

# MEREWORTH COMMUNITY PRIMARY SCHOOL



## Administration of Medicines in School

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Person with responsibility	DHT
Governing Body	Full Governing Body
Governing Body Signature and date	
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Chair of Governors <i>Signature and Date</i>	
Head Teacher <i>Signature and Date</i>	

## INTRODUCTION

This policy is based on guidance issued by Kent County Council and the NHS

- "Managing Medicines in Schools and Early Years Settings" by DCSF and Department of Health.
- "Including Me (Managing Complex Health Needs in Schools and Early Years Settings)" by Jeanne Carlin, published in 2005 by the DCSF and the Council for Disabled Children
- Mencap
- Royal College of Nursing
- Health and Safety Commission "Principles of Sensible Risk Management" 2006  
[www.hse.gov.uk](http://www.hse.gov.uk)
- "Medical Conditions at School" Produced by the Anaphylaxis Campaign, Asthma UK, and Epilepsy Action
- "Medical Conditions Awareness Sessions" A school healthcare professionals resource. Produced by the Anaphylaxis Campaign, Asthma UK, Cystic Fibrosis Trust, Diabetes UK and Epilepsy Action

The policy gives detailed advice about:

- Roles and responsibilities
- Dealing with medicines safely
- Drawing up a Risk Assessment and Health Care Plan.
- The Legal Framework
- Common Conditions
- Forms used at Mereworth CP School

(The term parent/s in this document applies to parents, carers, guardians and any person/body with legal responsibility for a child.) The school will seek parents' written agreement about sharing information about their child's needs, where information needs to be shared outside the school. However, in cases of confidentiality the Health & Safety of the child must take precedence.

**This policy should be read in conjunction with the Supporting Pupils with Medical Needs Policy**

## Sections

1. Managing medicines during the school day
2. Managing medicines on trips and outings
3. Roles and responsibilities of staff supervising the administration of medicines
4. Children's medical needs - Parental responsibilities
5. Parents' written agreement
6. School policy - Supporting children with complex or long-term health needs
7. Policy on children taking and carrying their own medicines
8. Advice and Guidance to staff
9. Record keeping
10. Storing medicines
11. Emergency procedures
12. Risk assessment and arrangement procedures (care plans)
13. Use of school defibrillator
14. Appendices (all forms used in school)

### 1. Managing medicines during the school day

Prescription medicines should only be taken during the school day when essential.

**They must be in the original container including prescriber's instructions.**

Parents will be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

**Medicines fall into two types:**

- Prescription medicines
- Non-prescription medicines

#### a) *Prescription*

- Named member of staff may administer such a drug for whom it has been prescribed, according to the instructions
- If agreed with the parents the school may look after the drug on behalf of the child
- The school will keep the drug safely locked up with access only by named staff and record keeping for audit and safety
- Prescription drugs should be returned to the parents when no longer required
- Ritalin, a prescription drug known as a "controlled drug" needs to be kept in a more secure environment than suggested above e.g. in a cupboard attached to a structural wall.

#### b) *Non-prescription*

- Paracetamol can only be given to children when parents have given written permission.

- The school staff will never give aspirin unless prescribed by a Doctor.

## **2. Managing medicines on trips and outings**

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and **additional risk assessment** and a **care plan** will be drawn up considering parental and medical advice.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of **care plans** (where they exist) will be taken by the responsible person.

Parents will be asked to supply any medicines (prescribed and occasional) in a named bag with instructions for school residential visits. Staff may contact parents as necessary.

### **PE / Sports**

Any restriction to PE / sports activities must be noted in the **care plan**. Flexibility will be planned to allow pupils to benefit in ways appropriate to them (this constitutes differentiation of the curriculum).

## **3. Roles and responsibilities of staff managing or supervising the administration of medicines**

At Mereworth School we recognise that we have 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Advice and guidance will be provided by the Schools Nursing Service, when needed, to carry out the actions in a care plan. Where a condition is potentially life threatening all staff will need to be aware what action to take.

Specific advice and support from the Schools Nursing Service will be given to staff who agree to accept responsibility, as delegated by the Headteacher, for administering medicines and carrying out procedures.

It is the Headteacher's responsibility to ensure that the correct procedures are followed and that accurate records are kept in school. Teachers and other staff are expected to use their best endeavour at all times, particularly in emergencies. The Headteacher is responsible for day to day decisions, such as:

- Ensuring staff receive advice, support and awareness raising training
- Ensuring all relevant information about pupil needs is shared
- Liaising with parents about agreement of care plans
- Ensuring that emergency plans are in place when conditions may be life-threatening
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

### **Teaching staff and other staff should:**

- Be aware of emergency plans where children have life-threatening conditions and Receive appropriate documented training and support from health professionals, where they are willing to administer medicines.

### **4. Children's medical needs - parental responsibilities**

The school will liaise closely with parents, carers or those who hold this responsibility (such as in the case of Looked after Children) so that information is shared and the care plan reflects all information.

The care plan will be agreed jointly by the school and parents, and agreed with the advice of health professionals.

