

## ADMINISTRATION OF MEDICINES POLICY

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### MONITORING AND REVIEW

Person Responsible for monitoring and review	Jo Kingston – Deputy Head (Senior)
Reviewed by	SLT, The School Nurse, Governors
Approved by	Headmistress and Governors
Frequency of Review	Annually
Date of Last Review	May 2022
Date of Next Review	May 2023

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).

The term 'parent' refers to those who have parental responsibility for a child.

## AIMS

This policy aims to:

- Ensure safety in the administration of medicine
- Ensure that staff are sufficiently trained and prepared
- Ensure the safe storing and access of medicine
- Ensure appropriate recording, tracking and monitoring of medicine
- Create an inclusive and welcoming environment where students are able to focus on their education

## LEGAL REFERENCES

This policy operates within a national framework. It operates with due regard to:

- Managing Medicines in Schools and Early years Settings, Department for Education 2005
- The Equality Act 2010
- First Aid in Schools Guidance 2014
- Department for Education – Guidance on First Aid for Schools

## RELATED POLICY

This policy should be read in conjunction with:

- Admissions Policy
- Health and Safety Policy
- Risk Assessment Policy
- Supporting Students With Medical Needs Policy

## GENERAL

The governing body recognises that many students will at some time need to take medicines during the school day. For some students such medication will be essential as it would be detrimental to the child's health if medicine were not administered during the school day.

The governing body also recognises that some students will have long-term or permanent need for regular medication. Such students would be put at a disadvantage if the School did not arrange for these students to take medicines.

While parents retain responsibility for their child's medication, the School has a duty of care to the students while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's health and wellbeing.

## RESPONSIBILITIES

The governing body takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines.

The Headmistress will implement this policy and report as required to the governing body.

Medication will normally be administered by the School Nurse or by specially trained staff.

All teachers are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The governing body does not require staff to administer medication.

However, some specified staff (e.g. PE or staff taking educational visits) that volunteer their services, and/or those support staff managing the administration of and administering medicines, will be given training to administer First Aid and/or medication to students.

## STAFF INDEMNITY

The governing body fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following governing body guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The governing body will meet any claims in these circumstances.

## RECORDS

On admission of a student to the school, all parents are required to provide information giving full details of:

- Medical conditions
- Allergies
- Any regular medication
- Emergency contact numbers
- Name of family doctor/consultants
- Any special requirements (e.g. dietary)

At the beginning of each academic year all parents will be required to up-date the medical form.

## ADMINISTRATION OF THE MEDICATION

The School expects that normally parents will administer medication to their children outside the school setting.

The School will only manage the administration or administer medicines **when essential**, that is where it would be detrimental to the child's health if medicine were not administered during the school 'day'.

Any requests for medicine to be administered must come from a parent in writing on the school's 'Authorisation to Administer Medication Form' and each request will be considered on an individual basis.

The Form will include:

- Name of parent and contact number
- Name of child and class
- Name of medicine
- Name of prescriber and contact details

Although parents should give detailed information, as set out below, the school will follow the instructions as provided on the original medicine container as dispensed by the pharmacist, in regards to:

- How much to give

- How it should be kept and stored
- How it is to be administered
- When to be given
- Any other instructions

The form will end with the following consent statement:

*'The above information is accurate to the best of my knowledge at the time of writing and I give consent to the school to administer the medication in accordance with the school policy. I will inform the school in writing of any changes to the above information. It will be signed and dated by a parent or someone with parental control.'*

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and if appropriate to discuss the request with the Headmistress and the School Nurse. In some circumstances a discussion involving the consultant community paediatrician or the child's consultant will be required to see what can be done in the school, before the Headmistress makes a decision.

The Headmistress (or person authorised by the Headmistress) will decide whether any medication will be administered in school, and by whom. In appropriate cases the Headmistress and parents in consultation with the health professional (GP, paediatrician, nurse consultant or dentist) responsible for the child and anyone else the Headmistress deems necessary will draw up a healthcare plan.

The medicine must be in the original container as dispensed by a pharmacist with the child's name and instructions for administration as supplied by the pharmacist on the label.

The School will not deal with any requests to renew the supply of medicine. This is entirely a matter for the parents.

If the student is required and able to administer her own medicine (e.g. inhaler for asthma) a designated member of staff will supervise the administration dependent on the age and understanding of the particular child.

Normally medication will be kept under the control of a designated member of staff unless other arrangements are made with the parent.

Normally the administration of medication will only be done in school at the following times:

- Immediately before school
- Breaks and lunch time
- Exceptionally, immediately after the end of the school day

In particular circumstances, such as for children with diabetes, medicines will be administered at times as advised by the child's consultant or specialist nurse.

