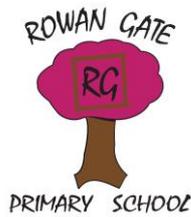


ROWAN GATE PRIMARY SCHOOL



ADMINISTRATION OF MEDICINES POLICY

POLICY REVIEW

This policy has been reviewed in line with the following: (Reviewer please tick box)

a) Ensuring the policy is up to date and meets mandatory requirements

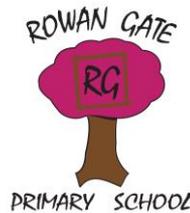
b) Ensuring the policy is fit for purpose and that practice adheres to the policy.

Reviewed in October 2020 by

Print NameMaxine Anthony-Hill.....

Policy will be reviewed again in October 2021

ROWAN GATE PRIMARY SCHOOL



ADMINISTRATION OF MEDICINES POLICY

This school policy reflects the consensus of opinion of the whole teaching and support staff and has the full agreement of the governing body.

This policy reflects the philosophy of the Equality Policy, the Mission Statement and the School Aims in relation to the whole curriculum.

The school is a no smoking site, including E cigarettes.

Within this school, it is an ever-present fact that medicine will be administered every day to some pupils. Therefore, these guidelines should create a safe procedure for dealing with this situation. Reference has been to the following:

DfEE Circular 14/96. Supporting pupils with medical needs in school.
Medicines in school – The Head's Legal Guide – Croner
DfEE and Department of Health Pack – Supporting pupils with medical needs.

1 The Legal Position

The Headteacher is legally responsible for the administration of medicines. This does not demand the Head to actually administer them, but that the Head must have made explicit decisions about who should, on the basis of clear criteria.

The Head is legally entitled to administer the giving of medicines in cases of

1. Chronic illness or long-term complaints
2. Children recovering from short-term illnesses that are well enough to return to school but receiving a course of antibiotics etc.

Each case should be considered on its merits. A Head must have regard to the best interests of the pupil and the implication for the school.

Certain circumstances require caution and, therefore, explicit guidelines are necessary to direct staff. Such circumstances include:

1. Where the medicines are dangerous or controlled
2. Where timing is vital and serious consequences could arise if the deadlines are missed.
3. Where some technical or medical knowledge or expertise is required
4. Where intimate contact is required, eg, gastrostomy, nasogastric tube.

Where agreeing or refusing to administer medicines at school, the Head's decision will be defensible if it is clear that he / she acted reasonably.

2. The Named Person

Under normal circumstances, designated Teaching Assistants and members of the Leadership team will be responsible, on the direction of the Head for:

1. Medication Consent Form (appendix 2) is completed for all medicines to be administered in school. The Record of Medicine Received (appendix 3) is completed on receipt of the medication.
2. Medication is kept in a safe, locked storage. On the Wellingborough site, the key being retained by the School Nurse or in the school office (in the absence of the nurse). On the Rushden site, the key being retained in a key safe near to the meds trolley.
3. Dispensing medicines only to the pupil for whom it is prescribed and in accordance with the direction of the prescriber.
4. Recording the administration of medicines (See Appendix 4a and 4b)
5. Medication Request Form (appendix 5) is sent home when there are a minimum of a week's doses of a child's meds remaining.
6. Disposal of medicines. Medicines should not be routinely destroyed in school, they should be returned to the pupil's home for return to the dispensing pharmacist, or by prior arrangement they may be sent to the community pharmacist for disposal. Medicines should only be disposed of in school when it would be impractical to do anything else (for example in the case of an open unused diazepam rectal tube.)

3. Staff training and support

In carrying out their role to support pupils with medical conditions, designated school Teaching Assistants and members of the Leadership team will receive appropriate training and support. Training needs will be identified during the development or review of individual healthcare plans. The relevant healthcare professional will lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. The school will ensure that training is sufficient to ensure that staff are competent and confident in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.

Staff will not give prescription medicines (unless for trips out of school) or undertake health care procedures without appropriate training. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

This policy will be publicised to all staff to raise awareness at the whole school level of their importance of supporting pupils with medical conditions, and to make all staff aware of their role in implementing this policy. Information on how this school staff supports children with health needs is included in our induction procedure for all new staff.

All prescription charts to be checked prior to giving medication and to be signed by the designated member of staff as soon as given. The names of trained staff and their signatures will be held in the front of the school Medication Folders.

4. The Role of Parents

Parents have to sign a consent form before any staff can administer medicines. The forms will be held:

1. In the General/Whole School Medication File or Daily/Short Term Medication File.
2. In alphabetical order and in class groups, for easy access in an emergency.

