



Cabot  
Learning  
Federation



Haywood  
Village Academy  
**Administration of  
Medicine Policy**

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**Academy Name: Haywood Village Academy**

**Implementation Date: November 2017**

## History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
<b>Date</b>	E.g. Whole Document	Detail of change	Reason for change
<b>10-03-2021</b>	2	4.2 – details to be checked before administering medication	<b>Review of best practise</b>
	4	11.7 – emergency medication to be kept in a class grab-bag	<b>Review of best practise</b>
	4	14.2 & 14.3 – change of Assistant Principal to Senco	<b>Review of policy document</b>
<b>March 22</b>	Whole Document	17.1 non-prescribed medication can be given	<b>Review of policy document</b>



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## **Administration of Medicine Policy**

### **1. Rationale**

- 1.1 Regular school attendance is vital however from time to time every pupil will become ill and may require some time out of school to recover. In general, where a pupil requires medication (or treatment) this may be administered once the parent/carer has completed and signed a form giving permission to administer medicines. This may be for example in the case of completing a course of antibiotics.
- 1.2 In other cases the child may have been diagnosed with a long term health condition for example diabetes, asthma, severe hayfever/ allergies. In these cases, an Individual Health Care Plan (IHCP) will be written with the support of parents and health professional. Please refer to our policy: Supporting pupils at school with medical conditions.
- 1.3 The school will only administer medication prescribed by a medical practitioner, except in exceptional circumstances as detailed in section 17.

### **2. Legal Requirements**

- 2.1 There is no legal duty on non-medical staff to administer medicines or to supervise a pupil taking it. This is purely a voluntary role.
- 2.2 Staff should be particularly cautious agreeing to administer medicines where:
  - The timing is crucial to the health of the pupil;
  - There are potentially serious consequences if medication or treatment is missed;
  - A degree of technical or medical knowledge is needed.
- 2.3 Staff who volunteer to administer medicines must always receive appropriate training specific to the pupil's medical needs e.g. diabetes / epilepsy prior to administering medicines.

### **3. Insurance and Liability**

- 3.1 Where an employee acting in the course of their employment administers medication to another employee or other person in the charge of CLF, such as a school pupil, they will be indemnified by the Federation's Liability Insurance for a claim of negligence relating to injury or loss caused by their actions. Please refer to our First Aid Policy for further explanation.
- 3.2 Under no circumstances should a member of staff administer medication without signed parental permission or without having undertaken and passed the relevant Administration of Medicines course.

### **4. Safety checklist**

- 4.1 When a medicine is to be administered the following must be considered:
  - Specific training required to administer the medicine.
  - The need to provide protective clothing or equipment.
  - Completion of the Medication Consent Form by the parent and that a copy has been filed.
  - Ensure the emergency contact information, particularly for the G.P. and parent or guardian has been made clear.

- The confidence of the member of staff to administer the medicine. If in doubt, ask for support.
- The action necessary in the event of an accident or failure of the agreed procedures.
- The location of where the medication will be stored to ensure the temperature is suitable
- Details of this policy and procedures will be publicised widely and available from the school website. All staff must be aware of the policy on infectious diseases (HSE poster in First Aid area).

4.2 Before administering medication, an adult should check the following;

- The prescription label states the child's name
- The correct dosage prescribed on the prescription label
- Name of medication and that it is in original container
- Expiry Date of the medication

These details must be checked every time the medication is administered.

4.3 The school will only administer medication prescribed by a medical practitioner; the only exception is paracetamol (see section 11). This includes aspirin type products and throat sweets of any description.

## **5. Instruction and Training**

5.1 Specific instruction and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

## **6. Individual Health Care Plans (IHCP)**

6.1 Health care plans are needed for any pupil who has an on-going health care need. Health care plans with emergency instructions are required for all pupils with an illness including pupils who can self-administer their medication. This is in case there is an emergency and they are unable to self-administer their medication.

6.2 IHCPs will be kept as a paper copy signed by the parent/carer, and an electronic copy on EduKey.

## **7. Record Keeping**

7.1 The following information must be completed by the parent on the Individual Health Care Plan:

- Name and date of birth of the pupil
- Name of parents/guardian, contact address and telephone number
- Name, address and telephone number of GP
- Specific illness medication is provided for including signs, triggers, symptoms and treatments.
- Name of medicine/ s
- Details of prescribed medicine including any possible side effects and correct storage.
- Date and time of last dosage include any specific facilities, equipment, testing, provision of food and drink, whether the pupil can self-administer.
- Expiry dates of the medicines
- Consent signed by the parents/guardian for staff to administer these medicines.
- Where a pupil is self-administering appropriate arrangements for monitoring will be applied and a risk assessment carried out. The IHCP will be copied and retained in a central file.

