



Administration of Medication Policy

September 2016

WHAT IS MEDICATION?

- Any pharmaceutically active substance is termed medication.
- Prescribed medication requires a medical or dental practitioner's prescription.
- Non-prescribed medication does not require a prescription and may include 'alternative remedies'.

WHY DO WE NEED A POLICY?

- Human Medicine Regulations 2014 places restrictions on dealings with medicinal products, including their administration.
- ALL PHARMACEUTICALLY ACTIVE SUBSTANCES BEAR A RISK OF HARM
- The LA, school and governing body are responsible for the health and safety of the pupils in their care.
- Part of the Health and Safety management policy to make sure that safety measures cover the needs of all pupils in the school, ie a measure to control risks.
- There is no legal or contractual duty on school staff to administer medication or supervise a pupil taking it unless it is written in their contract. Other than this it is a voluntary role.
- In order to do all that is reasonably practicable to ensure the health, safety and welfare of employees.

WHAT IS OUR POLICY?

1. GENERAL PRINCIPLES

- i Full legal protection for staff administering medication within the terms of the policy will be assured.
- ii Nothing in the policy should discourage staff from giving help in good faith in, what appears to be, a life-threatening emergency.
- iii Non-prescribed medication will only be administered where there is specific prior written permission from the parents.
- iv PRESCRIBED MEDICATION WILL ONLY BE ADMINISTERED WITH WRITTEN PERMISSION AND CLEAR INSTRUCTIONS FROM THE PARENTS OR CARERS (see Form MEDIC P, Appendix 1 to the policy).
- v All medication brought onto the school premises for administration within school hours, will be recorded. The file documenting this will be kept in the Medical Room.

- vi We are not able to take responsibility for medication that is administered outside school hours, e.g. that is en route for Respite Care.

Where parents/carers request escorts to carry such medication it must be placed in an appropriately labelled sealed container. THE DESTINATION MUST BE CLEAR.

During the day this will be kept in an appropriately secure place in the Medical Room for collection at the end of the day by the escort.

- vii The Headteacher will consult with and take advice from the School Health Service on health issues, including the formulation of any policies.

- viii In order to minimise risk, and an accumulation of medication on the premises the following principles will apply:

- (a) Medication will be sent in from home or from Respite Care only for the day it is to be administered except when small amounts of pupil's medication are kept in school for term time only (prior arrangement of parents).

- (b) **Only medication with a relevant prescription label can be administered.**

- (c) **Medication will only be administered with written permission from parents/carers.**

- ix Whilst on duty on the school premises the School Nurse or the Health Care Assistant (HCA) will administer any required medication. In life-threatening situations and in the absence of the School Nurse and HCA a member of staff trained in the relevant procedures, e.g. administration of Buccal Midazolam will administer the medication. The emergency services will be called where the condition of the pupil is considered out of the ordinary for that pupil.

1. PERMISSION

Parents/carers must send in WRITTEN PERMISSION for any form of medication that needs to be administered. A special form FORM MEDIC P (see Appendix 1) will be provided for this purpose.

2. SECURITY

- i All medication should be taken directly to the Medical Room and handed to the School Nurse or HCA. The School Nurse or HCA will record receipt of the medication on the school daily medication record. If the School Nurse or HCA is not in the Medical Room the School Admin team in the school office will receive medication.
- ii At no time should any form of medication be left unattended.
- iii ALL MEDICATION FOR ADMINISTRATION IN SCHOOL HOURS WILL BE KEPT IN A LOCKED CABINET OR TROLLEY, SECURED TO THE FABRIC OF THE BUILDING.

Excluding EpiPens, inhalers and other emergency medications according to individual protocols e.g. Midazolam if required to be administered after 3 minutes or less of a seizure.

3. ADMINISTRATION OF MEDICATION

Medication can only be administered by staff following the completion of the Care Plan which must be consistent with the prescription labels on the medication.

- i Each pupil will have an up-to-date MEDICATION CHART kept in a folder in a locked cabinet.
- ii The Medication Chart will have the current permission form (FORM MEDIC P) attached.
- iii The Medication Chart will give precise details for administration required.
- iv Medication will be administered by the School Nurse or HCA when on duty and on the school premises. If the School Nurse and HCA is absent medication will be administered by the Headteacher or Deputy Headteacher or any suitably trained staff member. All medication administered must be witnessed by another member of staff who preferably will have also completed the administration of medication training.
- v Gastrostomy administered medication will be administered by the trained member of staff (usually a Health Care Assistant) after having received the appropriate training.

4. RECORDING ADMINISTRATION OF MEDICATION

- i The person administering medication must sign in the appropriate place on the Medication Record Sheet and the administration must be witnessed by another staff member who signs in the appropriate place on the sheet. This must be done AT THE TIME OF ADMINISTRATION.

CHECKS MADE – Ensure that the right amount of the right medication of the right strength is given to the right child at the right time by the right route – and “write” it down.

