The Saints Academies

Administration of Medication Policy
Reviewed September 2023

Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

a) Employees who are required to administer medication have received suitable training;
b) Administration of medication is effectively recorded and service users have individual care plans.
c) Managers monitor medication arrangements to ensure procedures are working effectively.
d) No adverse incidents have occurred and when they do occur they are reported, suitably investigated and action taken to prevent reoccurrence.

Most children will at some time in their school career have short-term medical needs which involve the administration of medication, such as finishing a course of antibiotics.
Some children will be prescribed medication on a long term basis, including reliever inhalers for asthma, adrenaline for severe allergic reactions, and Ritalin for ADHD. In all of these cases, the children affected will often be well enough to attend school, and in these circumstances it is important that appropriate provision is made to ensure that they receive their medication in the school setting.
The rational of this policy is to ensure that the administration of such medicines at The Saints Academies is achieved in a safe and professional manner, whist maintaining the respect and dignity of the children receiving their medication.

There is no legal duty that requires any member of school staff to administer medicines.

This is entirely voluntary. They are responsible, with the Executive Headteacher, for the storage of medicines, checking that they are correctly supplied by parents/carers and should be aware of possible side effects and the procedures for emergencies.

AUTHORISED ADULTS

The Executive Headteacher accepts responsibility for staff to give emergency medication (epipen, inhalers). Only the Executive Headteacher, or staff given specific responsibility with the Executive Headteacher's permission, will administer other medication (prescription only or Non Prescription on request) and requests will be treated on an individual basis.

PRESCRIBED MEDICINES

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

Authorised staff at St Augustine's, St Peter's and All Saints Academies will administer **prescribed** medicines.

Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration.

It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. **Therefore only prescribed medicines that are to be taken 4 times a day or more will be administered in school**. If a parent wishes to adapt the timing of medicine administration, written confirmation of this must accompany the medication.

Medicine will only be given with the consent of the parent. A consent form with additional information must be signed by a parent/carer before medicine is administered. (Available from the school offices)

Only a current course of medicine will be given.

Exceptions

Prescribed medicine will not be given:

1. Where the timing of the dose is vital and where timing mistakes could lead to serious consequences. In this case, parents/carers will be asked to come in to school to administer doses.
2. Where medical or technical expertise is required (until relevant training has been received).
3. Where intimate contact would be necessary.

If a child refuses to take medicine no member of staff will force them to do so. The school will take no responsibility for non-administration of medicine, either through unwillingness of the child to take the medicine or in the rare event that authorised staff members forget to administer the medicine.

Parents/carers will be informed as soon as possible should this situation arise.

If the situation arises where medication is given to the wrong child then parents will be informed as soon as possible.

EMERGENCY MEDICATION

Emergency medication refers to that which is prescribed for the emergency treatment of a condition, rather than short-term dosage. This may relate to conditions such as allergies, asthma and diabetes. All staff members, including new or temporary staff are made aware of children with specific medical needs. Appropriate training will be given to all staff when situations arise where emergency medicines are necessary in school in relation to specific children (eg – use of epipens for allergies).

In general, in such situations, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. This type of medication must be readily accessible in a known location, because in an emergency, time is of the essence. All emergency medication is kept in the First Aid Box in the school offices, with the exception of inhalers which are stored in the Classrooms.

The emergency medication which might be used includes:

- Buccal Midazolam;
- Rectal Diazepam;
- Adrenaline (Epipen/Anapen);
- Glucose (dextrose tablets or Hypostop);
- Inhalers for asthma
- Piriton (Allergies eg Wasp Stings)

Emergency Medication: Children with Asthma

- If school staff need to assist a child with their inhalers, a Consent Form from parent/carer should be in place. Individual care plans are in place for all children who are known to suffer from Asthma at our schools.
- Inhalers MUST be readily available when children need them.
- Where a child carries their own inhaler, parent/carers should supply a spare inhaler to be kept in school. This inhaler must have an expiry date beyond the end of the school year. It will be stored in the school office.
- All inhalers should be labelled with the child's name.
- Some children, particularly the younger ones, may use a spacer device with their inhaler; this also needs to be labelled with their name. The spacer device needs to be sent home at least once a term for cleaning.
- School staff should take appropriate disciplinary action if the owner or other pupils misuse inhalers.
- Parent/carer should be responsible for renewing out of date and empty inhalers.
- Parent/carer should be informed if a child is using the inhaler excessively.
- Physical activity will benefit pupils with asthma, but they may need to use their inhaler 10 minutes before exertion. The inhaler MUST be available during PE and games.

