

RED ROSE SCHOOL

ADMINISTERING MEDICATION POLICY

Updated: January 2023

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Sec 8

Ch 2a

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○ **Statement of intent**

Red Rose School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

Mrs Gill Makinson

Head Teacher

January 2023

1. Legal framework

1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

1.2. This policy is implemented in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Record Management Policy
- Allergen and Anaphylaxis Policy
- Complaints Procedures Policy

2. Definitions

2.1. Red Rose School defines "medication" as any prescribed or over the counter medicine. 'Medication' will be used to describe all types of medicine.

2.2. The school defines "prescription medication" as any drug or device prescribed by a doctor.

2.3. The school defines a "staff member" as any member of staff employed at the school, including teachers.

2.4. The school defines a "controlled drug" as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

3. Key roles and responsibilities

3.1. The Head Teacher is responsible for:

- The implementation of this policy and procedures.
- Handling complaints regarding this policy, as outlined in the school's Complaints Procedures Policy.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who provide support to pupils with medical conditions have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order that the needs of pupils with medical conditions are properly supported.

- Managing any complaints or concerns of the support provided or administration of medicine using school's Complaints Procedures Policy.
- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication including another appropriately trained individual to take over the role of administering medication in the case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

3.2. All staff are responsible for:

- Adhering to this policy and ensuring pupils do so also.
- Carrying out their duties that arise from this policy fairly and consistently.

3.3. Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing a medication administration form prior to bringing any medication into school.
- Discussing medications with their child prior to requesting that a staff member administers the medication.

3.4. It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with the school nurse or other members of staff.

4. Training of staff

- 4.1. Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy..
- 4.2. The Head Teacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- 4.3. All appropriate staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff.
- 4.4. Staff will be advised not to take on the responsibility of administering medication until they have received appropriate training and can make an informed choice.

- 4.5. The school will ensure that staff members are informed that it is voluntary to administer medication to pupils, unless the supporting of pupils with medical conditions is central to their role within the school, e.g. the school nurse.
- 4.6. Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:
 - The timing of the medication's administration is crucial to the health of the child
 - Some technical or medical knowledge is required to administer the medication
 - Intimate contact with the pupil is necessary
- 4.7. Staff members will be made aware that if they administer medication to a pupil, they have a responsibility to do so correctly; hence, staff members will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

5. Receiving and storing medication

- 5.1. The parents of pupils who need medication administered at school will be sent a medication administration consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils under the age of 16.
- 5.2. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present.
- 5.3. Consent obtained from parents will be renewed annually.
- 5.4. The school will not, under any circumstances, administer aspirin unless there is evidence that it has been prescribed by a doctor.
- 5.5. The school will only allow prescribed medication, and only a maximum of four weeks' supply, to be stored in the school.
- 5.6. Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the sides of the bottle. This does not apply to insulin, which can be stored in an insulin pen.
- 5.7. The school will ensure that all medications, with the exception of those outlined in paragraph 5.9, are kept appropriately, according to the product instructions, and are securely stored in a place inaccessible to pupils, e.g. locked cupboards.
- 5.8. Medication will be stored according to the following stipulations:
 - In the original container alongside the instructions
 - Clearly labelled with the name of the pupil and the name and correct dosage of the drug

- Clearly labelled with the frequency of administration, any likely side effects and the expiry date
- Alongside the parental consent form

- 5.9. Medication that does not meet these criteria will not be administered.
- 5.10. Medication that may be required in emergency circumstances, e.g. asthma inhalers and EpiPens, will not be kept in locked cupboards. Such medication will be stored in such a way that they are readily accessible to pupils who may need them and can self-administer, and staff members who will need to administer them in emergency situations.
- 5.11. The school may allow pupils who are capable of carrying their own inhalers to do so, provided parental consent has been obtained.
- 5.12. The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced.
- 5.13. The school will not store surplus or out-of-date medication, and parents will be asked to collect such medication to take back to the chemist or approve the school to appropriately dispose of the medication.
- 5.14. The school will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.
- 5.15. In the case of needles and sharp objects these will always be disposed of in a safe manner, e.g. the use of 'sharp boxes'.