## **8 Administration of Inhalers**

8.1 One inhaler and spacer for a child will be kept in a 'grab-bag' with a record of the pupil's name and expiry date of the inhaler. This is to be reviewed termly by the Class Teacher who will:

- Check there is an inhaler for each named child

- Check the inhaler is in date and request new from parent if not
- 8.2 The school deems pupils capable of self-administering their inhalers. However, in circumstances where a parent / teacher / First Aider feels support is necessary written monitoring forms will be required and a suitably qualified member of staff will be present.
- 8.3 Children should not use an inhaler without a spacer.
- 8.4 Children with diagnosed asthma should have a care plan created in conjunction with their asthma nurse <https://www.asthma.org.uk/971689d1/globalassets/health-advice/resources/children/myasthmaplan-trifold-interactive-041219.pdf>

## **9 Emergency Salbutamol Inhalers**

9.1 In accordance with Human Medicines regulations 2014 (amendment) the school will now keep two salbutamol inhalers and spacers for use in an emergency in the prescribed manner. This is for the use of diagnosed asthmatic pupils who have a Healthcare plan and parents/ carers have given written consent for the use of said inhaler in an emergency. An emergency will be deemed to be the following circumstances: inhaler expired, lost, broken or empty.

### **9.2 Storage and care of Emergency (spare) Inhalers**

9.2.1 Emergency(spare) inhalers will be kept in a locked first aid cabinet with a register of pupils who have a diagnosis of asthma and for whom consent has been to use them.

9.2.2 The inhaler and spacer will be cleaned with antiseptic wipes after use

9.2.3 The spacer will be cleaned termly according to manufacturer's instructions

9.2.4 Designated Administration of Medicines qualified persons will ensure the storage and care of emergency inhalers.

9.3 The emergency kit will include:

- 2 salbutamol inhalers
- 2 'spacers'
- Manufacturer's instructions and information for use
- Checklist of inhalers, batch and expiry date including details for how to replace
- Antiseptic wipes
- List of registered pupils who may use inhaler
- Record of administration

## **10. Request for a pupil to carry their medication**

10.1 This applies only for pupils who wish to carry their emergency medication and could include asthma inhaler, diabetes kit or epi-pen.

10.2 When a request for this arises staff will need to:

- Complete a risk assessment to ensure safety
- Ensure that the pupil understands when and how to administer the medication
- Ensure the pupil knows what to do if the medication doesn't work.

## **11. Quick Access requirements**

11.1 Haywood Village Academy requires that for any pupil, where it is identified through the Health Care Plan, an inhaler or epi-pen is in school at all times. The inhalers/ epi-pens will be kept in the class' 'grab-bag'.

11.2 For inhalers, the second emergency inhaler, will be kept in the first aid cabinet in the first aid area; for epi-pens the second emergency epi-pen (where national supply is available), will be kept in the locked first aid cabinet in the first aid area and the key in a nearby location known to all relevant staff.

11.3 If a medicine is required in a crisis the medicine should be readily accessible when required.

- 11.4 Injector pens for Anaphylaxis should be on the person who might need it, unless this is inappropriate. Staff who may have to administer it must have had the appropriate training.
- 11.5 When a pupil is able to discern their own need for their medicine e.g. asthma inhaler and administer it themselves, there is no policy requirement for staff to keep records, even where staff assist by opening bottles, removing tablets from foil packs etc. However, it is good practice to keep records where staff have witnessed or supervised pupils to prove that staff have fulfilled their duty of care.
- 11.6 Guidance provided by UK government on the use of emergency adrenaline injectors has been referred to: <https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>
- 11.7 Emergency medications such as inhalers and eip-pens must be stored in a 'grab-bag' for easy access in the event of evacuation or other emergency. This bag must be taken with the class when they leave the classroom.

## **12 Safe storage and disposal of medicines**

- 12.1 Medicine should be administered from the original container / packaging.
- 12.2 The designated member of staff should not sign the medicine record book unless they have personally administered, assisted or witnessed the administration of the medicine.
- 12.3 When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP / Pharmacist or from the parents.
- 12.4 All medicines should be stored in the original container, be properly labelled and kept in a secure place out of the reach of pupils. However, medicines required in an emergency should NOT be locked away. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separate from any foodstuff.
- 12.5 Medicines should only be kept while the pupil is in attendance at school.
- 12.6 Where needles are used, a 'sharps container' (supplied by parents) and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used that may be contaminated with bodily fluids, such as blood.
- 12.7 Any unused or outdated medication will be returned to the parent for safe disposal.