It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

Emergency Medication: Anaphylaxis

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to certain foods or other substances, but may happen after a few hours.

An Epipen/Anapen is a preloaded pen device, which contains a single measured dose of adrenaline (also known as epinephrine) for administration in cases of severe allergic reaction. An Epipen/Anapen is safe, and even if given inadvertently it will not do any harm.

It is not possible to give too large a dose from one device used correctly in accordance with the care plan.

An Epipen/Anapen can only be administered by school staff who have volunteered and have been designated as appropriate by the Executive Head teacher and who has been trained by the school nurse/doctor. Training of designated staff will be provided by the school doctor/nurse and a record of training undertaken will be kept by the Executive Headteacher. Training will be updated regularly.

1. There should be an individual care plan and Consent Form, in place for each child. These should be readily available. They will be completed before the training session in conjunction with parent/carer, school staff and doctor/nurse.
2. The Epipen/Anapen should be readily accessible for use in an emergency and where children are of an appropriate age the Epipen/Anapen can be carried on their person. It should be stored at room temperature, protected from heat and light and be kept in the original named box.
3. A nominated member of school staff should ensure that the Epipen/Anapen is in date. Expiry dates should be checked termly and parent/carer have responsibility to replace it as necessary.
4. The use of the Epipen/Anapen must be recorded on the child's care plan, with time, date and full signature of the person who administered the Epipen/Anapen.
5. Once the Epipen/Anapen is administered, a 999 call must be made immediately. If two people are present, the 999 call should be made at the same time of administering the Epipen/Anapen. The used Epipen/Anapen must be given to the ambulance personnel.
6. It is the parent/carer responsibility to renew the Epipen/Anapen before the child returns to school.
7. The Epipen/Anapen must be taken if the child leaves the school site. The child must be accompanied by an adult, who has been trained to administer the Epipen/Anapen.

NON-PRESCRIPTION MEDICINES

Criteria in the National Standards for Under 8s Day Care Providers makes it clear that Non Prescription Medicines should ***not*** normally be administered. However the Executive Headteacher at The Saints Academies may use their discretion to approve the administration of Non Prescribed Medicines where it is deemed necessary. If this is the case then a Medicine Administration Form (Available from the School Offices) will need to be completed and signed by the parent, confirming that the medicine has been administered without adverse effects in the past.

We are unable to give children aspirin or medicines containing ibuprofen or aspirin unless *prescribed* by a doctor.

Cough and throat sweets are ***not*** normally permitted in school however if an exception is made following an agreed request to the Executive Headteacher all Cough/Throat Sweets are to be handed into the school office and a form will need to be completed.

If the administration of a Non Prescribed Medicine within school is not agreed - we are happy for parents/ carers to come in to school at break or lunchtimes to administer such medication if this is deemed necessary.

STORAGE OF MEDICINES

Medicine brought into school must be given personally to the Office Managers: Mrs Power-Vaughan at St Peter's. Miss Robey at St Augustine's and Mrs Goodwin at All Saints or the Executive Headteacher.

The school will not store large amounts of medicine and this will not normally be stored overnight (except in the case of long term/ emergency medicines e.g. Inhalers/Epipens).

All medicines will be stored in accordance with product instructions (paying particular attention to temperature). Medicines will be kept in kept in the First Aid Boxes/cupboards in the School Office or in the Fridge in the Staffroom.

All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.

Staff will not dispose of medicine. Parents/carers will collect medicines such as inhalers at the end of each term and they are responsible for the safe disposal of out of date medicine.

Medication which is left in school beyond the end of a term, despite contact with parents, will be disposed of after receiving pharmaceutical advice.

RECORDING

When bringing medication in to school, parents must sign the medication both in to school and out of school each day. Signing in and out record sheets are kept in the School Office.

Staff who volunteer to give medicine in school should make a record each time medication is given to a pupil this sheet is kept in the School Office. A second member of staff must be present when administering medication and a counter signature is required on the record sheet. Record Sheets for Inhalers Administration are kept in the Classroom Asthma Folders. If it becomes

apparent that a child is using their inhaler more than usual during a school day then parents/carers are to be informed (Letters in Class Asthma Packs). This protects staff and is proof that procedures have been met.

LONG TERM MEDICAL NEEDS (ie Asthma/Diabetes/Epilepsy/Anaphylaxis)
The school must have full information about the medical needs of a child before they start school or as soon as the need is recognised. Where parents/carers cannot give full information this will be obtained from the relevant professional and training will be obtained if necessary. The school, in conjunction with parents and healthcare professionals, will devise an Individual Health Care Plan for children with long term medical needs.

