



Montgomery Junior School

Managing Medicines Policy

**Version 2
May 2019**

This Montgomery Junior School policy and guidance was	
First issued:	January 2012
This issue was released on:	June 2019
School staff were consulted on this document on:	June 2019

Ratification	
This document was ratified by the Governing Body on:	
Signed by Chair of Governing Body:	Print Name: Sue Faulkner

Review Date:	June 2021
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Policy for the Administration of Medicine in School and First Aid Procedures

Introduction

Whilst all staff have a duty to take reasonable care for the health and safety of children and young people at Montgomery Junior School, there is **no** legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. Where staff do agree to participate in these duties it is important to recognise that their participation is of a voluntary nature. All staff have the right to refuse to administer/supervise administration of medicines.

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer prescribed drugs. This may be required by pupils for regular medication. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Management and Organisation

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved.

In cases where the child's medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan be prepared if applicable. In such cases, consultations on the Plan will include the school, health service practitioners (ie school nurse) and the parent/carer. This will also clarify the extent of responsibility taken by the school.

The Headteacher will be responsible for managing the administration of medicines and drugs with the agreement of staff. Where a member of staff does refuse to administer/supervise administration of medicine, the Headteacher should be informed and they will then decide if they are prepared to administer/supervise administration of the medication.

Staff should be particularly wary about agreeing to administer medicines where:

- the timing of its administration is crucial to the health of the child
- some technical or medical knowledge is required
- intimate contact with the pupil is necessary (this would include administration of rectal medications, assistance with catheters or use of equipment for children with tracheotomies).

Staff who do volunteer to administer medicines should not agree to do so without first receiving appropriate information and training.

A member of staff who has a pupil with medical needs in his/her class should understand the nature of the condition and when and where that pupil may require additional attention.

In particular, staff should be aware if any emergency is likely to occur and what measures they should take if one does. These measures should be in writing, within the Healthcare Plan, and be readily accessible to staff.

Other school staff, such as midday assistants or support staff who may at certain times be responsible for pupils with medical conditions should be provided with sufficient information, support and advice.

Any member of staff who is prepared to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe. The local NHS Trust or Health Authority is in a position to advise schools on the source of the support required. In many areas this support will be provided through the School Health Service. In accordance with the *National Service Framework for Children, Young People and Maternity Services*, all schools and educational settings have access to

training provided by health professionals on all medical conditions. Further details on this can be found in Section 10, *Standard 10 of Medicines Management for Children and Young People* (DH, 2004).

In order for administration of medicine to be safe the following points should be noted:

- It is the responsibility of the parent/carer's to ensure that their child is fit to attend school and any medication required whilst the child is at school should ideally be administered by the parent.
- The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- Medicines should only be brought into school when absolutely essential.
- Only medicines that have been prescribed by a doctor, dentist, nurse or pharmacist prescriber will be accepted.
- The parent/carer is responsible for supplying school with concise and current information about a child's condition and medication. This information **must** be given in writing and signed. Parents are required to complete a Medicine Authorisation Form and hand in the completed form, along with the child's medicine, (clearly labelled with child's name and class and in original prescribed container), **directly** to the school office.
- Medicine will **not** be given without parent/carer written and signed consent.
- Under no circumstances should any person employed by the school administer medication if they have not received requisite training or authorisation from the Headteacher. If a pupil is at severe risk because their medication cannot be given the Headteacher must ensure that there are suitable emergency arrangements in place.
- Staff administering medicine should do so in accordance with prescribed instructions.
- Where parents of older children consider that their child is capable of administering their own medicine under supervision, the Medical Authorisation Form must be completed and signed by the parent/carer and prescribed medicine must be kept in school's designated secure location.
- Any instructions given to the school in relation to a pupil's medical requirements should be specific and clear enough to avoid the need of requiring school staff to make any judgment about what medication to administer. If necessary the school will arrange a multi-agency meeting with appropriate health care professionals where clear instructions can be obtained and a pupil risk assessment can be agreed.
- If a pupil's medical needs are such that the dosage or method of administration of any medication might vary depending on other factors, the school should be provided with explanatory charts, diagrams or other printed guidance wherever possible.
- When administering medicines, staff member must check the following:
 - the name on container
 - prescribed dose
 - completed parent/carer consent form.
- A record of all medication administered to a child **must** be completed and maintained in school. If there is any uncertainty in administering a medicine then the parent/carer should be contacted.
- School staff should never accept medicines that have been removed from their original container or make changes to dosages on parental instruction.

