

# Managing Medicines



## Dane Royd Junior & Infant School

'I want to smile every time I come here,' sums up what pupils think of this outstanding school.  
OfSTED Report



**Lead Personnel:** Health & Safety Team

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# Policy for Administration of Medication in Schools and Early Years Settings

## **Prescribed Medication:**

- Medicines are only brought to school when essential; that is where it would be detrimental to a child's health.
- The school will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions (secondary dispensed). Alteration to the label is not acceptable. Any alteration to dosage must be accompanied by written instructions provided by the prescriber.
- Medicines can only be accepted in school where it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist and includes the prescriber's instructions for administration.
- Where the possible side effects of medicines have been communicated by the prescriber or pharmacist to a member of staff they ensure that this information is shared with all staff and recorded in the child or young person's file and individual health care plan. If a member of staff notices side effects they must report this to the Headteacher who will notify the prescriber and ask for advice. Information regarding side effects can also be obtained from the Patient Information Leaflet, which must be supplied with every medicine.
- Crushing of tablets (or opening of capsules unless specified) is not advocated, as it is an unlicensed use of the medication. If the patient is unable to take oral medication in the solid dosage form it is referred back to the prescriber/pharmacist for amendment to a suitable liquid/soluble preparation.
- Medicines are not forcibly given. This includes the crushing of tablets etc. into food or drinks in order to deceive. Where children and young people refuse to take medication that is essential to their health, a multi-disciplinary meeting is held which includes the children and young person (where appropriate), the GP, parents/persons with parental responsibility and representative (if applicable) to decide how to proceed. Any decision reached after assessing the care needs of the individual and the decision recorded in the individual health care plan. A written procedure is developed that is specific to the child or young person.

## **Non-Prescribed Medication:**

- Staff **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. The Headteacher approves the administration of the medicine.
- Criteria in the National Standards for under 8s day care providers, make it clear that non-prescription medicines are not normally be administered. Where a non-prescribed medicine is administered to a child it is recorded on a form such appendix form 5
- **A child under 16 are never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

## **No child under 16 is given medicine without their parent's written consent.**

- Any member of staff giving medicines always check:
  - Child's name
  - Prescribed dose
  - Expiry date
  - Written instructions provided by the prescriber on the label or container.
- Early years settings keep written records each time medicines are given. Staff complete and sign a record each time they give medicine to a child.

## **Staff administering medication**

The administering of medicines is a voluntary role, however school ensures they have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties.

## **Educational Visits**

The school has put in place procedures for managing prescription medicines on visits and outings.

## **Record Keeping**

Written details from the parent/carer are kept in the child's school record. Parents complete the parental Agreement form on entry to the school.

The school uses record keeping forms provided in Appendix Form 3. These records offer protection to staff and provide proof that agreed procedures have been followed, as well as ensuring that a child is not given extra doses of medicine by mistake. The following details are always checked:

- Child's name
- Name of medication
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school.

## **Safe Storage and Disposal of Medicines**

As the school agrees to administer medicines the Headteacher ensures that the risks to the health of others are properly controlled.

## **Emergency Procedures**

As part of the general risk management processes the school have arrangements in place for dealing with emergency situations. This is part of the school's First Aid provision within the Health & Safety Policy.

## **Risk Assessment and Management Procedures**

The school ensures that risks to the health of others are properly controlled. This involves undertaking individual risk assessments for pupils with long term medical needs. The school is aware of the health and safety issues of dangerous substances and infection.

## **Parental Responsibilities**

Parents have a prime responsibility for their child's health and provide school with information about their child's medical condition. Parents are responsible for making sure their child is well enough to attend school. Where a child is acutely unwell it is advised that the child be kept at home by the parent/carer.

The school does not give medicines unless a parent has completed and signed the written letter of agreement Appendix Form 2.

