



HANDALE PRIMARY SCHOOL

**ADMINISTERING MEDICINES IN SCHOOL
POLICY**

2021-2023

Author:	Head Teacher
Reviewer:	Governors (Awaiting ratification January 2021)
Date:	26 th January 2021
Reviewed:	N.Padgett
Review Date:	Sept 2022
Amendments Made:	Staff names updated Covid-19 update January 2021

ADMINISTRATION OF MEDICINES POLICY

This Policy should be read in conjunction with the Asthma Policy.

Aims

- At Handale Primary School we aim to provide a secure learning environment in which all children can be nurtured and encouraged, regardless of necessity to take medicines, whether they are taken on occasion or more regularly.

Roles & Responsibilities

- All staff has a responsibility for ensuring that each child in their care can take part in all aspects of school life and as a result achieve.
- Should a child have the need to take emergency medicine during the school day, the class teacher has the responsibility, alongside the child, to ensure that the medicine is taken at the appropriate time (e.g. inhaler, EpiPen etc).
- Allocated staff, the Head teacher, Deputy or Assistant Head teachers and / or Office Staff are identified as the administrators of any medicines required during the school day.
- Children, who need to take asthma medicines on occasion, need to take responsibility for administering their own medicine, under the supervision of a responsible adult and recorded using a specific proforma (see attached appendices)

Prescription Medicine

- Only essential medicines should be taken during the school day. A medicine prescribed 3 times a day should be administered: before school, directly after school and at bedtime - unless specifically instructed by the GP.
- Only medicines in their original containers, with the original prescription can be accepted for administration in school and/or if a prescription is shared between home and school the original box is shown to staff and copied for the records.
- Only office staff, the Head teacher or Deputy or Assistant Head teachers, should have access to any controlled drugs.
- Refusal by a child to take his/her medication must result in the parent/guardian being informed immediately.
- Prior written permission from parents is required in order to administer prescribed medicine. (APPENDIX 1)

Non-Prescribed Medicine

- Non-Prescribed medicines cannot be administered in school, however on residential visits parents need to provide/sign consent to administer non-prescribed medication in the event of an illness/emergency.

Administering Medicines

It is necessary on all occasions to check:

- Patient's Name
- Dose required
- Time of Administration
- Expiry date
- Instructions, e.g. take with water / after food

When administering any medicine in school.

It is important that the member of staff administering the medication ensures that the child has not had any reaction to it and that the child has successfully taken it. If the child has a tablet the adult must be able to confirm it has been swallowed.

In the event of a child becoming ill during the school day, a parent will be contacted immediately. The parent will choose to have their child collected or decide in minor cases to leave them in school.

The medication needs to be checked by two members of staff before administering it. The appropriate paper work needs to be completed after each dose and signed by both members of staff (APPENDIX 2).

Staff Implications

- It will be necessary annually to update staff training on administering certain medicines, via appropriate health professional - this will take place as and when necessary.
- All staff receive Epilepsy Training with the school nurse annually.
- All staff receive Asthma and Epi-Pen Training with the Asthma nurse annually.
- First Aid Training records for staff are kept by DHT.
- Should children present with new medical conditions, the appropriate medical professionals are contacted immediately to arrange staff training. Parents liaise with school staff to assist and support as appropriate
- Medical Care Plans are drawn up for individuals with specific medical needs. These are confidentially posted in the Office and Staff Room. The plan advises what to look for and what to do in the case of a medical reaction / emergency.

Storage and Disposal Medicines

- All controlled medicines need to be stored safely and securely in a fridge in the school office or secure place, away from children

- Each Class has a clearly labelled box in which to store medicines which would be needed immediately, eg. inhalers / epi-pens. All medicines will be correctly labelled
- If a child is to administer his/her own medicine, he/she must know where it is kept in the classroom in order to ensure immediate access to it
- Staff should not dispose of medicines or empty containers. These should be sent home with the child

Parents Role & Responsibilities

- Parents need to ensure that their child attends school as regularly as possible and develop a healthy lifestyle. In respect of their child's medical needs, parents must ensure that they make school aware immediately in writing of any possible medical needs of their child
- Prior written agreement is required from parents to administer any prescribed medicine in school
- Parents will be asked to complete an Asthma proforma (APPENDIX 2) should their child need medication in school. If the child is diagnosed with Asthma and parents do not send an inhaler, Parents must sign a disclaimer (APPENDIX 3) to accept full responsibility for their child in the event of an asthmatic incident.

Managing Prescription Medicines on School Visits / Out of School Events

- Staff must ensure that all medicines are kept securely in the staff members possession at all times, to ensure safety for all pupils
- Staff responsible for these children must be aware of dosage, timing and name of medicine to be administered
- The class Teacher or designated First Aider must ensure that any child who is required to take medicine whilst on a school visit, must ensure it is taken with the party and administered according to instructions
- Some children may be given responsibility to carry their own inhaler. They must advise an adult if they need to use it so that he / she can be monitored

Pupils with Long Term / Complex Medical Needs

- The parents of such pupils must keep in regular contact with the school in order to continually update the school on any medical developments/changes
- Training by a medical professional will be sought urgently to support all staff in the handling of any specific child's needs

- Such pupils must regularly speak to an identified individual (usually Head Teacher or Deputy Head/Assistant Head Teacher) as to their medical needs and emotions
- Children with a temporary condition who are able to access learning, e.g. broken bone, will need to provide a medical note to advise school of the 'do's / don'ts' during the period they are injured / unwell.

