

# Administering, Storage & Management of Medication

**Reviewed:** June 2017

**Next review due:** June 2018

**Kings Mill School & Residence**



## Administering, Storage and Management of Medication

### **Introduction.**

Staff have a 'duty of care' towards the children in their charge and to abide by Kings Mill School and Residence medication policy and guidance.

### **NON-PRESCRIPTION MEDICATION**

- Parents need to make a formal request for the school/residence to administer non-prescription medication using the MED1 form (Appendix B). The Headteacher or Head of Care will then sign his/her agreement for the administration of this medication.
- The parent/carer must be contacted to obtain verbal consent prior to administering every dose of non-prescribed medicine.
- Staff should record the administration of non-prescribed medicine on a Medication Record Card (Appendix A).
- Household remedies e.g. Calpol, Paracetamol will be kept in the Residence.

### **PRESCRIPTION MEDICATION**

#### **Short Term Medication**

(Medication prescribed on a short term basis and administered daily e.g. antibiotics)

- Parents need to make a formal request for the school/residence to administer medication using the MED1 form (Appendix B). The Headteacher or Head of Care will then sign his/her agreement for the administration of this medication.
- Parents are asked to send medication into school daily until such a time that the course is complete.
- Medication can only be administered when it is supplied in its original container with a valid prescription label which details the pupil's name, prescribed dose and expiry date.
- Initially parents can make a request for staff to administer prescribed medication via the home/school diary, this is an interim measure until such a time that they are able to complete the MED1 form. Parents **MUST** provide the following information in the home/school diary:
  - Name and strength of medication
  - Dosage to be administered and when last dose was given at home.
  - Time(s) to be administered
  - The reason why the medication has been prescribed.
- Staff should record the administration of prescribed medicine on a Medication Record Card (Appendix A).

#### **Long Term Medication**

(Medication prescribed on a long term basis which is administered frequently)

- Parents need to make a formal request for the school/residence to administer medication using the MED1 form (Appendix B). The Headteacher or Head of Care will then sign his/her agreement for the administration of this medication.
- Parents are asked to provide a suitable quantity of medication sufficient to remain in school on a weekly or termly basis.
- Medication must be detailed on the child's Medical Information & Care Plan form. (Appendix C)
- Medication is sent home at the end of term and after each stay in the residence.

- Staff should record the administration of prescribed medicine on a Medication Record Card (Appendix A).

### **Emergency Medication**

(Medication which would only be administered in an emergency e.g. asthma inhalers, emergency epilepsy medication, Epi Pen).

- Parents need to make a formal request for the school/residence to administer medication using the MED1 form (Appendix B). The head teacher will then sign his/her agreement for the administration of this medication in school.
- Parents are asked to provide a second prescription of their child's emergency medication which will remain in school on a termly basis.
- Medication must be detailed on the child's Medical Information & Care Plan form (Appendix C).
- Emergency medication will follow the child on school visits and outings.
- A child that has access to the residence will be refused his/her overnight stay if parents/carers do not send in their child's prescribed emergency medication.
- A child's emergency medication needs form part of their EHCP.
- Administering Oxygen in an emergency is only carried out when an agreed plan is in place between school/residence and the family. Oxygen is not currently stored overnight.

### **STAFF**

There is no legal duty which requires school staff to administer medication. This is purely a voluntary role. However, due to the complexity of some pupil's medical needs administering medication may be necessary in order that pupils can access their education.

Staff must receive administering medication training by a registered nurse prior to administering any medication. Staff who have received the training will be appropriately insured to support pupils in accordance with this policy.

Staff will be required to attend administering medication training on an annual basis.

### **ADMINISTERING MEDICATION**

- 1) First dosages of medication will NOT be administered by staff in school/residence.
- 2) Appropriate written consent must be provided by the parent before administering medication.
- 3) Medication can only be administered when it is supplied in its original container with a valid prescription label which details the pupil's name, prescribed dose and expiry date.
- 4) Medicines must be kept in the containers they were dispensed in.
- 5) If a member of staff has any doubts regarding a pupil's medication the parent must be contacted before administering the medication.
- 6) Doses administered must be recorded on the pupil's medication record card, witnessed and signed accordingly.
- 7) Whenever possible, medication should be administered by the designated member of staff who must follow the instructions on the container to ensure that the correct dose is given. Another member of staff must witness and sign each time medicines are administered.
- 8) Kings Mill staff administering medication should have received the appropriate training.
- 9) If a prescribed medicine is refused or not taken, this must be recorded on the pupil medication record, the parents/carers informed and their guidance followed and recorded.

- 10) Any adverse effects experienced by the pupil following the administration should be reported to the parents immediately and recorded.
- 11) When applying creams/ointments check any enclosed information sheets and use disposable gloves.
- 12) In the event of an emergency the emergency services will be called and the medication and care plan handed over to the ambulance/paramedic crew.

### **STORAGE OF MEDICATION**

- 1) At the start of each term medication should be detailed on the Termly Signing In/Out sheet to ensure we have a comprehensive list of all medication being stored in the school.
- 2) Medication must be stored securely in the lockable medicine cabinets. Staff should be aware where to obtain the keys in an emergency.
- 3) If a pupil requires more than one prescribed medication, each one must be stored individually in its original container and have a separate Medication Record Card (Appendix A) and MED1 form (Appendix B).
- 4) Medicines that need to be refrigerated can be kept in the lockable refrigerator.
- 5) Medicines held in school, to be sent home at the end of each term to allow parents to:
  - Check quantities of medication
  - Check the expiry date on medication
  - Dispose of any medication no longer required by the child.
  - Order and collect new prescriptions in preparation for the new school term.
- 6) All medication should be signed out of school on the pupils Medication Record Card at the end of each term.