The school will seek parents' written agreement about sharing information on their children's needs where information needs to be shared outside of school. However, in cases of emergency the health and safety needs of the child and the people affected must take precedence.

Parents should provide the school with information about their child's condition and be part of the health care plan arrangements, in all cases Parents know their child best. They should sign the appropriate agreement forms for the administration of medicines (see Appendix 1a). The Headteacher should seek their agreement before passing information to other school staff.

### **5. Parents' written agreement**

The attached form (Appendix 3) is to be completed and signed by the parents for the administration of the care plan and medicines to their child.

Office staff will check that medicines sent to school are 'in date'. If new supplies are needed the office staff will inform parents as necessary.

### **6. Supporting children with complex or long-term health needs**

The school will aim to minimise any disruption to the child's education as far as possible, calling on the Health Needs Education Service for support and advice as needed, on the impact on learning and supportive strategies.

The school will carry out a risk assessment (as advised in Including Me) and a care plan, with the agreement of parents, and advice from health professionals (Appendix 2).

The school will call on the Community Nursing Service to deliver advice and support and receive appropriate documented training on procedures such as tube feeding or managing tracheotomies.

## **7. Policy on children taking and carrying their own medicines**

Primary aged children may not legally carry their own prescription drug (eg insulin or epipens).

Drugs will be kept in a locked secure place and only named staff (with first aid training) will have access. When drugs are administered, the school will keep records. Epipens will be kept in the school office. Inhalers will be kept in a locked cabinet in class.

## **8. Advice and Guidance to Staff**

Mereworth School will arrange and facilitate staff training for children with complex health needs, calling on:

- The School Nursing Service
- Community Children's Nurses
- Paediatric Diabetes Nurse Specialists
- Paediatric Epilepsy Nurse Specialists
- Eleanor Nurses
- The Health Needs Education Service
- The Specialist Teaching Service (about potential impact of medical / physical conditions and the implications on teaching and learning)

## **9. Record keeping**

### **Appendices**

- 1a. Health Care / Emergency Plan (translate when taken abroad on school trips)
- 1b. Contacting Emergency Services (translate when taken abroad on school trips)
2. Risk assessment forms
3. Headteacher agreement to administer medicines
4. Record of medicine administered and parental agreement
5. Record of advice and support to School
6. Asthma Appendix - sample letter to parents and a record sheet for class

All risk assessments and care plans must be updated at least annually or when needed by a change in a pupil's condition

## **11. Storing medicines**

At Mereworth School medicines are kept in a locked secure place in the school office, asthma pumps are kept in locked medicine cabinets in classrooms for easy access incase of an attack. Refridgerated medicines will be kept in the DT room fridge.

## **12. Emergency procedures for specific pupils**

The school will agree any procedures with parents and health care partners and the plan will be signed by all parties.

All staff will be made aware of the plans in order to discharge their common law 'duty of care' should the need arise.

## **13. Risk assessment and arrangement procedures (Care Plans)**

Where a pupil has a complex health need or requires long term medication, risk assessments and care plans will be drawn up and signed by parents, class teachers and health professionals as needed (Appendix 2 and 3).

## **14. School Defibrillator**

The school defibrillator is positioned in the school entrance, and is suitable for adults and children above the age of 1. There is a programme of staff training to ensure as many staff as possible receive training and receive updated training.

### **Procedure for use**

- 1) Identify need for use (unconscious/no pulse/not breathing)
- 2) Named staff alert/emergency services called
- 3) Defibrillator used
- 4) Records kept/relevant people informed

# Mereworth School

## Policy for the Administration of Medicines in Schools

## Appendix 1a

### Health Care / Emergency Plan

#### CONTACT DETAILS

<b>Child's Name</b>	
<b>School</b>	
<b>Home Address</b>	
<b>Date of Birth</b>	
<b>Next of Kin</b>	
<b>Contact Numbers</b>	<b>Home:</b>
	<b>Mobile:</b>
	<b>Other:</b>
<b>Hospital Contacts</b>	
<b>Description of Medical Condition</b>	
<b>Description of Signs and Symptoms</b>	
<b>Daily Treatment/Medicational needs within the school</b>	
<b>Describe what is an emergency for the pupil</b>	
<b>Describe actions, should this emergency occur</b>	
<b>Who is responsible in</b>	<b>Person A:</b>



<b>an emergency at school</b>	
	<b>Person B:</b>

**Plan copied to:**

**Parents:** Yes/No  
**Head Teacher/Class Teacher(s):** Yes/No  
**Community Nurse:** Yes/No  
**Other specialist:** Yes/No

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**Parent and School Agreement**

To the best of our knowledge the above information is correct. The staff, in agreement, will do their best to support and care for ..... 's medical and emergency needs.

