



## Administration of Medicines Policy

This policy supports the legal requirement for providers of the Early Years Register, and is for all school staff, in conjunction with the First Aid Policy.

Administration of Medication requires effective, regular communication between parents and school staff; written permission is required for admissions of any medication, and consent to emergency medical treatment. Individual Health Care Plans will be provided for long term and complex health needs.

Medication is stored in specific secure locations at school, and administration of all medication is recorded.

### Aims

Our aim is to implement and maintain an effective management system for the administration of medicines to all pupils in our care in order to ensure that we provide support to individual pupils with medical needs.

### 2 Applicability

This policy applies to all pupils at Salterford House School including pupils covered by the Early Years Foundation Stage (EYFS). Providers on the Early Years Register must meet the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage.

This policy is addressed to all staff and covers the administration by staff of medication to children in the care of the School. This policy should be read in conjunction with the First Aid Policy, and in conjunction with procedures discussed with parent/carer(s) for managing children who are ill or infectious. We must take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

This policy has been written to ensure that we promote the good health of all the children in our care. We are responsible for obtaining information about a child's needs for medicines, and for keeping this up-to-date. To this end, we will regularly review medication permission forms to ensure that there are no changes. For example, a child may no longer need or be able to take some medication or may need an additional form.

Even though an EYFS parent/carer may have signed a form, we will still contact them by telephone to check that we can still administer the medication. This is to protect the child, parent(s)/carer(s) and the school.

Our policy applies to each and every medicine that a parent wants us to give. We ensure that the permission we obtain from parents applies from the start of any course of medication and during the entire course of treatment. Written parental consent will always be obtained prior to any course of medication.

Parents should keep their child at home if acutely unwell or infectious.

This policy document includes our systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date as follows:

Parents complete either an allergy/medical condition form (ongoing medication)

or a Request to Administer Medication Form (short term medication)

### 3 Liaising with Parents

We promote ongoing communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met. We expect parents to inform us at admission and registration of any known medical needs. Parents must inform us if their child develops a medical condition which will require either any medication to be taken at school, and of any changes to the medication required.

We ask parents to make sure that only essential medication is taken at school, that is where it would be detrimental to the pupil's health not to administer the medication during the school day. Where possible, medicines should be taken at home, before and after attending school.

We will not administer any medication to a pupil without obtaining prior written permission from parents.

A list of expiry dates of medication kept in school (epi pens, asthma etc) is kept by the First Aid Co-ordinator and checked regularly. When medicine is approaching its expiry date, parents are informed and, once the new medication is in school, the old medication is sent home to be disposed of. It is the parent's responsibility to renew any medication and ensure that it is not out of date.

In some cases, for example where a very young child is on antibiotics, parent(s)/carer(s) may be asked not to allow them to attend school for 2-3 days in case they react adversely to the medication and/or in circumstances where the school consider it is necessary to prevent the spread of infection to others. This particularly applies if the child has not had the antibiotics before.

In EYFS, the key person is responsible for the correct administration of medication to children for whom they are responsible. This includes ensuring that the parent/carer completes the consent form, medicines are stored correctly and records are kept in accordance with procedures. In the absence of the key person, another nominated member of staff will be responsible for the oversight of medication. It is the duty of the EYFS manager to ensure that these procedures are adhered to at all times

As children get older, they may be able to carry their medication with them-bearing in mind the safety of other children and medical advice from the prescriber in respect of the individual child. If they are unable to carry it themselves then a member of staff will carry it in close proximity to the child. Parents are required to sign a form to allow the child to carry their own medication.

#### 4 Individual Health Care Plans

Where a pupil has long-term or complex health needs, the school will liaise with the parents to produce an Individual Health Care Plan (IHCP) for that pupil. The IHCP is a confidential document which outlines the procedures staff follow in the event of an emergency.

The IHCP will be implemented and reviewed annually by the parents. The parents will be responsible for communication of any changes to the IHCP through the class teacher or school office.

Once the IHCP is implemented, the First Aid Coordinator will be responsible for making sure the plan is adhered to.

#### 5 Training

We ensure that there are members of staff who are appropriately trained to administer medicine in line with the School's curriculum.

Mrs Martin is responsible for the administration of medicine in School. They will provide guidance in line with the administration of medicine on school trips, which will be stored in first aid kits.

Where it is identified that the administration of prescription medication to a pupil requires technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be undertaken by appropriate staff from a qualified health professional. For example, the use of an EpiPen.

#### 6 Medical Records & Consent

Parents of all pupils at our school, including EYFS pupils, are required to complete a permission form before the pupil starts, in which parents' consent to emergency medical treatment or medical advice from the appropriately qualified professionals such as the GP or Accident and Emergency staff/emergency paramedics.

Parents of pupils who require medication prescribed by a doctor must discuss this with the school and complete the Consent for Prescribed Medicines Form, available from the school office, prior to the administration of the medication.

If a parent or carer wants us to give their child medicine, we always obtain written permission and clear instructions showing the dose, expected time for administration and how often it is given. The dose given must always be consistent with the written instructions from the doctor/medical professional.

Any inconsistency with the original packaging will be verified by the parents in writing in advance.

Staff administering medicines will always sign the medicines record book each time a medicine is administered.

