



# **ST PAUL'S SCHOOL**

## **THE ADMINISTRATION OF MEDICATION POLICY**

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## St Paul's School The Administration of Medication Policy

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Owner Name	Kerenza Palmer
Owner Job Title	Head of School

Version	Comments / Amendments	Name	Date
1	Original policy	Alison Watson	May 2018
2	Review	Kerenza Palmer	Sept 2021

## **Policy Statement**

When a child is unwell or has an infectious illness, we require that they are kept at home in line with the school's sickness policy. However, there are times when a child does not need to stay at home, but needs medication or medical care.

Parents/carers are requested to ask their doctor, wherever possible, to prescribe medication that can be taken outside of the schools hours. However, where necessary, we are prepared to take responsibility for administering prescribed medication or medical care in accordance with the guidelines laid down in this policy.

All staff who have received appropriate training are insured through St Paul's Community Development Trust's public liability insurance.

Should there be concerns related to administration of a medicine, we reserve the right to not administer it without further advice.

### **1. On admission to the school**

- 1.1 All parents/carers will be asked to complete an admissions pack, giving full details of medical conditions, regular and emergency contact numbers, name and number of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care. This information should be updated regularly as required.
- 1.2 Should we be asked to admit a child to the school with special medical needs we will, in partnership with the parents/carers, discuss the individual needs. We will also involve other professionals such as G.Ps, Social Workers and Family Support Workers.

### **2. Administration of prescribed medication**

- 2.1 No medication will be given without prior written consent and information on why the medication is needed, from parents/carers.
- 2.2 It is the responsibility of the parents/carers to provide a sufficient amount of medication and to ensure that it is in date.
- 2.3 Should a child need to receive medication during the school's day, it is the responsibility of parents/carers to personally hand over the medication directly to a member of staff. Parents/carers will be offered a copy of the medication policy.
- 2.4 The medication should be given in the original container as dispensed, clearly labelled with instructions for administration including:
  - Child's name
  - Name of medication
  - Strength of medication
  - How much to be given (dose)
  - When to be given
  - Date dispensed and expiry date (Where this is not stated, the expiry date should be 6 months after the date of dispense).
  - Length of treatment or stop date where appropriate

- Any other instructions

**N.B. A label 'To be taken as directed' does not provide sufficient information**

- 2.5 The medication consent form should be completed by the parent/carer. This will be kept in the medication folder and pupil files in the school office. This record:
- Child's name
  - Name, strength and quantity of medication
  - Dosage instructions
  - Parent/carer signature
- 2.6 The dose requested by parents/carers on the consent form must be consistent with the instructions on the prescribed label.
- 2.7 If a child has taken any medication prior to arriving at school or during the night, parents/carers must advise the school and record this on the record of administration form.
- 2.8 Liquid medication should be measured accurately using a medical spoon. Medication should not be added to food or drinks, unless prescribed to do so.
- 2.9 A second member of staff will always be present to check that prescription and parent/carer instructions are followed correctly.
- 2.10 Each dose will be recorded on the *Record of Administration form*, which will record:
- Child's name
  - Details of medication
  - Dose given (including any prior to arrival at school)
  - The date and time of administration
  - Names of staff administering medication
- 2.11 Should the medication need to be changed or if the dose changes, the school should be given a new supply of medication, correctly labelled with the new dose and a new consent form completed. The previous medication will be returned to the parent/carer.
- 2.12 Should the medication be discontinued before the completion of the course, it is required that the parent/carer notifies the school in writing.
- 2.13 Should the supply need to be replenishes, this should be done in person by the parent/carer, who should also ensure that the medication is in date.
- 2.14 Advice may be sought from other professionals.

**3. Restrictions on administration of prescribed medication**

- 3.1 Antibiotics will not be given during the first 24 hours of a course, in case of a reaction to the medication. The school will also not administer the first dose of any medication.
- 3.2 Paracetamol should not be given within the school more frequently than every 6 hours and a senior member of staff will only do this in an emergency. Should the child need more frequent doses then they will be considered to be unwell and should not be attending school. (6 hours is normal spacing for 4 doses over 24 hours).
- 3.3 Ibuprofen will not be given more frequent than every 6 hours under any circumstances.
- 3.4 Where a child requires paracetamol or ibuprofen continuously for more than three days, a letter will be required from the child's doctor.