Parents signature: \_\_\_\_\_

Date: \_\_\_\_\_

School staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head Teacher's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nurse's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Mereworth School**

**Policy for the Administration of Medicines in Schools  
Appendix 1b**

**This form is to be kept in the office for children with Health Care Plans**

**CONTACTING EMERGENCY  
SERVICES**

**To request an ambulance:**

**Dial 999 and be ready with the following information:**

- 1. Your telephone number**
- 2. Your location (school/setting address)**
- 3. Your postcode**
- 4. Exact location (brief description e.g. next to church)**
- 5. Your name**
- 6. Child's name and brief description**
- 7. The best entrance for ambulance crew and advise crew will be met and taken to child**



**Mereworth School**

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**Appendix 3**

**Head Teacher / Head of setting agreement to administer medicine where a Risk Assessment or Health Care Plan are not needed (e.g. asthma, period pains)**

Name of school/setting: \_\_\_\_\_

It is agreed that \_\_\_\_\_ will receive \_\_\_\_\_

\_\_\_\_\_ (Quantity and name of medicine)

Every day at : \_\_\_\_\_

\_\_\_\_\_ (Name of child) will be given their medicine or supervised in taking it

by \_\_\_\_\_ ( Name of member of staff)

This arrangement will continue until \_\_\_\_\_  
(either end date or until instructed by parents)

\_\_\_\_\_

Signed \_\_\_\_\_

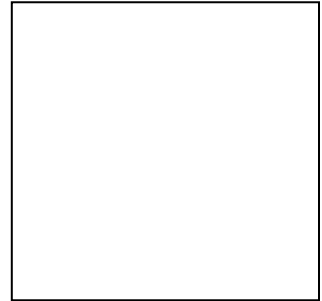
Date: \_\_\_\_\_

(Principle/named member of staff)

**Mereworth School**  
**Policy for the Administration of Medicines in Schools**  
**Appendix 4**  
**Record of medicines administered to an individual child**

To ensure:

- The right medicine  
For
- The right child  
At
- The right time  
At
- The right dose



Name of Child: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of school \_\_\_\_\_

Class \_\_\_\_\_

Name and Strength of medicine \_\_\_\_\_

Date Medicine provided by Parent \_\_\_\_\_ Quantity Received \_\_\_\_\_

Dose and frequency of medicine \_\_\_\_\_

Staff Signature \_\_\_\_\_

**Declaration:**

I request a responsible member of the school staff who has received any necessary training to give the above medication in accordance with the information above. I undertake to supply the school with medicines in properly labelled containers.

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

<b>Date</b>	/ /	/ /	/ /
<b>Time given</b>			
<b>Dose given</b>			
<b>Name of Staff Member</b>			
<b>Staff Initials</b>			

<b>Date</b>	/ /	/ /	/ /
<b>Time given</b>			
<b>Dose given</b>			
<b>Name of Staff Member</b>			
<b>Staff Initials</b>			

<b>Date</b>	/ /	/ /	/ /
<b>Time given</b>			
<b>Dose given</b>			
<b>Name of Staff Member</b>			
<b>Staff Initials</b>			

Policy for the Administration of Medicines in Schools

Appendix 5

(to be completed for each member of staff involved in a care plan)

Record of advice, awareness raising, support and guidance to the school

Name of school / setting: \_\_\_\_\_

Name of staff \_\_\_\_\_

Type of awareness raising received \_\_\_\_\_

Date of Session: \_\_\_\_\_

Training provided by: \_\_\_\_\_

Profession: \_\_\_\_\_

Title: \_\_\_\_\_

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I confirm that \_\_\_\_\_  
Has received awareness training detailed above and is competent to carry out the appropriate  
procedures

I recommend that the training is updated \_\_\_\_\_  
(State frequency)

Signature of health professional \_\_\_\_\_

Date \_\_\_\_\_

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I confirm that I have received the awareness raising as detailed above

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

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# Mereworth School

## Policy for the Administration of Medicines in Schools

### Appendix 6

#### Asthma Pumps in Primary Schools

Dear

#### **Asthma Pumps**

Your child \_\_\_\_\_ has an asthma pump in school.

I am writing to inform you of the School's guidelines with regard to asthma pumps in school.

1. All asthma pumps will be kept in a First Aid cabinet in your child's classroom.
2. All asthma pumps will be named.
3. With the pump there will be written evidence of the frequency of usage necessary for each individual child. This is to ensure that if a child appears to need their pump rather too frequently, then the parent can be informed.
4. We encourage independence so your child will not be restricted from using their pump during the course of the school day, but will need to ensure that a member of the office staff is aware of their need
5. If the child needs their pump during breaktimes, they should go straight to the office
6. The class teacher will ensure the asthma pump is taken on any trip off the school premises
7. It is the parent's responsibility to ensure the asthma pump is current and in date. Please make a note of the date it should be replaced.
8. The school will alert parents in writing (by text or in contact book) if the pump is running low. It is the responsibility of the parent to ensure that it is replaced in time.

If you wish to see the School Medical Policy, it is available on line on the school website.

Would you please sign and return the slip below indicating either your agreement or your wish not to keep the pump in the care of the teacher or other staff, thereby taking full responsibility yourself.

Yours sincerely

Head Teacher

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#### **Form 9**

#### **Asthma Pumps**

Please tick as appropriate

{ } I agree and accept the above guidelines regarding asthma pumps in school

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

Child's name \_\_\_\_\_