The medication record book records the following:

- Name of child
- Name and strength of medication
- Date and time of dose
- Dose given and method
- Signature of staff member/key person who administered
- Signature of parent-carer (on the day of administration).

## 7 Prescription & Non-Prescription Medication

Staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, appropriately qualified nurse or pharmacist.

Staff may only administer non-prescription medication such as pain and fever relief if the parents have already provided their written consent for this to happen in relation to specific named medicines, and only if there is a health reason to do so. For example,  
-a named teething gel.

.Over-the-counter medicines recommended (prescribed) by a pharmacist.

In the event that any parent requests the administration of a named medicine non-prescription medicine in this way, the same permission form will be always be completed and records kept accordingly; as if a fully prescribed medicine had been given.

Medicine containing aspirin or ibuprofen will not be administered to any pupil unless prescribed by a doctor for that particular pupil.

We encourage pupils to manage their own asthma inhalers from a very young age.

Asthma medication is always kept in or near children's classrooms until children can use it independently and it must always be taken on school trips/ events.

## 8 Administration of Medicine

All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

If our staff are in any doubt over the procedure to be followed, the parents will be contacted before action is taken.

## 9 Refusing Medication

If a pupil refuses their medication, staff will record this and contact the parents as soon as possible.

If a child refuses to take medicine, staff will not force them to do so, but should note this in the records and follow agreed procedures. The procedures may be set out in the individual child's health care plan. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, then we will not delay in calling the emergency services.

We reserve the right to remove any pupil who refuses to take prescribed medication, if it is likely to pose a risk to the pupil or to others.

If a child has an anaphylactic condition, they must have immediate access to an EpiPen. The epi pen will be carried by the teacher in charge of the pupil at all times.

## 10 Storage of Medication

Medicines are always securely stored in accordance with individual product instructions.

We will carry out a risk assessment to consider any risks to the health and safety of our school community and put in place measures to

ensure that identified risks are managed and that medicines are stored safely.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Emergency medication - one reliever inhaler and/or adrenaline (epinephrine AutoInjector) pen will be kept on the pupil's person at all times or in the case of an epi pen in close proximity to the pupil, with a duplicate in the office in a clearly marked box. Pens suitable for day use only must be clearly marked as such by the parent before they come into school.

If a pupil is prescribed a controlled drug (eg Ritalin), it will be kept in safe custody in a locked, non-portable container and only named staff will have access. Controlled drugs must be counted in and witnessed if they are not administered by a qualified nurse or practitioner. The medication form must be signed by two people with at least one being the First Aid Coordinator. The records must indicate the amount of remaining medication.

Parents should collect all medicines belonging to their child at the end of the day. They are responsible for ensuring that any date-expired medication is collected from the School..

We will keep medicines securely and locked and only named staff will have access, apart from EpiPens and Asthma pumps, which need to be with or near pupils who need them.

## 11 Emergency Procedures

In the event of an emergency related to the administration of medicine, the First Aid Coordinator should be called as soon as possible, if not already present. If the First Aid Coordinator does not consider s/he is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided while another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency.

Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on our school site.

## 12 Off-Site Visits & Sporting Events

If a pupil attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropri-

ate training to assist with or administer the medication in accordance with this Policy.

All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled. Pupils must ensure that attending staff are aware they will self-medicate with such items. (asthma medication)

Medication for a child is taken in a sealed plastic box/bag clearly labelled with the child's name and photo for easy identification, and the name of the medication. Inside the box/bag is a copy of the signed consent form and a proforma to record when it has been given accordingly. On return to school, this proforma will be stapled to the medication record book for the parent to sign.

If any emergency medical treatment is given such as attendance at hospital, then the box/bag will travel with the child.

### 13 Review

This Policy and its procedures will be reviewed and updated on an annual basis.

This policy and procedure will be automatically reviewed in the event of any incident or related complaint.

### 14 Related Policies, Guidelines, Templates and Forms

- Safeguarding/ Child Protection Policy
- Health & Safety
- Special Educational Needs
- First Aid
- Data Protection
- Whistle-blowing

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## Medication Consent Form

Important: School staff are not required to undertake this duty

Please use block print throughout

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

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

Year: \_\_\_\_\_

Parent emergency contact: \_\_\_\_\_

Doctor:

Surgery

Surgery Tel:

Medication:

Storage requirements:

Dosage:

Use before date:

Special guidance / frequency:

Consequences if medication or treatment missed / action required:

PARENT / GUARDIAN CONSENT. Please read and sign.

This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.

Signature: \_\_\_\_\_

STAFF MEMBER. DO YOU UNDERSTAND EXACTLY WHAT IS REQUIRED? YES/NO

Signature: \_\_\_\_\_

1. Original: Retain with medication

2. Copy: to be filed in Medication File

DO NOT ACCEPT MEDICATION NOT IN ORIGINAL PACKAGING



**Request for child to carry his/her medicine**

THIS FORM MUST BE COMPLETED BY PARENTS/GUARDIAN

If staff have any concerns discuss request with school healthcare professionals

Name of School/Setting:

Child's Name:

Group/Class/Form:

Address:

Name of Medicine:

Procedures to be taken in an emergency:

Contact Information

Name:

Daytime Phone No:

Relationship to child:

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed:

Date:

If more than one medicine is to be given a separate form should be completed for each one.