Parents will be asked to review this consent on a regular basis. Parents DO NOT have to update consent forms UNLESS the medicine or dose has changed.

Parents will be regularly reminded of their responsibility to:

1. Give clear written instructions regarding medicines
2. Send medicines, properly labelled with full directions and in the original labelled container.

When to send in medication

If medicines are prescribed for 3 times a day, they DO NOT need to be sent into school. They can be given at home – 1) breakfast, 2) after school/tea time, 3) bed time.

If required to be given before food – then the above will not apply and medicines SHOULD be sent into school.

5. Day to Day Administration

The school nurse will ensure that the designated person is trained in Medicines Competency, in order to administer medicines.

Another member of staff, who should also be trained in Medicines Competency and/or trained as a Second Signer, will observe the person giving medication and will support them in making the necessary checks (5 R's - right child, right medicine, right dose, right time, right route) including the expiry date. Both persons will complete and sign the pupil's Regular or Short Term Drugs Forms.

On school trips, a designated person should administer medicines, using a member of the class staff to observe and second sign.

7. Recording and Reporting

An Individual Medication Chart should be completed with the child's photograph and d.o.b. to provide identification to accompany the child's drugs' forms. Every child will have this chart, even if they are not currently taking any medicines, as this of course, could change, particularly in the case of antibiotics, pain relief or allergy medicines. (see appendix 1)

All medication will be listed against the name of each individual pupil, on the Regular or Short Term Drugs forms. (see appendix 4a and 4b)

No medicine may be given if there is not written consent or verbal consent directly with the school nurse or designated person. (see appendix 2)

If there is any doubt, the designated person must contact the parents / guardians or the named GP

Any medicine that is dispensed must be recorded against each pupil.

All telephone calls regarding medicines must be directed to the school nurse or designated person and not come through a second party.

7. Emergencies

In the event of an emergency, staff should err on the side of caution and summon an ambulance if they have any reason to believe this is necessary.

If the emergency demands giving rectal or Buccal Midazolam and there is no trained named designated person present, a decision should be made as to the severity of the situation. If not and the situation is judged to be critical, then the member of staff should proceed if they have expressed a willingness to do so and have been trained (all staff receive general epilepsy awareness training, including the use of emergency meds). The School Nurse will monitor the need for staff training and lead it.

8. Security

The medicines must be kept in the locked cupboard or fridge.

9. Change of Medication

Any change in a pupil's medication must be notified in writing. If a pupil brings different medicines to school, without written instructions, **it must not be administered without the designated person speaking directly to the parent/guardian or GP.**

If pupils are in respite care and medicines are being transported daily, staff should ensure that the bags are locked in the designated cupboard.

On no account should aspirin, or preparations containing aspirin, be given to pupils.

Some pupils may occasionally require medicines for pain or fever.

These can only be given if the parents have signed the appropriate consent form and the designated person is satisfied that it is safe and appropriate to do so (the designated person will contact parents to ensure that the child has not already been given pain relief in the past 4 hours.)

10. Parental wishes

In certain cases, parental wishes in the event of an emergency occurring have been put in writing. A copy is kept by the School Nurse, the Headteacher and in the pupil file.

11. Review

This policy was reviewed in October 2020 and will be reviewed again in October 2021

Rowan Gate Primary School Medication Request

Date.....

Child.....

Further supplies of the following medication are required at school.

There are _____mls/tablets/doses remaining on

Present supply will be out of date on _____

Yours Sincerely.....

Medically trained member of staff.

Rowan Gate Primary School

Name of pupil	
Name of medication	
Strength of medication	
Amount	
Signed by parent	
Signed as received	
Date	

Rowan Gate Primary School

Medication Consent Form

SECTION 1. This section to be completed by parent/guardian.

PARENT/GUARDIAN CONSENT

NAME OF CHILD

D.O.B.

I request and give permission for a trained member of Rowan Gate staff to administer to the above child the medication indicated below.

NAME OF PARENT (PLEASE PRINT).....

SIGNATURE..... **DATE**.....

SECTION 2. This section to be completed by the parent/guardian.

MEDICATION	STRENGTH	DOSE	ROUTE	TIME	REMARKS

Allergies:

SECTION 3. This section to be completed by the trained member of Rowan Gate staff.

DATE RECEIVED..... **SIGNATURE**.....

DATE DISCONTINUED..... **SIGNATURE**.....

DETAILS.....

