

**ADMINISTRATION OF MEDICINES IN SCHOOL POLICY**  
**Kingsley Primary**  
**September 2019**

**Context**

- 1.1 Kingsley Community School facilitates regular school attendance wherever possible in order to minimise disruption to the education of pupils with medical needs.
- 1.2 Individual Health Care Plans (IHCP) for pupils with significant medical needs are drawn up in partnership with health care professionals and parents. They include details for formal systems and procedures; any precautions, side effects etc. The health care practitioner identifies the need for an IHCP.
- 1.3 The Headteacher accepts, in principle, responsibility for:
  - the administration of prescribed medication by school staff
  - the supervision of pupils taking prescribed medication
  - the administration of non-prescription medication e.g. painkillers.
- 1.4 Kingsley Community School is to designate members of the support staff to administer medication. This role is to be stated in their job descriptions.
- 1.5 The list of designated staff is to be displayed e.g. alongside medicine storage.
- 1.6 First Aid staff in school must be made aware of pupils taking medication in school on IHCP.
- 1.7 Where pupils are taking part in off site school activities the same procedures for the Administration of Medication in school must be followed.

**Receiving Medication in School**

- 2.1 All medication must be in the original container and prescription only.
- 2.2 All medication **MUST** be clearly labelled displaying the pharmacy label with:
  - the child's name
  - the name and strength of the medication
  - the dosage and when the medication should be given
  - the expiry date of the medication
- 2.3 All medication must be accompanied by a written confirmation by a health practitioner (e.g. GP, clinical nurse specialist, nurse practitioner) and from the parents/carers including the time and dose to be given in school, (recorded on form 3A by the office).
- 2.4 If two medications are required, these should be in separate, clearly and appropriately labelled containers.

- 2.5 On arrival at school, all medication is to be handed to the school office, not the class teacher, by the parent/carer, unless there is prior agreement with school, and for the pupil to store the medication in class (e.g. asthma inhalers) or medical room as appropriate (eg Ritalin, refrigerated medication, paracetamol etc) and details entered in the medication record.

### **Storage of Medication in School**

- 2.6 Medication and inhalers to be stored and administered in school must be given by the parent/carer on written completion of the parental agreement for school/setting to administer medicine form (Form 3A). Which then has to be handed to the school office and then class teacher.
- 2.7 Any medicines kept in school should be labelled with the name of the pupil.
- 2.8 Children who require an inhaler should have a sticky label with their name on attached to the inhaler. Children should know where inhalers are kept and they must be readily available and not locked away. Each class should have a list of children with inhalers and kept alongside the inhalers.
- 2.9 Other medication must be stored in a locked wall mounted cabinet in the first aid room with the key stored in an accessible but restricted place known to the designated members of staff.
- 2.10 If fridge storage is required this is to be found in the staffroom within the breakfast club fridge.
- 2.11 Once removed from the cabinet, medication should be administered immediately and never left unattended.
- 2.12 Medicines must be carried by the designated first aider during all off site visits.
- 2.13 If medication has to be sent home for administration, parents/carers will collect the medicine at the end of the school day from the designated first aider and then returned the following school day.

### **Documentation**

- 2.14 VERBAL MESSAGES ARE NOT ACCEPTABLE and written request must be given (form 3A).
- 2.15 For each pupil receiving medication the school will keep (at school) the following documentation.
- written request for school or child to administer medication (form 3A)
  - child record of medication administered. This must be a bound book stored in the first aid room.
  - parental consent for school trips.

- 2.16 In addition, pupils with complex medical needs will have an Individual Health Care Plan (IHCP), located in a green file in the medical room, and their own record book.

### **Administration of Medication**

Staff who administer medication or health care:

- 2.17 Should receive training and advice from the appropriate health practitioner.
- 2.18 Training will be updated appropriately.
- 2.19 Designated staff are responsible for notifying the school when their training requires updating and for ensuring this is arranged.
- 2.20 Designated staff involved in specific complex procedures eg medication via gastrostomy tube, oxygen therapy, will receive a certificate following training, accrediting their ability to perform the procedure.
- 2.21 Medicine should be administered in an appropriate / confidential room.
- 2.22 Before medication is administered, the child's identity must be established by checking with a member of staff or parent (if present).
- 2.23 Designated staff will follow directions for administration provided in writing by the health practitioner.
- 2.24 Designated staff will record details of each administration as outlined below.
- 2.25 A child should never be forced to accept medication. The school should inform parents immediately if a child refuses medication as prescribed and keep a record in the bound book.

### **Self Administration of Medication**

- 2.26 Parents must complete a written request form for a child to self-administer medication. (Examples would include insulin and or asthma medication. This is not an exhaustive list). This would only be allowed if a child has been trained and is competent to administer their own medication and recorded on an IHCP.

### **Asthma**

- 2.27 Children with asthma must have immediate access to their reliever inhalers when they need them. They should be available during PE lesson, school activities and trips. The inhaler is to be provided by the parents for use in school and should remain in school. These must be clearly labelled with the pupils name and stored safely in the classroom. A health plan, if needed should identify the severity of a pupil's asthma, identifying any triggers i.e. exercise or cold air. Children are expected to use their

inhalers on their own, except for Reception and Year 1 children who are assisted by TAs.

## **Record Keeping**

2.28 A system of record keeping will include:

- List of designated staff in the first aid room
- Record of all training undertaken by designated staff
- Individual Health Care Plans (IHCP)
- Records of parental consent and health practitioner instructions including those for self administration consent should be reviewed and confirmed annually in addition to ongoing updating
- Record of administration of medication including amount administered is to be kept in a bound book

2.29 A parent request form should be completed each time there is a request for medication to be administered or there are changes to medication/ administration instructions.

2.30 The request form must include:

- Photograph (only IHCP)
- Child's name, class, date of birth
- Medical condition or illness
- Name of medication, timing of administration and dosage of medication (CONFIRMED IN WRITING BY A HEALTH PRACTITIONER) on original medicine bottle or box
- Emergency contact names and telephone numbers
- Procedures to take in an emergency

2.31 Reasons for not administering regular medication must be recorded and parents informed immediately / within the timescale agreed on the parental consent form.

2.32 The school must keep records of administration of medication in a bound book. This bound book must be kept in the first aid room.

2.33 A photograph of each child on an IHCP or with significant medical need is displayed on the staff room medical board along with other useful information.

## **Emergency Medication**

2.34 Emergency medication as identified in the IHCP is subject to the same request and recording systems as non-emergency medication, with additional signed parental consent and in accordance with the IHCP. Designated staff must refer to the IHCP.

2.35 This type of medication will be readily available.

- 2.36 Consent and IHCP to be kept with the medication.
- 2.37 The IHCP must be checked and reviewed regularly.
- 2.38 All parent's responsible to notify school immediately of any changes in medication/ administration or the health of the child (including IHCP).
- 2.39 Procedures in the IHCP should identify:
- Young person information
  - Contact arrangements for parents
  - Key worker details
  - Emergency procedures to follow
  - Recording system in school

Policy review date 2021 unless LA guidance supercedes.