- Unless prescribed by a doctor, medicines containing ibuprofen, paracetamol or aspirin will **not** be administered by the school. Parents should consider how appropriate it is that a child attends school if they are requiring such prescribed medicines.
- Where a child has long term medical needs the parent/carer is responsible for:
 - supplying the school with adequate information regarding their child's condition and medication in writing and signed by the parent/carer
 - a health care plan must also be completed by the parent/carer and/or doctor
 - the Medical Authorisation Form must be completed annually or when changes in medication routine arise
- If a child refuses to take their medicine, staff should not force them to do so. Staff should contact parent/carer and note on administration record that medication has been refused.
- The School will not store large quantities of medicines. The smallest dose possible should be brought into school in the original container and stored as directed.
- Pupils should know where their own medicine is kept.
- Some medicine eg inhalers/Epipens must be readily available to children. Written consent must be given for these to be used by children in school. It is the responsibility of the parent/carer to ensure school staff are made aware of child's medical needs and that administration of inhalers/Epipens has been discussed with the child's teacher and the relevant consent form for the medication are completed.
- The Parent/Carer is responsible for ensuring medication supplied to school has not exceeded the expiry date.

Advice on Medication

Children recovering from a short-term illness/infection who are clearly unwell should not be in school.

In the case of chronic illness or disability, ie asthma, diabetes or syndromes such as ADHD etc, pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting.

School Trips/Sporting Activities

When planning trips and extra-curricular activities which will include a pupil with medical needs, all staff supervising the trip should be made aware of any additional requirements that the pupil may need and any emergency procedures that may be required (unless the parent/carer does not give their prior consent to do this). This is to be covered in the event Evolve Risk Assessment and can also be in a person specific Risk Assessment where necessary.

- It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. This may include:
 - adaptations for bus or coach seats and entrances
 - provision of secure cool-bags to store medicine
 - provision of properly labelled single dose sets
 - copies of the pupil Healthcare plans in the event of an emergency referral
- An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise.

- In planning educational visits, school staff should make all reasonable steps to ensure that the visit is accessible to all children.
- Any members of staff supervising pupils involved in Physical Education and sporting activities must be aware of the relevant medical conditions and emergency procedures for any pupil with a medical condition who is participating in the lesson or activity.
- For extra-curricular activity or after school physical education lessons, where a pupil with a medical need is participating, the level of supervision should be assessed, and it may need to be increased.
- The same rules apply as for with administration of all medicines however, considerations should be made re ability to appropriately and safely store medicine.
- Travel sickness tablets need to be clearly labelled with child's name and class and should be handed in to class teacher along with completed Form by the parent/carer.

Epi Pens and Asthma Inhalers

- Children and adults who have a sudden and severe allergic reaction to a foodstuff; insect bite or other external irritant may become ill quickly. Epi pens are considered to be a risk free treatment. If staff are correctly trained to administer the Epi pen they are a one shot injection that cannot do any harm and at the worst they have no effect.
- The school is expected to have some provision for the emergency treatment of anaphylaxis. First aid treatment can include the appropriate use of Epi pens. Staff may volunteer to attend Epi pen training to enable them to administer treatment if needed.
- If staff are not prepared to administer Epi pens this needs to be made clear to parents/carers of individuals involved.
- Epi pens are to be stored in a dry area which has a constant temperature, they are fragile to handle and can become ineffective if they are knocked or become too cold.
- Where possible a minimum of two Epi pens should be kept on site in the event that one fails.
- The "use by" date of each Epi pen should also be monitored to ensure they are within the effective date for use. Out of date Epi pens should be replaced as soon as practicable.
- It is important that the parent/carer inform the school if a pupil requires an inhaler. Older pupils are able to self-administer their own medication and parents/carers should be part of this process.
- The main school office will hold a register of those pupils who have been diagnosed with suffering from Asthma, the severity of it, the type of inhaler to be used, whether it is to be administered by staff or can be self-administered.
- Inhalers for younger pupils who are unable to administer their own medication should be kept in a safe place and labelled in the same manner as any other medication.
- In the case of an asthma attack the inhaler would need to be administered urgently so the school must have an emergency procedure in place so that all staff are aware of the location of all inhalers.
- The storage of inhalers needs to be well managed and the distance between where the pupil is situated and where the inhalers are stored must also be considered.
- Parents/carers should request an extra inhaler from their family GP so that this can be left at the school.
- The school must not allow inhalers for one pupil to be used by another and must only allow inhalers to be used by the pupil it is prescribed for.

