



## *Medication administration policy*

### Delegation:

The Board of Trustees has delegated the responsibility of ratifying this policy to the School Governance Committee as acknowledged within the BCT scheme of delegation.

Current revision: 28/05/2020

Reviewer: Amanda Jarrett (Deputy Headteacher)

## **Aims of this policy**

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy should be read in conjunction with our Supporting Children with Medical Needs Policy and together they set out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

The systems which will be put into place, in respect of administering medicines, have been developed in line with advice from Slough LA. These systems will support the policy.

## **Coronavirus**

If a child has symptoms of coronavirus (COVID-19), however mild, OR has received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self-isolate at home for at least 7 days from when their symptoms started. Children with symptoms should not be in school.

Parents should arrange for their child to have a test to see if they have COVID-19. Parents should inform the school of their child's illness on the first day of absence, in line with absence reporting procedures.

## **Prescription medicines**

Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day). To allow children to do this will minimise the time that they need to be absent. However such medicines should only be brought to School where it would be detrimental to a child's health if it were not administered during the School day.

- All medicines should be taken directly to the school office by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name and class;
- The appropriate dosage spoon should be included with all medicines sent to school;

- Any medicine administered will be recorded by the staff member on the Medication Form kept with the medication (see Appendix 1);
- Medicines will only be accepted for administration in school on completion of the appropriate form/s by a parent or carer. (see Appendix 2)

WE WILL NOT BE ABLE TO ACCEPT MEDICINES WHICH HAVE BEEN TAKEN OUT OF THE CONTAINER AS ORIGINALLY DISPENSED NOR MAKE CHANGES TO DOSAGES ON PARENTAL INSTRUCTIONS.

### **Non-prescription medicines**

- We will not be able to administer non-prescription medicines.
- Children must not carry medicines themselves for self-administration during the day.
- We will not give paracetamol or ibuprofen as their primary use is to control raised temperature for which a child should be at home;

### **Roles and responsibilities of school staff**

- Staff at Phoenix Infant Academy are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self-administration in the case of a longer term medical plan. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed to do so. All staff will be given annual training as part of their safeguarding induction;
- Medicines are usually stored safely in the office with access only for staff apart from where children potentially require immediate access;
- Asthma reliever inhalers and Epipens are kept in class medical bags along with a child's individual Asthma/Allergy healthcare plan.
- Class medical bags should always be located where the children are. For example, they are taken with the class to lessons outside of the classroom, such as PE. At lunchtime Y2 medical bags are kept in the Y2 playground on hooks, Y1 and Reception bags are hung from the fence next to the first aid bench (under the covers).
- Staff must complete the 'Medication Form', located with the medicine or in the School Office, every time medicine is administered within school time;
- Relevant staff will be trained annually on how to administer Epipens/Inhalers/Buccal Midazolam.
- 2 members of staff should usually be present when administering medication, unless unavoidable. If this is not possible staff should let another member of staff know as soon as possible that they have administered medicine to a child.

Any member of staff giving medicines to a child should check:

- the child's name and date of birth
- the prescribed dose
- the expiry date

- the written instructions provided by the prescriber on the label or container.

If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action. However in the event of an emergency, and particularly for those pupils who have a care plan, the procedure outlined in the care plan will be followed.

If, in the unlikely event, there is an incident involving administering medication, i.e. a pupil is double medicated, an accident form is completed and parents are contacted immediately. An investigation will then occur and appropriate actions taken to minimize future risks and will include formal recording of the incident.

### **Parents' responsibility**

In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. However, staff will also need to make sure that this information is the same as that provided by the prescriber and are consistent both with the instructions on the container and any relevant training received (e.g. asthma training).

- Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;
- It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and we encourage this but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, EpiPens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

### **Long-term and complex needs**

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, an individual healthcare plan may be put in place involving the parents and relevant health care professionals. See "Supporting Children with Medical Conditions" for further details.

### **Safe storage of medicines**

- The school is responsible for ensuring that all medicines are stored safely;
- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;

- Medicines are stored in the school office under adult supervision or in within the child's classroom out of reach of children in the case of asthma inhalers and epipens;
- No medicine is kept in a locked cupboard to ensure swift and easy access;
- Where medicines need to be refrigerated they will be kept in a small fridge in the school office accessed only by office staff.
- The school has an emergency inhaler and spacers located in the School Office. This may only be used where children have been prescribed and inhaler AND parents have given written permission (see Individual Asthma Healthcare plans).
- Medication will be checked that it is in date each term by the SENCO. Where the school holds medication for long term conditions, e.g. inhalers, expiry dates will be recorded in SIMS. If medication needs replacing (either because it has expired or is running out) parents will be contacted immediately and asked to update immediately.

### **Managing medicines on Extra-Curricular Visits**

We expect our pupils with medical needs to participate in visits. The risk assessment form which is completed prior to the visit will need to include the necessary steps to include children with medical needs, together with arrangements for taking any necessary medicines.

On school visits the teacher is responsible for taking the class medicine bag with them containing all necessary medicines. At least one member of staff will take responsibility for administering medicine e.g. antibiotics following the above procedure if the parents/carers have given consent via the form in Appendix 2. This would typically be the class teacher.

Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedures if appropriate.

It will be the responsibility of the parents to ensure that any medication children take with them on trips and outings is available and in date.

See also:

Health and Safety Policy

Supporting Children with Medical Conditions Policy

Supporting pupils at school with medical conditions 2015 - DfE

Supporting Pupils at School with Medical Conditions – Slough Borough Council

Intimate Care Policy