## **Staff Training**

- The Headteacher will seek the advice of health care professionals on the type of training required for each authorised member of staff and what types of medication that training covers.
- Training for members of staff undertaking the administration of medicine is essential and advice and information from health colleagues is sought.
- Training: is given by the Health Care professional authorised to assess the competence of the person being trained. This is documented and kept within the Health & Safety Policy.
- Information/Instruction. Information is needed to carry out basic personal care and hygiene procedures.

## **Health Care Plans**

- All children who have a medical condition have an Individual Health Care Plan available to relevant staff as and whenever necessary. This is in consultation with the school nursing service, parents and school staff.

## **Home to School Transport**

It is the duty of the parent to liaise with drivers and escorts providing home to school transport.

### **Key Issues**

1. The Headteacher has a duty to arrange for all appropriate staff in the school to be briefed about all medical conditions within school and about the contents of this document.
2. The school safely stores any necessary medication prescribed by a medical practitioner and attaches appropriate instructions/directions
3. The school stores any necessary equipment required to carry out procedure
4. The school keep written records of medicines given to pupils. Appendix Form 5.

## **ANNEX:**

### **A. Insurer's schedule of activities covered**

#### **B. Forms**

- Form 1:** Contacting Emergency Services
- Form 2:** Parental agreement for school/setting to administer medicine
- Form 3:** Record of medicine administered to an individual child
- Form 4:** Record of medicines administered to all children
- Form 5:** Request for pupil to carry his/her medication

#### **C. Flow-chart for decision-making**

##### **A. Insurer's schedule of activities covered (next page)**

**PLEASE NOTE THAT WHILST THE ACTIVITIES BELOW FALL WITHIN THE SCOPE OF CURRENT INSURANCE COVER THIS ONLY APPLIES WHEN THE PROCEDURE IS ALSO SUPPORTED BY WMDC POLICIES & PROCEDURES.**

<b>Activity/Treatment</b>	<b>Cover Available</b>
Acupuncture	No
Anal plugs	No
Apnea monitoring	Yes – in respect of monitoring via a machine following written guidelines. There is no cover available in respect of visual monitoring
Bathing	Yes – following training and in accordance with written guidelines
Blood samples	Yes – but only by Glucometer following written guidelines
Buccal medazolam	Yes – following written guidelines
Bladder wash out	No
Catheters	Yes – following written guidelines for the changing of bags and the cleaning of tubes. There is no cover available for the insertion of tubes
Colostomy/Stoma care	Yes – following written guidelines in respect of both cleaning and changing of bags
Chest drainage exercise	Yes – following written health care plan provided under the direction of a medical practitioner
Dressings	Yes – following written health care plan for both application and replacement of dressings
Defibrillators/First Aid only	Yes – following written instructions and appropriate documented training
Denture cleansing	Yes – following appropriate training
Ear syringe	No
Ear/Nose drops	Yes following written guidelines
Enema suppositories	No
Eye care	Yes – following written guidelines for persons unable to close eyes
First Aid	Yes – Should be qualified first aiders and applies during the course of the business for the benefit of employees and others
Gastronomy tube – Peg feeding	Yes – cover available in respect of feeding and cleaning following written guidelines but no cover available for tube insertion
Hearing aids	Yes – for assistance in fitting/replacement of hearing aids following written guidelines
Inhalers, and nebulisers	Yes – for both mechanical and held following written guidelines
Injections	Yes but only for the administering of a pre packaged dose on a regular basis pre prescribed by a medical practitioner and written guidelines
Medipens	Yes – following written guidelines with a preassembled epipen
Mouth toilet	Yes
Naso-gastric tube feeding	Yes following written guidelines but cover is only available for feeding and cleaning of the tube. There is no cover available for tube insertion or reinsertion which should be carried out by a medical practitioner.
Occupational therapy	No
Oral medication	Yes - subject to being pre-prescribed by a medical practitioner and written guidelines. Where this involves children, wherever possible Parents/Guardians should provide the medication prior to the child leaving home. A written consent form will be required from Parent/Guardian and this should be in accordance with LEA procedure on medicines in schools etc Similar consideration should be given when asked to administer “over the counter” medicines.
Oxygen – administration of	Yes – but only in respect of assisting user following written guidelines, i.e. applying a mask
Pessaries	No
Reiki	Yes
Physiotherapy	No
Pressure bandages	Yes – following written guidelines
Rectal medazolam in prepackaged dose	Yes – following written guidelines and 2 members of staff must be present