## **13. Accidental failure of agreed procedures**

- 13.1 Should a member of staff fail to administer any medication as required, they will inform the parent and Principal (or VP in their absence) as soon as possible.

## **14 Responsibilities**

- 14.1 The Principal is responsible for implementing and monitoring this policy. The day to day duties within this policy will be carried out by the Inclusion Leader/ Senco / Assistant Principal who will report to the Principal accordingly.
- 14.2 Senco is responsible for:
  - Ensuring the policy is correctly implemented
  - Making suitable arrangements
  - Performing risk assessments
  - Maintaining a register of all pupils who have significant medical conditions and allergies. The register must include the details of the pupil's name, date of birth, medical condition, treatment required, contact information and review date
- 14.3 Senco must also ensure:
  - That medical information is given to all staff who supervise that pupil, with parental permission, possibly using photos of pupils who may need treatment (for prompt recognition but maintaining confidentiality)
  - That all equipment and storage areas are adequate, safe, clean and maintained

- There is a system for checking pupil identity
- That a record is made of any medication given
- That written authority from parents or carers to give medicine is held.
- All records about medicines and health care must be kept for at least 7 years after the pupil's 18th birthday.

#### 14.4 Staff responsibilities:

- Staff may be required to administer medicines that require training, for example an epi-pen.
- They must read and check the prescriber's instructions and the health care plan.
- Staff must ask the pupil if they have already taken a dose, if they are allergic to anything and if their doctor has advised them not to take any medicines.
- All medicines must be recorded on the correct form, giving full details.
- The record should be completed as soon as the medication has been given, signed and dated.
- Staff must know the possible unwanted effects from the medication and know how to respond if necessary.

### 15. Pupil Refusal

15.1 If a pupil refuses a prescribed medicine the parent /carer must be informed immediately.

### 16. Parent / carer Responsibilities

16.1 Parents and carers are responsible for:

- Requesting and authorising staff to give prescription medicines and paracetamol for certain limited circumstances
- Providing all the current and up-to-date details about the pupil's medical condition, treatments, medicine regimes and allergies
- Providing medication in the proper manner i.e. in its original container, original printed and legible label detailing the pupil's name, name of medicine, strength, form, dosage, time and expiry date
- Providing the medicine in a form the pupil can take. It is not lawful to crush tablets or open capsules unless those instructions are printed on the pack/bottle or there is a letter of permission from the pupil's GP.
- Communicating with the school about any medical issues, changes to medicine regime.
- If a dosage is changed by a doctor, parents/ carers must provide a container dispensed from a Pharmacy or doctor with the correct dosage and the correct label, or a covering letter from the prescriber.
- Labels cannot be altered or changed in any way.

### 17. Establishments inspected by Ofsted – when on the school premises

17.1 Only prescribed medicines may be administered, with the exception of: Paracetamol which may be administered in the following limited circumstances:

- For headache, migraine, toothache, muscle pain or period pain

#### Antihistamine

- For occasional reactions to known allergies

- From the complete original packaging, supplied for that child by the parent
- With written parental permission
- At least 4 hours between doses
- No more than 3 doses over 24 hours. Size of dose depends on age of child – staff must follow the manufacturer's instructions given on the packet.
- Staff must check the records to make sure the dose has not already been given,
- Staff must ask pupils 'if they have already taken the dose, if they are allergic to anything, and if their doctor has prescribed them not to take any medicines'.

If medicines such as paracetamol or antihistamines are needed to be administered on a frequent basis (more than 3 times weekly??), we will require confirmation in writing from a medical professional.

## **18. Establishments inspected by Ofsted – Off site visits**

18.1 All pupils can be given their prescribed medicines and may be given non-prescribed medicines if:

- The parent gives the supply in the original container, named for the child with full written instructions (must comply with manufacturer's use instructions for age, dosage and frequency)
- With written instructions for staff to administer, or supervise pupil self-administration.
- Staff are satisfied there is a good reason to give the medicine.
- Administration of Medicines qualified staff must be responsible for all medicines during off site visits with the exception of inhalers which can be self-administered.
- Staff to complete the record of administration or self-administration in order to make sure the repeat dosage is not given and that the pupil's condition can be monitored.

## **19. Policy Review**

19.1 This policy must be reviewed by March 2023.