6. Administering medication

- 6.1. Medication will only be administered at school if it would be detrimental to the pupil not to do so.
- 6.2. Staff will check the expiry date of each medication being administered to the pupil each time it is administered.
- 6.3. Prior to administering medication, staff members will check the maximum dosage and when the previous dose was taken.
- 6.4. Only suitably qualified members of staff will administer a controlled drug.
- 6.5. A second member of staff will be present to verify the administration of the medication when a staff member is responsible for administering a prescribed medication.
- 6.6. Medication will be administered in a private and comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be **the office**.
- 6.7. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
 - Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment after use if necessary
 - Available PPE for use where necessary
- 6.8. Before administering medication, the responsible member of staff should check:
- The pupil's identity.
 - That the school possesses written consent from a parent.
 - That the medication name and strength and dose instructions match the details on the consent form.
 - That the name on the medication label is the name of the pupil who is being given the medication.
 - That the medication to be given is within its expiry date.
 - That the child has not already been given the medication within the accepted timeframe.
- 6.9. If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.
- 6.10. If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.
- 6.11. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member, provided that parental consent for this has been obtained.
- 6.12. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their Care Plans, and parents will be informed so that alternative options can be considered.
- 6.13. The school will not be held responsible for any side effects that occur when medication is taken correctly.
- 6.14. Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible.

7. Out of school activities and trips

- 7.1. In the event of a school trip or activity which involves leaving the school premises, medication and devices such as insulin pens and asthma inhalers, will be readily available to staff and pupils.

- 7.2. If possible and appropriate, pupils will carry certain medications themselves, e.g. asthma inhalers.
- 7.3. If the medication is not one that should be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they need assistance with taking the medication, the medication will be carried by a designated staff member for the duration of the trip or activity.
- 7.4. There will be at least one staff member who is trained to administer medication on every out-of-school trip or activity which pupils with medical conditions will attend.
- 7.5. Staff members will ensure that they are aware of any pupil who will need medication administered during the trip or activity and will make certain that they are aware of the correct timings that medication will need to be administered.
- 7.6. If the out-of-school trip or activity will be over an extended period of time, e.g. an overnight stay, the school will ensure that there is a record of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record should be kept by a designated trained staff member who is present on the trip and can manage the administering of medication.
- 7.7. All staff members, volunteers and other adults present on out-of-school trips or activities will be made aware what should be done in the case of a medical emergency with regard to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

8. Health Care plans

- 8.1. For chronic or long-term conditions and disabilities, an HCP will be developed in liaison with the pupil, their parents, the Head Teacher and any relevant medical professionals.
- 8.2. When deciding what information should be recorded on an HCP (see [appendix B](#)), the First Aid lead along with the headteacher will consider the following:
 - The medical condition, as well as its triggers, signs, symptoms and treatments
 - The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, equipment and dietary requirements
 - The specific support needed for the pupil's educational, social and emotional needs
 - The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
 - The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
 - Which staff members need to be aware of the pupil's condition
 - Arrangements for receiving parental consent to administer medication

- Separate arrangements which may be required for out-of-school trips and external activities
 - Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
 - What to do in an emergency, including whom to contact and contingency arrangements
 - What is defined as an emergency, including the signs and symptoms that staff members should look out for
- 8.3. The Headteacher will ensure that HCPs are reviewed at least annually. HCPs will be routinely monitored throughout the year.

9. Adrenaline auto-injectors (AAIs)

- 9.1. The school has a spare AAIs that can be used in the case of a medical emergency for a pupil who is at risk of anaphylaxis, but whose devices are not available or not working.
- 9.2. The school will be aware of how to submit a request to the pharmaceutical supplier to purchase these AAIs and the need to include in the request
- The name of the school.
 - The purposes for which the product is required.
 - The total quantity required.
- 9.3. Where possible, the school will hold the brand of AAI that is provided by the parent for a specific pupil
- 9.4. If the school purchases AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, the school will adhere to the correct dosage requirements. These are as follows:
- For pupils aged 6-12: 0.3 milligrams of adrenaline
 - For pupil aged 12+: 0.3 or 0.5 milligrams of adrenaline
- 9.5. The school will arrange specialist training for staff where a pupil in the school has been diagnosed as being at risk of anaphylaxis.
- 9.6. Designated staff members who are suitably trained and confident in their ability to do so will be appointed as the administrators of AAIs.
- 9.7. As part of their First Aid training, all staff members will be made aware of:
- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
 - Where to find AAIs in the case of an emergency.
 - The correct dosage amounts in correlation with the age of the pupil.

