting to administer medicine (long-term)**

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the school to administer medicine if authorised to do so by the school.

Name of school	ST JOHN'S CATHOLIC JUNIOR SCHOOL
Date	
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	
How much to give (i.e. dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no. of parent/carer or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	MRS ELAINE MULLINS

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school and other authorised staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only

Parent/carer's signature \_\_\_\_\_

If more than one medicine is to be given, a separate form should be completed for each one.

Print name \_\_\_\_\_

Date \_\_\_\_\_

## Administering Medicines in School

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.

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>✓ Check the maximum dosage and when the previous dosage was taken before administering medicine</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>✓ Inform parents if their child has received medicine or been unwell at school</p> <p>✓ Store medicine safely</p> <p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	<p>✗ Give prescription medicines or undertake healthcare procedures without appropriate training</p> <p>✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions</p> <p>✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances</p> <p>✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor</p> <p>✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers</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>

**FORM 5**

**Record of medicines administered to an individual child**

Name of Child
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Date	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff	Print Name

**Form 6****St John's Catholic Junior School****Controlled Drug Monitoring Street**

Name of Child:

Name of Medication/strength/dosage:

Class:

Week commencing:  Number of tablets: Monday Tuesday Wednesday Thursday Friday  Tablets left at end of week:	Week commencing:  Number of tablets: Monday Tuesday Wednesday Thursday Friday  Tablets left at end of week:	Week commencing:  Number of tablets: Monday Tuesday Wednesday Thursday Friday  Tablets left at end of week:	Week commencing:  Number of tablets: Monday Tuesday Wednesday Thursday Friday  Tablets left at end of week:
Week commencing:  Number of tablets: Monday Tuesday Wednesday Thursday Friday  Tablets left at end of week:	Week commencing:  Number of tablets: Monday Tuesday Wednesday Thursday Friday  Tablets left at end of week:	Week commencing:  Number of tablets: Monday Tuesday Wednesday Thursday Friday  Tablets left at end of week:	Week commencing:  Number of tablets: Monday Tuesday Wednesday Thursday Friday  Tablets left at end of week:
<b>Tablets given in by parents/guardians:</b> Amount:                      Date:                                      Print name: Amount:                      Date:                                      Print name: Amount:                      Date:                                      Print name: <b>Number returned at end of Summer term:</b> Print Name			

**FORM 6**

**Staff training record - administration of medicines**

Name of school	ST JOHN'S CATHOLIC JUNIOR SCHOOL
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that .....has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (name of member of staff).

Trainer's signature      Certificate of completion- Safeguarding file and Personnel file

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature .....

Date .....

Suggested review date .....