

Administration of Medicine Policy

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THIS POLICY REFERS TO ALL PUPILS INCLUDING THOSE IN EYFS

Administration of Medicine Policy

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Policy Statement

A student who is unwell and unfit to attend school would normally be kept at home by the parent/carer until fully recovered. In some circumstances the Headmaster, Head of IJS, the class teacher or School Nurse may feel that students are not well enough to be in school and will arrange for their return home, having first contacted the student's parent/carer.

It is each parent/carer's responsibility to ensure that their child is fit to attend school, and any medication required whilst the student is at school should ideally be administered by the parent/carer.

In most cases, medicines can be given before the student leaves home for school and immediately on their return from school. If the situation arises where either the parent/carer cannot administer the dosage and therefore it must be taken in school time, or the student has chronic need of medication, then provided the parent/carer has given consent, medicine can be administered by nominated staff.

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This policy should be read in conjunction with the Allergy Management Policy (which can be requested at any time from the Operations Manager) which gives more detailed guidance on the use of adrenaline auto-injectors/Epi Pens in school and the First Aid Policy.

Before medicine is administered the parents must complete an 'Administering of Medication Form' available from the school receptionist in the Infant School or the School Nurse for Junior and Senior school, please see the Appendix at the end of this policy for a copy.

All parts of the form must be completed:

- Name and date of birth of the child
- Names of medicines
- Details of prescribed dosage and expiry date
- Consent given by the parent/carer for staff to administer these medicines and the duration of the administration

The Parent Consent form, providing all the information above, will be copied and retained in the child's file on the school management system, as a record for future reference. If this information is on-going, the School Nurse will ensure that it is reviewed regularly and kept up-to-date.

The School Nurse will come to the Infant School to administer the medication and, for the Junior and Senior School, students will go to the Medical Room. However, if a member of staff other than the School Nurse is to administer medication, they must first read the check list below in the 'safety checklist' section of this document.

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Where administration of medicines requires medical or technical knowledge, training will be given. An example of this would be in the training given to staff on the management of allergies in a school setting and the administration of an adrenaline auto-injector/Epi pen.

Key Principles

- Students at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education. This guidance is relevant <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- School will ensure that arrangements are in place to support students at school with medical conditions.
- School will consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

1. Administration

Where at all possible, all medicines are administered by the School Nurse or, in the Infant School, the teacher, TA or Lovell House Receptionist will administer after speaking to a parent or if a parent has completed the form at the end of this policy.

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* If staff agree to administer medicines they must first read the checklist in the procedures document.

Under no circumstances are any medication, even non-prescription drugs administered without parental approval. Parental permission for the administration of paracetamol and/or ibuprofen is obtained from parents prior to a student starting school.

2. Instruction and Training

Specific instructions and/or training is given to staff before they are required to assist with or administer medicines or medical procedures.

Such safeguards are necessary both for the staff involved and to ensure the well-being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

For staff supporting school trips and visits, the Assistant Head Co-curricular for the Senior School or the Deputy Head Academic for the Infant and Junior School, will be responsible for ensuring that relevant staff have suitable information and training, if required, to support all students on the trip or visit. This includes all Duke of Edinburgh, Scouts and CCF activities.

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The School Nurse will ensure that all relevant staff are aware of a student's medical condition where necessary.

3. Children with Infectious Diseases

Children with infectious disease will not be allowed in school until deemed safe by their GP and/or the School nurse or local health authorities.

4. Safety Checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed digitally?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the GP and parent or guardian clear?
- Will medication be stored in the same place and at a suitable temperature?

5. Safe Storage and Disposal of Medicines

When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration.

Asthma Inhalers are kept in the pupils' classrooms in the Infant School. Spare inhalers are kept in the Infant Office/Reception. In the Junior School, spare asthma inhalers which have been sent in to school by Parents/Carers are stored in the Junior School staff room. In the Senior School they are kept in the Wellbeing Centre. Junior and Senior students are encouraged to carry their own inhalers in addition to any kept at school.

Where needles are used, they must be disposed of in the 'Sharps Bin' which is available in the School Nurse's office in the Wellbeing Centre (portable bins are also available on request). Clinical waste should be disposed of in 'clinical waste' bags. Medical waste bins are also available in the Junior and Senior School and the Medical Rooms.

Any unused or out-dated medication should be returned to the parent for safe disposal.

Students should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injector/Epi pens should always be readily available to children and not locked away. This is particularly important for school trips and visits.

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6. Recording

All medicine given by the School Nurse is recorded in individual medical records. If staff at the Infant Department administer medicine, they record this in a file available in the Infant School Office, giving the date, time and dosage.

7. Administering of Medication

Nottingham High School will undertake to administer medication to students only upon receipt of the relevant completed form signed by the student's parent or guardian.

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Parental agreement for School to administer medicine

The School will not give your child medicine unless you complete and sign this form.

| | |
|------------------------------|------------------------|
| Name of School | Nottingham High School |
| Name of child | |
| Date of birth | / / |
| Form | |
| Medical condition or illness | |

Medicine

| | |
|---|--------------------------|
| Name/type of medicine (as described on the container) | |
| Date dispensed | / / |
| Expiry date | / / |
| Agreed review date to be initiated by | School Nurse |
| Dosage and method | |
| Timing | |
| Special precautions | |
| Are there any side effects that the School needs to know about? | |
| Self-administration? | Yes / No (please select) |
| Procedures to take in an emergency | |

Contact Details

| | |
|-----------------------|--|
| Name | |
| Daytime telephone no. | |

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Relationship to child

Address

I understand that I must deliver the
medicine personally to

School nurse

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.

Date _____

Signature(s) _____