- How to recognise when emergency action is necessary.
 - Who the designated staff members who will administer AAI's are.
 - How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
 - How to make appropriate records of allergic reactions.
- 9.8. The school will ensure that risk assessments regarding the use and storage of AAI's on the premises are conducted and up-to-date, as well as information pertaining to minimising the risk of anaphylaxis in the school, e.g. with regard to food preparation.
- 9.9. There will be a sufficient number of staff who are trained, and consent, to administer AAI's on site at all times.
- 9.10. Spare AAI's are located in the First Aid storage in the office.
- 9.11. Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of the spare AAI's in emergency situations.
- 9.12. The spare AAI's will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent.
- 9.13. Where consent and authorisation has been obtained, this will be recorded in their HCP.
- 9.14. The school will maintain a list of pupils to whom spare AAI's can be administered. This includes the following:
- Name of pupil
 - Class
 - Known allergens
 - Risk factors for anaphylaxis
 - Whether medical authorisation has been received
 - Whether written parental consent has been received
 - Dosage requirements

10. Medical emergencies

- 10.1. The school will ensure that the Medical Emergency Risk Assessment is kept up-to-date.
- 10.2. Medical emergencies will be handled in line with the First Aid Policy.
- 10.3. The school will ensure that emergency medication is always readily accessible and never locked away, whilst remaining secure and out of reach of other pupils.
- 10.4. The Head Teacher will ensure that there is a sufficient number of staff who have been trained in administering emergency medication by an appropriate healthcare professional.

- 10.5. For all emergency and life-saving medication that is to be kept in the possession of a pupil, e.g. EpiPens or prescribed AAls, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times, and a spare copy of these instructions will be kept by the school in the school office.

11. Monitoring and review

- 11.1. This policy will be reviewed every two years by the Proprietor and the Head Teacher.
- 11.2. Records of medication which have been administered on school grounds will be monitored and the information will be used to improve school procedures.
- 11.3. Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- 11.4. Red Rose School will seek advice from any relevant healthcare professionals as deemed necessary.

• **Parental Agreement Form**

Red Rose School Medication Administration Form

The school will not give your child medicine unless you complete and sign this form.

Name of child:		
Date of birth:		
Group/class/form:		
Medical condition/illness:		
Medicine/s:		
Name/type of medication as described on the container:		
Date dispensed:	Expiry date:	
Agreed review date:		
Review to be initiated by:		
Dosage, method and timing:		
Special precautions:		
Are there any side effects that the school needs to know about?		
Self-administration: Yes/No (delete as appropriate)		

- **Health Care Plan Template**

Red Rose School Health Care Plan	
Pupil's name:	
Address:	
Date of birth:	
Class teacher:	
Details of medical condition:	
Date plan drawn up: <u> </u> / <u> </u> / <u> </u> Review Date: <u> </u> / <u> </u> / <u> </u>	
Contact information	
Family Contact 1:	Name: Relationship to pupil: Address: Phone number: (work): (home): (mobile):
Family Contact 2:	Name: Relationship to pupil: Address: Phone number: (work): (home): (mobile):
GP:	Name:

	Address: Phone number:
Clinic/hospital contact:	Name: Phone number:

Plan details

Describe the medical condition and give details of the pupil's individual symptoms:

Describe daily care requirements, e.g. before sport or at lunchtime:

Describe what constitutes an emergency for the pupil, and the action to be taken if an emergency occurs:

Follow up care:

Who is responsible in an emergency (state if different for off-site activities):

Signed	Date
Parent:	

Pupil (where appropriate):	
Head Teacher:	
GP:	