All personal non-prescription medicines, including painkillers, must be kept in the Medical Room. Parents are required to supply the School Nurse with written consent to administer. This written consent should state the name of the product and instruction for dosage. Personal non-prescription medicines may be kept long-term, in a secure place, by the School Nurse, for students with specific medical needs.

Any medicines provided to the school by parents should be in their original container/packaging as bought/dispensed, including instructions for administration. The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

### ADMINISTRATION OF SCHOOL SUPPLIED OVER THE COUNTER MEDICATION

On admission to the School, parents of students of Years 7 and above are given the opportunity to sign a consent form which gives the School permission to administer over the counter medication Paracetamol and Ibuprofen for mild pain, antihistamine cream for insect bites and stings, and antiseptic cream for minor cuts and grazes. Specific details will be recorded by the School Nurse/member of staff administering the Paracetamol, this will include the time given and dose. **Under no circumstances will aspirin be given to a child under 16 years without a doctor's prescription.**

### ADMINISTRATION OF SCHOOL SUPPLIED OVER THE COUNTER MEDICATION IN PREP AND EYFS

Parental consent for the administration of over the counter medication to Prep (including EYFS) students is not obtained on admission to the school. However, occasions may arise whereby students in the Prep Department require liquid paracetamol (Calpol). If the need for Calpol has been assessed by the School Nurse or First Aid Officer parental consent will be sought by telephone before **each** administration of the medication. An ongoing consent from parents to administer Calpol as and when required will not be accepted for Prep (including EYFS) students. A written record of the time and dose will be kept for each girl where Calpol has been administered.

### SCHOOL SPARE EMERGENCY MEDICATIONS

#### School spare salbutamol inhaler

The School holds one spare emergency Salbutamol inhaler for use in emergencies. The spare school inhaler is only available for use for students who have been prescribed an inhaler and whose own personal inhaler is not immediately available and written parental consent has been given. All parents who have a student in school with a prescribed inhaler are given the opportunity to consent for the use of the school spare inhaler. The school spare inhaler is stored alongside other emergency medication in an unlocked cupboard in the medical room. Emergency access to the medical room is available to all staff via a universally known key code.

#### School spare emergency adrenaline Auto-injector

The School holds two spare emergency adrenaline auto-injectors for use in emergencies. The spare school AAI is only available for use for students who have been prescribed an AAI, whose own personal AAI is not immediately available and written parental consent has been given. All parents who have a student in school with a prescribed AAI are given the opportunity to consent for the use of the school spare AAI, stating clearly which dose of AAI they are consenting to. The school spare inhaler is

stored alongside other emergency medication in an unlocked cupboard in the medical room. Emergency access to the medical room is available to all staff via a universally known key code

## INTIMATE OR INVASIVE TREATMENT

The school will not normally allow these to take place in school. However, in exceptional circumstances the Headmistress can authorise intimate or invasive treatment. Two adults should be present when these take place, at least one of whom should be of the same gender as the student.

Should the number of disabled students become significant, reference will be made to 'CDC Dignity and Inclusion: Making it Work for Children with Complex Needs' for an Intimate Care Policy.

## LONG-TERM MEDICAL NEEDS

The governing body and Headmistress will do all they reasonably can to assist students with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The governing body also reserves the right to discuss the matter with the school's medical adviser. Please see the Supporting Students with Medical Needs Policy for further information.

## SAFE STORAGE OF MEDICINES

Medicines with the exception of adrenaline pens, emergency diabetic kits and asthma inhalers will be stored in a locked cupboard - in the original container in which they were purchased. The access code is known by the School Nurse and designated first aid staff. Students know where their medication is stored and who to contact in order to have their medication administered.

Emergency medicines and devices such as asthma inhalers, emergency diabetic kits and adrenaline pens are stored in an unlocked cupboard in the medical room. Emergency access to the medical room is available to all staff via a universally known key code.

A few medicines require refrigeration. They will be kept in a clean storage container, clearly labelled, and stored in the Medical Room refrigerator (which is behind a locked door, all staff know the code to), a weekly temperature log of the refrigerator will be taken during the period of storage.

An audit of student's medication will be undertaken monthly, disposing of any medication that has expired or is no longer required. It is the parent's responsibility to ensure their child's medication remains in date. The school will remind parents where possible when their child's medication is due to expire.

## RECORDS

All medication administered will digitally be recorded within the student's individual medical records area of the school data base.

The form will record:

- Name of the student
- Date and time of the administration
- Who supervised the administration
- Which medication
- How much was given

- A note of any side-effects

Medical records will be archived until the student is 23 years old. The record of administration of medication will be updated every academic year.

## TRAINING

The governing body is committed to providing appropriate training for staff that volunteer or are contracted to participate in the administration of medicines.