MANAGING MEDICINES ON EDUCATIONAL VISITS
On school visits the teacher is responsible for taking class medication e.g. Inhalers, Epipens with them. Record of Administration Forms are kept in the Medical Folder in the School Office. Staff may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedures.

SPORTING ACTIVITIES
Most children with medical conditions can participate in physical activities and Extra curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. The school is aware of issues of privacy and dignity for children with particular needs.
Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Teachers should take inhalers with them to the hall/ playground/ field (where lessons are held) or ensure they have a T.A who is able to access the inhaler easily if necessary.

KNOWN MEDICAL CONDITIONS
A list of all children with in a class with any known medical condition will be placed in each classroom register.
A central register will be placed in the School Offices to ensure that all teaching staff, lunchtime supervisors and support staff have access to the information.
When supply staff are asked to cover a classroom it will be the responsibility of the member of staff showing the supply teacher to the room where the list is held.

ROLES AND RESPONSIBILITIES
The responsibilities of parents/ carers are to:

- Take responsibility for their child's health

- Ensure their child is well enough to attend school
- Provide school with details of their child's medical condition, including when the child may need extra or emergency attention.
- Liaise with the Executive Headteacher to agree the school's roles in helping to meet the child's medical needs
- Supply written information about the medication their child needs and let the school know in writing of any changes to the prescription/ administration
- In the case of medication which the school has agreed to administer, provide the medication in its original packaging, including the original pharmacy label confirming who the medication is for and the required dose
- Complete and sign the required documentation to authorise the school to receive and administer the medication (Available from the school's offices)
- Arrange for an adult to deliver and collect the medication to and from the school office
- Arrange for the disposal of any unused medication.

The responsibilities of the school are to:

- Identify a named individual who will take responsibility for administering the medication
- Store the medication in a safe and secure location
- Ensure that emergency medication which may be required at short notice, e.g. inhalers or Epipens, can be readily accessed at all times.
- Ensure that other medicine is secured safely in the School Office or Staffroom.
- Draw up an individual healthcare Plan for any child who is on long term medication, which includes details of emergency procedures for those children who suffer from potentially serious conditions e.g., extreme allergic reaction
- Maintain a written record of medication which has been administered
- Contact the parent if there are any queries or concerns regarding the child or the medication
- Encourage the child to take their medication, and contact the parent as a matter of urgency if the child refuses to take it/ or if a dosage is forgotten.

The responsibilities of the member of staff managing the administration of medicine are:

- To ascertain that the medicine falls within the category of medication that the school agrees to administer, seeking clarification from the Executive Headteacher/ this policy if in doubt.
- To ensure that the required consent forms are completed in full by the parent, and to counter-sign the form.
- To place the medicine in the School Office (Or Fridge)

- To inform the designated member of staff of the relevant details regarding the medication

The procedures for managing prescription medicines that need to be taken during the school day are as follows:

- A parent reports to the school office with the medication
- A member of staff checks the details of the medication to ensure that the school can agree to administer it
- The member of staff seeks clarification from the Executive Headteacher/ this policy if there is any uncertainty in relation to the school being able to agree to administer the medication.
- The parent completes the required consent forms and leaves the medication with the school
- The member of staff places the medication in the School Office and informs the member of staff who is authorised to administer the medicine (if this is a different person)
- The designated member of staff administers the medication as required and completes the required written record. A counter signature is required.

Emergency Procedures

If an emergency arises, the necessary immediate care of the child will be assessed. The Executive Headteacher will follow emergency procedures as required. Parents/Carers will also be contacted.

In the event of a minor accident, parents/carer or responsible adults will be contacted and asked to take any further action such as visit to doctors or the hospital. In the event of the need to call an ambulance then the child would be accompanied by a member of staff and the parents or responsible adult contacted as soon as possible. The member of staff will stay with the child until the parent/carer or other adult arrives.

Transporting children to hospital by private vehicle should not be undertaken if at all possible.

Where it is unavoidable then they should be accompanied by another member of staff and should have public liability vehicle insurance.

Trade Union National Policy Statements

Please see your chosen Trade Union policy document regarding their

statements on the administration of medicines.

The implementation of this policy will ensure that parents and school staff have a clear understanding of best practice in relation to the administration of medicines, thereby helping to secure the rights of the child to access education irrespective of their medical needs.
This medication policy has been developed with reference to the Department of Education Statutory Guidance 'Supporting Pupils at School with Medical Conditions' and SCC's HR109 Medication Policy (April 2017).

Signed:_____H & S LAC representative.
Signed:_____Executive Headteacher Date:_____

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Next Review: September 2024