- ii A FULL SIGNATURE IN INK must be used and each signature must be DATED INDIVIDUALLY.
- iii ABSENCE - In the case of pupil absence the word ABSENT should be written in the Medication Chart.
- iv CLASS VISITS OUT OF SCHOOL – A suitably trained person will take the Medication Record Sheet(s) with him/her and sign the chart as above.

5. RECORDS OF **ALL** MEDICATION

- i In the event of a pupil being taken or admitted to hospital we need to keep an up to date record of all medication taken by each pupil. This includes that taken at home, even when none is administered at school.

- ii FORM MEDIC P should be filled in by parents/carers at the beginning of each school year and when there are changes.
- iii Parents will need to notify the school of any changes using FORM MEDIC P (a blank form will be issued to parents). They are also available on the schools website.

ALL FORMS TO BE ADDRESSED TO THE School Nurse WHO WILL:

- a) Copy to Class Teacher
- b) Send new updated typed form to parents/carers.
- c) Keep a file of top copies alongside Health Care Plans.

6. REVIEW OF POLICY

- i Will be every two years or more frequently as required by changing circumstances.
- ii A copy of the MEDICAL INFORMATION TO PARENTS (Appendix 3) will be posted on the school website. (<http://www.baytreeschool.co.uk>)

7. TRAINING

Relevant training will be given to staff where this is essential to their contractual obligations and where staff volunteer to administer medication.

We strive to provide the highest possible quality of care and support for all our pupils.

SUMMARY

It is the aim of this policy to provide clear procedures that are understood by staff and parents and will form a sound basis for ensuring that pupils with medical needs receive proper care and support at school.

REVIEW OF POLICY

This policy will be reviewed by the Governors Buildings, H&S Committee, in line with the schedule available from the Clerk of Governors

References :

- Supporting pupils at school with Medical conditions 2014
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Medicines Act 1968
- Human Medicine Regulations 2014



BAYTREE SCHOOL
MEDICATION INFORMATION TO SCHOOL AND PARENTAL PERMISSION

PLEASE NOTE ALL MEDICATION PRESCRIBED TO YOUR CHILD MUST BE NOTIFIED TO THE SCHOOL

STATEMENT OF PRINCIPLE

We will not administer any medication to your child via any route or apply any creams, lotions or ointments without your express permission.

Child's name:		Date	
Name of medication	Dosage	Time given	Special Instruction

- ANY CHANGE MUST BE NOTIFIED IN WRITING OR WE WILL NOT BE ABLE TO ADMINISTER THE MEDICATION
- IF THE MEDICATION IS NOT PROVIDED THE SCHOOL CANNOT ACCEPT RESPONSIBILITY

I GIVE PERMISSION FOR THE ABOVE MEDICATION TO BE ADMINISTERED TOMY CHILD WHEN HE/SHE IS IN SCHOOL

SIGNED.....

DATE.....

MEDICAL INFORMATION FOR PARENTS / CARERS

8. MEDICATION - Parental Permission

- i) If your child requires medication on a regular basis or for an emergency situation e.g. oxygen / buccal midazolam during school hours you will be asked to sign the permission form MEDIC P.
- ii) This gives school staff permission to administer as prescribed.
- iii) ANY CHANGE IN MEDICATION **MUST BE NOTIFIED IN WRITING USING THESE FORMS.**
- iv) A new blank sheet will be returned to parents by the School Nurse on receiving notification of change or can be downloaded from the Parents Section of the school's website (www.baytreeschool.co.uk)
- v) This written permission **INCLUDES SHORT TERM ANTIBIOTICS** etc.

WE CAN ONLY GIVE YOUR CHILD MEDICATION IF WRITTEN CONSENT HAS BEEN COMPLETED.

- vi) All medication must remain in original packaging with the prescription label intact.
NO MEDICATION WILL REMAIN IN SCHOOL OVER THE HOLIDAY PERIODS
- vii) MEDICATION FOR RESPITE CARE - The Headteacher will only take responsibility for medication given in school time. Please clearly label medication destined for Respite Care with its destination e.g. -ENHAM TRUST. ENHAM TRUST ESCORTS will be asked to convey such containers to appropriate destinations.
- viii) PARENTS MUST HAND ALL MEDICATION TO THE ESCORT ON THE BUS as it is dangerous to others if medication is just placed in the child's school bag.

VOMITING/DIARRHOEA

The Health Protection Agency Guidance (Tel:0845 5048668) states that parents should allow a clear 48 HOURS after the **last** episode of vomiting and/or diarrhoea before their child returns to school, if diarrhoea has been caused by cryptosporidiosis no swimming for two weeks after the diarrhoea has settled.

SCHOOL NURSE

- i) Baytree School have a registered pediatric nurse onsite employed directly by the School.
- ii) The North Somerset School Nursing team can be contacted on 01934 419339
- iii) Information regarding Medicals and Clinics can be obtained through the School nurse /Health Care Assistants at school.

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