- 3.5 Where a child has had a head injury, prescribed pain relief will not be administered, as this may mask signs that need to be monitored.
- 3.6 Advice may be sought from other professionals.

#### **4. Emergency Medication**

- 4.1 Parents/carers must provide any emergency with the pharmacy label attached to the medication.
- 4.2 It is parents/carers responsibility to ensure that emergency medication is in date and that there is sufficient amount in the school.
- 4.3 Emergency medication will be kept within the school, clearly labelled and always accessible, with a copy of the child's medical form.
- 4.4 Emergency medication will accompany the child on any off-site visits and will be kept by a member of staff who will administer it, should it be required.
- 4.5 Staff members, who agree to administering emergency medication, will have training from an appropriate health care professional, which is updated annually.
- 4.6 In the event of a child refusing to take emergency medication, we will follow our emergency procedure and always call an ambulance. Parents/carers will be informed as soon as possible and this will be recorded as an incident.
- 4.7 Should emergency medication be required or an ambulance called, an emergency report is completed and forwarded to the NURSE Educator Team.
- 4.8 Advice may be sought from other professionals.

#### **5. Refusing medication**

- 5.1 If a child refuses to take medication, staff will not force them to do so.
- 5.2 The refusal will be noted and parents/carers will be informed as soon as possible on the same day.
- 5.3 We will not restrain a child to administer medication, unless it is an emergency (auto injector).

#### **6. Applications or creams and lotions**

- 6.1 Non-prescribed creams and lotions may be applied at the discretion of the school, but only with written consent from parents/carers on the medication consent form.
- 6.2 Parents/carers are responsible for sending in creams, which will be labelled clearly for the individual child. Parents/carers are responsible for checking that creams and lotions are in date.
- 6.3 Where a child has eczema, the school will discuss the individual requirement with parents/carers and health professionals and a Care Plan will be written.
- 6.4 Steroid creams are usually to be applied twice daily only; we would expect these to be applied at home. Where steroid creams need to be applied more frequently, we would require a letter from your doctor.
- 6.5 The application of creams will be reassessed on a regular basis. Advice may be sought from other professionals if necessary.

## **7. Alternative medicine**

7.1 Alternative medication including homeopathic medication, will not be administered unless prescribed by or agreed in writing by a GP, consultant or qualified practitioner.

## **8. Storage and disposal of medication**

- 8.1 All medication, with the exception of emergency medication and those requiring refrigeration, will be kept in a secure medicine cabinet or stored as per pharmacy instructions.
- 8.2 Medication requiring refrigeration will be stored in the fridge inside a plastic closed container, clearly labelled "MEDICATION". It must be stored separately from food and must not be accessible by pupils.
- 8.3 Emergency medication will be stored in a plastic closed container, clearly labelled and must contain a copy of the pupils Management Plan.
- 8.4 Emergency medication will be accessible to staff at all times. All members of staff working at the school will be made aware of where emergency medication is stored.
- 8.5 A regular check will be made of the medication cabinet every 6-8 weeks. Parents/carers will be asked to collect any medication, which is no longer needed, is out of date, not clearly labelled or instructions have changed.
- 8.6 Any medication, which has not been collected by a parent/carer and is no longer required, should be disposed of safely by returning it to a pharmacy.
- 8.7 No medication is to be disposed of into the sewage system or into the refuse, as this is illegal under current waste disposal regulations.
- 8.8 Sharps disposal boxes should be provided on prescription and always be used for the disposal of needles or glass ampoules. Collection and disposal of the boxes should be arranged with the Local Authority Environmental Services.
- 8.9 The SENCO and Form Group Tutor are responsible for working in partnership with parents/carers to ensure that:
- The information on medication is accurate and up to date
  - There is sufficient medication available
  - That medication has not reached its expiry date
  - That equipment is clean and in working order
  - Ensuring that any medication no longer required is returned to the parent/carer for disposal.

## **10. Offsite activities/residential trips**

- 10.1 If pupils are involved in off-site activities e.g. trips, any medication that may be required, including all emergency medication, must be carried by the member of staff who is responsible for administering the medication.
- 10.2 The record and administration forms should also be taken to ensure that normal administration procedures are followed.