Emergency Inhaler

An emergency inhaler is located in the office: Salbutamol CFC – Free 100mcg/dose inhaler CFCf200. This can be used, providing the consent form has been signed. The department of health has issued the following policy, Guidance on the use of emergency salbutamol inhalers in schools. This can be found in the school office and online.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this

case, the school is willing to administer the antibiotics supplied by the parent or carer. A Medication form should always be completed giving full instructions for administration of the medicine. It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. Most medicines can now be administered once a day either in a morning or evening. Parents should ask their doctor to prescribe these medicines if available.

Medicines should only be taken into a school when essential; eg where it would be detrimental to a pupil's health if the medicine was not administered during the academic day.

Unusual Medications

In the case of other prescribed medicines, ie use of an EpiPen, this will be at the discretion of the Headteacher. In all cases, proper training will be provided by the School Nurse and parents will need to complete a Medication Form accepting responsibility.

In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Sun Screen

Sun screen should be self applied at home prior to the school day. If this is not possible, sun screens must be clearly labelled and handed to the school office. Children will be responsible for applying their own creams.

Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, staff may volunteer to administer medication or emergency procedures such as resuscitation.

Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

It is the responsibility of the Headteacher to ensure that new members of staff received appropriate training.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher.

Storage of medicines

Medicines may cause harm to anyone for whom they were not prescribed. They may also be harmful for the person for whom they were prescribed if that person takes an incorrect dose.

All controlled drugs must be kept in an approved lockable receptacle. This must be locked at all times except when being accessed for the administration of medication for the named recipient. Lockable receptacles where possible, should be:

- Of robust construction
- Made of steel
- Securely bolted to the floor or wall
- Kept in a room or building that is alarm protected.

Keys should be kept to a minimum and only held by individuals who have legitimate authority to access the medicine cabinet. They should never be given to an unauthorised person, left on hooks, in desks or

out on display.

Large volumes of medicines should not be stored. Medicines should be stored strictly in accordance with product instructions.

Pupils should know where their own medicines are stored and who holds the key.

All emergency medicines, such as asthma inhalers and adrenaline pens should be readily available to pupils and should not be locked away.

Few medicines need to be refrigerated. These can be kept in a refrigerator with food but they must be in an air tight container and clearly labelled. There should be restricted access to a refrigerator holding the medication.

Disposal of Medicines

Under no circumstances should the school dispose of any prescribed medication or the container from which it came.

The parent/carer of the pupil for whom the medication was provided should collect all empty containers, surplus medication and out-of-date medications. They should also collect medicines held at the end of each term.

If parents/carers do not collect these medications, they should be taken to a local pharmacy for safe disposal.

Strictly Confidential

Montgomery Junior School

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

PERSONAL DETAILS

Name of Child:	Class:
Medical condition or illness:	Date of Birth:

MEDICATION

Name/type of medication <i>As described on the container</i>	
Expiry Date:	
Dosage and method of administration:	
Pupil to self-administer:	
Timings: <i>School cannot guarantee adhering to these times</i>	
Duration of medication course: <i>(eg 24 hours/2 weeks)</i>	
Special precautions or other instructions: <i>(eg before/after food, storage instructions)</i>	
Possible side effects:	
Procedures to follow in an emergency:	

PARENTAL CONSENT

Name:	
Contact telephone number:	
Relationship to child:	
IMPORTANT: Medicines must be in the original container as dispensed by the pharmacy	
I understand that I must deliver the medicine personally to the school office	
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately if there is a change in dosage or frequency of the medication, or if the medicine is stopped.	
Signed:	Date:

SCHOOL CONSENT

The school agrees to administer the medication:	Signed:
	Date:
Date remaining medication returned to parent:	
Or date medication disposed:	