

Administration of Medicines and Medical Management Policy



Reviewed: October 2024

Reviewed by: Medical Lead

K. A. Stanick

Approved by: Head Teacher

Review frequency: Annually

Castle Hill Primary School has developed clear guidelines and protocols that are understood and accepted by all staff, parents/guardians and students.

Section 100 of the Children and Families Act 2014 places a duty on 'governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions'. The governing body will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' December 2015'. Medicines will be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

This policy includes:

Procedures for managing prescription medicines which need to be taken in the school day

- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Assisting pupils with long term medical needs
- Staff training

- Record keeping
- Safe storage of medicines
- The school's emergency procedures

Pupils with Medical Needs

The school will follow Government guidelines and develop a Health Care Plan (IHCP) for pupils who:

- Have long term, complex or fluctuating conditions
- Require medication in emergency situations

Parents/guardians should provide the school with sufficient information about their medical condition and treatment or special care needed at school through the school office. Arrangements can then be made, between the parents/guardians, school Medical Lead and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. Healthcare plans will be reviewed by the school annually or earlier, if there is a change in a pupil's medical condition.

All Prescribed and Non-Prescribed Medication

On no account should a pupil come to school with medicine if he/she is not feeling well enough to attend. Parents may call into the school and administer medicine to their child. If a pupil refuses their medication, they should not be forced, the school will contact the parent/guardian and if necessary the emergency services. Pupils should not bring any medication to school for self-administration. The school will keep a small stock of paracetamol and antihistamine, for administration with parental consent gained, at the time of administering for symptoms that arise during the school day. All other medication must be supplied by the parent/guardian in the original pharmacist's container clearly labelled with the prescription and include details of possible side effects e.g. manufacturer's instructions and/or patient information leaflet (PIL). Medicines must be delivered to the School Office and handed to a member of the office staff with the

appropriate consent form (Template A) completed. The school will inform the parent/guardian of the time and dose of any medication administered. We will require a form to be completed per medication (even if it's a duplicated item as they may have different expiry dates). All forms will be checked by the office to ensure that the information you have provided matches the box and the dispensing pharmacy label.

It is the responsibility of staff administering medication to ensure instructions on the dispensers' label are followed. The person administering medication must be witnessed by another members of staff and the consent form (Template A) signed by administer and witness.

Repeat prescription medication will require Template A to be completed each and every time repeated medications are renewed and bought into school.

Confidentiality

As required by the General Data Protection Act 2018, school staff should treat medical information confidentially. Staff will consult with the parent, or the pupil if appropriate, as to who else should have access to records and other information about the pupil's medical needs and this should be recorded on the Individual Health Care Plan. It is expected that staff with contact to a pupil with medical needs will as a minimum be informed of the pupil's condition and know how to respond in a medical emergency.

Consent to administer medication

Parental/guardian consent to administer medication will be required as follows:

Short term ad-hoc non-prescribed medication - The school will request parent/guardian consent to administer ad-hoc non-prescription by completing Template A or by contacting the parent/guardian to gain consent at the time of

administration. If the school is not informed of any changes by the parent/guardian it will be assumed that consent remains current.

Prescribed and non-prescribed medication - each request to administer medication must be accompanied by an 'agreement for School to administer medication' form (Template A)

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Administration will be recorded and the parent/guardian informed. Parents/guardians are expected to remove any remaining medicine from school once the prescribed course has been completed or expired.

Non-prescription Medicines

Under exceptional circumstances where it is deemed that their administration is required to allow the pupil to remain in school the school will administer non-prescription medicines. The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills or tinctures or nutrition supplements unless prescribed or recommended by a Doctor and detailed on an IHCP. As recommended by the Government in 'Supporting Pupils at School with Medical Conditions December 2015' the school will also not administer aspirin unless prescribed. The storage, administration and disposal for non-prescription medication will be treated as prescription medicines. If the relevant symptoms develop during the school day as detailed under the paragraph below 'short term ad-hoc non-prescribed medication' the school will administer the following non-prescription medications:

- Paracetamol (Liquid)
- Antihistamine (Liquid)

All other non-prescription medications will only be administered by staff, providing:

- The parent/guardian confirms daily the time the medication was last administered and this is recorded on Template A
- medication is licensed as suitable for the pupil's age; medication is suitable for the pupil i.e. if a pupil is asthmatic the medication is suitable for that condition;
- administration is required more than 3 to 4 times per day;
- medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or (PIL);
- and accompanied by parental/guardian consent (Template A) and confirmation the medication has been administered previously without adverse effect.