Rectal diazepam in prepackaged dose	Yes – following written guidelines and 2 members of staff must be present
Rectal Paraldehyde	No
Splints	Yes – as directed by a medical practitioner
Suction machine	No
Syringe drivers- programming	No
Suppositories	No other than rectal diazepam and medazalam.
Swabs - External	Yes – following written guidelines
Swabs - Internal	No – other than oral following written guidelines
Toe nail cutting	Yes – following written guidelines
Tracheostomy	No – Cover is only available for cleaning around the edges of the tube only following written guidelines
Ventilators	Yes – following written guidelines

## **B. Forms**

### **FORM 1**

#### **Contacting Emergency Services**

##### **Request for an Ambulance**

**Dial 9 for an outside line, then dial 999, ask for ambulance and be ready with the following information**

1. Your telephone number  
01924 242917
2. Give your location as follows  
Dane Royd Junior & Infant School  
Stoney Lane  
Hall Green  
Wakefield
3. State that the postcode is  
WF4 3LZ
4. Give exact location in the school/setting
5. Give your name
6. Give name of child and a brief description of child's symptoms  
*Give details of any medicines given or prescribed*
7. Inform Ambulance Control of the best entrance to use and state who the crew will be met by

**Speak clearly and slowly and be ready to repeat information if asked**

**FORM 2**  
**Parental agreement for school/setting to administer medicine**

*The school will not give your child medicine unless you have completed and signed this form attached to letter, and the school or setting has a policy that the staff can administer medicine. This letter is given to parents/carers on as part of the admission to school procedure.*

Dear Parent

Wakefield Authority has impressed upon us their guidelines for administering medicines to children in school. These are as below:

- Only **prescribed** medicines may be administered in school. These should be taken to the school office with the Child's name and the dosage clearly marked on the medication.
- Asthma sufferers must be able to administer their own inhalers and clear instructions for usage must be given to school and in particular the class teacher.
- We must have written consent from parents before we can administer any medicines or inhalers.

The Dental Health Unit have expressed to staff the urgency of replanting teeth and of taking children to a dentist if a permanent tooth is lost through accident. In order for this action to take place we must have your permission and the name of your dentist.

Consequently could you please complete the attached slip and return it to school as soon as possible.

If there are any problems or concerns regarding this letter please do not hesitate to contact school.

Yours sincerely

C Kelly  
Headteacher

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I do/do not give my consent to the Staff of Dane Royd J & I School to administer any prescribed medicine, or inhaler and non-prescribed medicine when necessary, excluding aspirin and ibuprofen, that my child requires to be given during school hours.

I do/do not give permission for the Staff of Dane Royd J & I School to take the necessary action in case of my child losing a tooth through an accident at school.

Child's name \_\_\_\_\_

Name of Dentist \_\_\_\_\_

Parent's name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact Telephone No \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_





**FORM 5**

*Dane Royd Junior & Infant School*

***Request for pupil to carry his/her medication***

***This form must be completed by parent/guardian***

**Pupil's Name** \_\_\_\_\_ **Class** \_\_\_\_\_

**Address** \_\_\_\_\_

*Condition or illness* \_\_\_\_\_

*Name of Medicine* \_\_\_\_\_

*Procedures to be taken in an Emergency* \_\_\_\_\_

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**Contact Information**

*Name* \_\_\_\_\_

*Daytime Telephone No* \_\_\_\_\_

*Relationship to child* \_\_\_\_\_

*I would like my son/daughter to keep his/her medication on him/her for use as necessary.*

*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_

*Relationship to child* \_\_\_\_\_

**ADMINISTRATION OF MEDICINES REQUIRED BY PUPILS ATTENDING DAY SCHOOL PROCESS FLOW CHART**