Record Keeping

- A formal record should be kept on the administering of prescribed medicines in school. (APPENDIX 2)
- When administering medication to a child a record must be kept and signed by two members of staff, the person who administered the medication and the person who observed and checked it.
- A record of children with Asthma will be kept in each classroom and on each child's individual SIMS record.
- Disclaimers signed by Parents must be noted on SIMS and a hard copy kept in the classroom recognising that Parents accept full responsibility for their child in the event of an asthmatic incident.
- Early Years settings must keep written records each time a medicine is administered.

Emergency Procedures

Please see Accident/Emergency in School and Fire Procedures Plan and individual medical conditions policies.

Addendum to the policy during the pandemic Covid-19.

Administering Prescription Medication:

The medication can only be administered if the correct paper work is completed and that parents have been informed of the staff who will be administering the medication.

- Medications needs to be stored safely away from the children within the bubble.
- Medication where possible should be stored as per the instructions from the pharmacy.
- When administering, the instructions need to be followed and overseen by another member of staff within the bubble.
- The paperwork needs to be signed by both members of staff to show the administering of the medication.
- Ensure the medication goes home at the end of the day with the adult collecting the child.

Inhalers:

Inhalers can be administered by adults to the younger children. It is important that gloves are worn whilst administering the medication and that hand washing procedures are followed afterwards. During this try to keep your social distancing guidelines. If a child is old enough to administer an inhaler themselves this should be encouraged, an adult will need to oversee this and record this using the normal procedures.

Ensure spacers and inhaler casing are washed with soap and water after each use.

APPENDIX 1

FORM AM1 - REQUEST FOR Handale Primary School TO ADMINISTER MEDICATION

The school will **not** give medicine to your child unless you complete and sign this form

PUPIL DETAILS			
Surname:		First name(s):	
Address:			
Male / Female:		Date of birth:	
Condition / Illness:			
MEDICATION			
Name / type of medication: (as described on the container)			
Length of time your child will need to take this medication:		Date dispensed: (as described on the container)	
Full directions for use:			
Dosage and method:			
Timing:			
Special precautions:			
Side effects:			
Supervised self administration permissible:	Yes	No	(Circle as appropriate)
Procedures to take in an emergency:			
NB If your child refuses to take the prescribed medication, School staff will not force them to do so. In this event you will be contacted immediately. If necessary School will call emergency services.			
CONTACT DETAILS			
Name:		Daytime telephone number:	
Relationship to pupil:		Alternative contact number:	

I understand that I must deliver the medicine to the agreed member of staff in its *original container / packaging*, together with a clean medicine spoon or measuring cup and be clearly labelled with:

- **Contents i.e. name and type of medicine**
- **Child's name**
- **Date**
- **Dosage**
- **Prescribing doctor's name**

I accept that this is a service which the school is not obliged to undertake.

Signature:

Date:

APPENDIX 2

Record of Medicines Administered to Children in School

[illegible]

APPENDIX 3

Asthma Disclaimer for Parents

Date:.....

Child's Name(s):..... Class:.....

Consenting Parent's Name:.....

Address:.....

.....

To the Head Teacher of HandaleAcademy,

I acknowledge that my child.....has a diagnosis of Asthma However, I have not completed an Asthma Care Plan nor issued the school with any medication for my child because.....

.....

.....

I understand that this is neither advised nor recommended by the school and take full responsibility for my child's health and well-being in relation to their Asthma in school.

I will inform the school at the earliest opportunity if arrangements change.

Signed:.....

Print Name:..... Date:.....

Asthma Care Plan

Dear Parent/Carers,

Our records show that your child has Asthma. Could you please complete an Asthma Care Plan so that should the need arise we can treat your child in the appropriate way. This plan should be returned to school as soon as possible.

Name:.....

Address:.....

Date of birth:.....

Contact details:

First Contact:.....

Alternative Contact:.....

My child.....suffers from Asthma and at school takes puffs of Salbutamol inhaler (blue in colour 100mcg per puff)if needed for a cough, wheeze or breathlessness. He/she will carry it with them on all school trips .

My child.....needs to take puffs of his/her inhaler 15 minutes before exercise and will always have an inhaler for activities outside school such as swimming

He/she uses a spacer to administer the dose of the inhaler and I give permission for a school representative to assist my child.

OR

My child can administer the inhaler themselves.

The inhaler will be administered following the steps listed below:

1. Shake the inhaler
2. Slot the inhaler into the end of the spacer
3. The other end of the spacer goes in the mouth
4. Press the canister
5. Encourage 5 breaths in and out as slow as she/he can manage or 20 seconds per puff with mask on

6. Repeat from step 1 for the prescribed amount -maximum of 10 puffs in 4 hours
7. This medication should be effective within 10-15 minutes
8. Speak calmly and encourage the child to sit up and encourage her/him to breathe slowly.
9. If needs 10 puffs of his/her inhaler through a spacer, school will contact and inform parents.

At hometakes other medication to try to control her/his asthma.

These are listed below:

-
-

The expiry date for my child's present inhaler is.....

Please sign below to accept responsibility for the following;

I take full responsibility for checking my child's inhaler is in date and sending an up to date inhaler into school.

I will ensure the inhaler and spacer are clearly labelled with my child's name.

I will organise the cleaning of the inhaler/ spacer as necessary.

I give permission for a school representative to help in giving my child their inhaler if necessary.

Parent/ Carer:.....

Date:.....