The school will NOT administer non-prescription medication:

- As a preventative, i.e. in case the pupil develops symptoms during the school day;
- if the pupil is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time;

Any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a doctor's note. In the absence of a doctor's note and if following the administration of a non-prescription medication symptoms have not begun to lessen in the 48 hours, the school will advise the parent to contact their doctor. If symptoms have begun to alleviate, the medication can continue to be administered at home or out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional, the school will continue to administer medication at their own discretion.

A request to administer the same or a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/guardians will be advised to contact their Doctor.

Medication that is sucked i.e. coughs sweets or lozenges, will not be administered by the school. If parents/guardians have forgotten to administer non-prescription medication that is required before school – requests to administer will be at the discretion of the school and considered on an individual basis.

Short term ad-hoc non-prescribed medication

A small stock of paracetamol (liquid e.g. Calpol) and antihistamine (liquid e.g. Piriton) will be kept by the school for administration if symptoms develop during the school day. ONLY the following will be administered following the necessary procedures:

- Standard paracetamol will be administered in liquid form for the relief of pain i.e. headache.
- For mild allergic reaction – antihistamine (see Anaphylaxis)
- Travel sickness Medication will be administered if required before educational visits and must be age appropriate and supplied by the parent/guardian in its original packaging with the PIL if available. Written parental consent will be obtained.

Only 1 dose of any of the above medications suitable to age of the pupil will be administered during the school day.

Pain relief protocol for the administration of paracetamol (liquid)

If a request for non-prescribed pain relief is made by a pupil or carer/staff (advocate for a non-verbal/non-communicating pupil) then: The school will contact the parent/guardian and confirm that a dose of pain relief (paracetamol) was NOT

administered before school. If a dose of pain relief has not been administered in the past 4 hours the school will with parental consent administer 1 dose. If the school cannot contact the parent/guardian and therefore cannot confirm if pain relief was administered before school then the school will refuse to administer pain relief.

If a dose of pain relief has been administered before school:

PARACETAMOL - The school will not administer paracetamol until 4 hours have elapsed since the last dose (assume 8am) no more than 4 doses can be administered in 24 hours.

Asthma

The school recognises that pupils with asthma need access to relief medication at all times. The school will manage asthma in school as advised by Asthma specialists. Pupils with asthma will be required to have an emergency inhaler and a spacer (if prescribed) in school. The school may ask the pupils parent or guardian to provide a second inhaler. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept. The school will develop an IHCP for all pupil's with asthma. In accordance with amendments made to the Human Medicines Regulations 2012 from October 2014 a sufficient number of salbutamol inhaler(s) spacer(s) will be held by the school to cover emergency use. The school inhaler will only be used in an emergency and will always be used with a spacer irrespective of the pupil's age or ability to use the inhaler alone as advised by Asthma specialists. The spacer is single use only and will give to the pupil to take home. The emergency inhaler can only be used by a pupil with asthma or who a pupil that has been prescribed an inhaler. The school inhaler and spacer are kept in the office. A record of when, where, who & reason of emergency inhaler use is recorded and parents informed. Parents will be advised to arrange an appointment for their child to be seen by a GP. The school keeps an asthma register in the school office containing information of all pupils with asthma or those prescribed

a reliever inhaler. Parental consent to administer the 'school inhaler will be gained when the asthma care plan is completed. The school will hold a register of the pupils diagnosed with asthma and if parental consent has been given, to administer the school medication. The school will be responsible for ensuring the school medication remains in date.

Anaphylaxis

Every effort will be made by the school to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. The school complies with the School Nursing Service recommend that all staff are trained in the administration of auto injectors and that training is renewed annually. In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice the school will ask parent/ guardian(s) to provide 2 auto-injectors for school use. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept. Parental consent to administer the 'spare' auto injector will be gained when the child's individual health care plan is completed. The school will hold a register of the pupils diagnosed with anaphylaxis and if parental consent has been given, to administer the school medication. The school will be responsible for ensuring the school medication remains in date.

Mild Allergic Reaction

Non-prescription antihistamine will with parental consent be administered for symptoms of mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes), the pupil must be monitored for signs of further allergic reaction. If antihistamine is not part of an initial treatment plan, anaphylaxis medication will be administered following the guidance for short term ad-hoc non-prescribed medication. Some antihistamine medication can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any contact hazardous equipment after administration of the medication i.e. P.E.

Hay fever

Parent(s)/carer(s) will be expected to administer a dose of antihistamine to their child before school for the treatment of hay fever. The school will only administer antihistamine for symptoms of allergic reaction and not as a precautionary measure.

Severe Allergic Reaction

Where a GP/Consultant has recommended or prescribed antihistamine as an initial treatment for symptoms of allergic reaction this will be detailed on the pupils IHCP. The school will administer 1 standard dose of antihistamine (appropriate to age of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time pupils must NEVER be left alone and should be observed at all times.