### **RESIDENCE**

Medication will be checked in and out of school and residence by a member of staff and the medication record will be signed/initialled accordingly.

During school holidays parents/carers must provide sufficient medication for their child's overnight stay(s). Medication must be handed to the senior care officer on duty.

### **EDUCATIONAL VISITS**

Emergency medication and any other medication which is due to be administered during off site activities must be carried by a permanent member of staff along with a copy of the pupils medical care plan. Doses administered should be entered on the pupils Medication Record Card.

### **EMERGENCIES**

In the event of a medical emergency a pupils' medication and Medical Care Plan must be handed to the ambulance crew at the earliest opportunity.

### **MEDICAL INFORMATION & CARE PLAN**

Parents are required to provide details of their child's medical conditions using the Medical Information & Care Plan form. Details of all long term and emergency medication must be included on this form.

It is the parent/carer's responsibility to renew this form whenever changes occur.

### **TRANSPORT**

Parents should direct queries regarding the administering and storage of medication on home/school transport to Passenger services 01482 395588

## **STAFF, STUDENTS & VOLUNTEERS**

Staff are responsible for their own medication and must keep it secure in a locked cupboard or room, away from pupils. It is the responsibility of the staff member to inform relevant school personnel of their medical condition and any emergency medication or interventions. Students/Volunteers are asked to complete a health form at induction which covers all medical and health issues.

## **MONITORING**

Medication pouches are checked regularly for accuracy of information. The care plan should match the prescription label and be currently within its expiry date. A Medication Record Card (Appendix A) and a Headteacher/parent agreement form (MED1 Appendix B) must accompany each medication.

A record is kept of checks and logged on the master monitoring sheet. Parents will be notified of any inconsistencies.

Monitoring is also done by governors visiting residence or on school observations.

## **RISK ASSESSMENTS**

There are risk assessments for the following:

1. A generic risk assessment for the administration of medication
2. Pupil risk assessments identifying those requiring medication
3. Specific staff assessments should they require emergency medication
4. Any child who requires oxygen in reference to storage or transportation

## **References**

DfE Supporting pupils at school with medical conditions December 2015  
DfE Statutory framework for the early years foundation stage April 2017  
RPS The handling of medicines in social care (Great Britain)

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**Kings Mill School**  
Record of Medication Administered

Name of Child

Registration Group

Name & Strength of Medicine

**Regular Medication YES\*/NO** - \*Please enter dose & frequency of medicine

Time  Time  Time  Time

Dose  Dose  Dose  Dose

**Emergency Medication YES\*/NO** - \*to be administered in an emergency

Dose

To be administered when?

**SIGNING IN**

Date	Quantity Received	Signed

**SIGNING OUT**

Date	Quantity Received	Signed

Please send to the office for filing once the record card is filled or the course of medication is complete, whichever comes first.

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**PARENT & HEADTEACHER AGREEMENT TO ADMINISTER MEDICATION**

**Section A (to be completed by the parent)**

Please complete Section A and return to the school.

Date	<input type="text" value=" / /"/>
Child's Name	<input type="text"/>
Name of Medication	<input type="text"/>
When to be given	<input type="text"/>
Dose to be given	<input type="text"/>
Reason for medication	<input type="text"/>
Possible side effects	<input type="text"/>
Has this medication been administered before?	<input type="text"/>

New medication: the first dose will not be administered in school/residence

***Medication must be provided in its original container as dispensed by the pharmacy. If medication is dispensed in a bottle or tube, the prescription label must be attached to the bottle/tube.***

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to school/residence staff to administer the above medication in accordance with the medication policy. I will inform the school/residence immediately should there be a change in dose or frequency of the medication or if the medication is stopped.

Parents Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**HEAD TEACHER AGREEMENT TO ADMINISTER MEDICATION**

**Section B (to be completed by the Head teacher)**

It is agreed that the above named child will receive the stated quantity of medication at the times given. A nominated member of staff will administer the medication. Doses administered will be recorded, witnessed and signed accordingly.

This arrangement will continue until the course is complete or we are instructed of a change by parent/carers.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Head teacher: Gail Lawton



# Medical Information & Care Plan

Kings Mill School, Victoria Road, Driffield, East Riding of Yorkshire, YO25 6UG  
Tel: 01377 253375 Email: kingsmill.specialschool@eastriding.gov.uk

Name ..... DOB.....

Special Diet (& reason) .....

*NB: Special dietary requirements must be evidenced by a letter from a dietician if we are to make adjustments to your child's school meals*

Allergies.....

Next of kin ..... Parent/Carer Tel .....

## Medical Conditions

ADHD

Asthma

Autism

Diabetes

Down Syndrome

Eczema

Other (Please give details)

.....

## Regular Prescribed Medication (given during school day or at home)

Medication	Dose	Times	Reason for Medication

## Emergency Medication

Medication	Dose	Times	Reason for Medication

### **Office use only:**

Copies to: Medication Pouch  Class Copy  School Nurse  Residence



Emergency Procedure .....  
.....  
.....

Seizures/attacks (if applicable)

When are they most likely to happen?..... .....
What happens to the child?
(a) During .....
(b) After .....

Name of G.P ..... Tel .....

Address .....  
.....

**DECLARATION:**

- The information provided is, to the best of my knowledge, accurate at the time of writing.
- I agree to my son/daughter receiving medication as instructed.
- I give permission for this medical information to be held confidentially in school/residence & on transport in case of emergency.
- I agree to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Name Parent/Guardian (print) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

**IMPORTANT: Parent/Guardians please note it is your responsibility to inform school, residence or nursery of any changes to your child's medical condition or any changes to your child's medication or care plan.**