If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms, then if the pupil has been prescribed an adrenaline auto injector it will be administered without delay an ambulance called and the parents informed.

In a medical emergency, first aid is given, an ambulance is called and parents/guardians are notified. Should an emergency situation occur to a pupil who has an IHCP, the emergency procedures detailed in the plan are followed, and a copy of the IHCP is given to the ambulance crew. If applicable the pupil's emergency medication will be administered by trained school staff. Parental consent to administer the 'spare auto injector' will be gained from the child's Allergy Action Plan or their IHCP. The school will hold a register of the pupils diagnosed with anaphylaxis and if parental consent has been given, to administer the school medication. The school will be responsible for ensuring the school medication remains in date.

Parents are expected to provide 2 in date auto-injectors for administration to their child.

Controlled Drugs

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves whilst in school. Controlled drugs will be stored securely in a non-portable locked medicines cabinet in the school office and only named staff will have access. Controlled drugs for emergency use e.g. midazolam will not be locked away and will be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug stock held in school (Template A/B)

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication according to age and ability. Appropriate arrangements for medication should be agreed and documented in the pupil's IHCP and parents should complete the self-administration section of 'Parental consent to administer medication' form (Template A).

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, adrenaline auto injector, midazolam etc.) will be kept securely (where access by pupils is restricted). Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key and staff will be fully briefed on the procedures for obtaining their medication.

Emergency medicines such as inhalers, adrenaline auto injectors and midazolam must not be locked away. If appropriate certain emergency medication can be held by the pupil or kept in the office. The school will make an assessment as to the competency of each individual pupil to carry their own medication, and a detailed IHCP will give full details relating to this. Parents will be asked to supply a second adrenaline auto injector and/ maybe asked for a second asthma inhaler for each child and they will be kept in the office. Staff must ensure that emergency

medication is readily available at all times i.e. during outside P.E. lessons, educational visits and in the event of an unforeseen emergency like a fire.

Record Keeping – administration of medicines

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational or residential visits. The pupil's parent/ guardians will also be informed if their child has been unwell during the school day and medication has been administered.

Educational Visits

Any medicines required by a student that would need to be taken on an educational visit/trip the student is attending will be part of the overall risk assessment for the visit/trip. Medicines not self-managed by students will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. Members of staff who lead trips are expected to seek advice from SLT or school office at least 2 weeks in advance of the visit/trip date in relation to any questions they have relating to medication/ pupils' medical needs.

Sporting Activities

Due care and attention is taken in ensuring the medical needs of individual students, including those who may suffer from an asthma attack, are met. Staff are expected, as necessary to have to hand any emergency type medication they could need during lessons (epipens or inhaler are examples). Both of these must be labelled clearly with the student's full name and date of birth and it is the responsibility of the student/parent/carer to do this.

The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

The Head Teacher

The Head Teacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise, the Head Teacher will inform the parents of the policy and its implications for them. In all complex cases the appropriate staff member (Head Teacher/INCO/Medical Lead) will liaise with the parents and where parent expectation is deemed unreasonable then further advice will be sought. We encourage parents/guardians to get as much information directly from the lead medical professional as possible to enable the school to put in place the best possible plan/care for the child.

Teachers and Other Staff

All staff are regularly updated by the Medical Lead of the possible medical risks attached to certain students. They should be aware of possible emergency action and emergency contacts.

Head Teacher: Mrs K Ettrick

INCO: Mrs S. Bradford

Medical Lead: Mrs K Ward

Template A

CONSENT TO ADMINISTER MEDICATION FORM		
The school will not give your child medication unless you complete and sign this form. NB: Medicines must be in the original container as dispensed by the pharmacy, with the pharmacist's label showing child's name, details of medication and dosage.		
CHILD'S NAME:	D.O.B:	YEAR GROUP:
NAME OF MEDICATION:		

TYPE OF MEDICATION (prescription/pain relief/antibiotics/other)	
MEDICAL CONDITION MEDICATION IS FOR:	
DATE MEDICINE PROVIDED BY PARENT/CARER:	QUANTITY RECEIVED BY SCHOOL:
DOSE & FREQUENCY OF MEDICINE & STORAGE INSTRUCTIONS IF APPLICABLE (e.g. in fridge):	DOSE TIME:
EXPIRY DATE:	PRECAUTIONS/SIDE EFFECTS, (IF ANY):
PROCEDURES TO TAKE IN AN EMERGENCY (IF APPLICABLE):	
<p>I confirm that the above information is, to the best of my knowledge, accurate at the time of writing. I give consent to school staff to administer the above medicine in accordance with school policy and the information above. I will inform the school immediately if there are any alterations to any of the information given above.</p>	
PARENT CARER SIGNATURE:	PARENT/CARER NAME (please print)

