



Great Wishford C of E (VA) Primary School



No challenge too big, no child too small- for with God, nothing will be impossible *Luke 1.37*

Headteacher Miss S Cleaver

Chair of Governors Mrs S Bale

Medicines and Administering Medicines in School Policy

The Legal and Contractual Position

The administration of medicines is primarily the responsibility of parents and carers. Wherever possible, medicine should be given to children before or after school. If children require medication for infections and illnesses, it is appropriate for the school to ask if the child should be attending school due to the possibility of spreading infections to others.

School/Staff Responsibilities

There is no legal duty that requires School Staff to administer medicines. However, any member of staff can volunteer to receive training to support a child and/or administer a controlled drug to the child for whom it has been prescribed.

Staff administering medicines should do so in accordance to the prescriber's instructions and only after receiving training where required. This training should be appropriate and from health professionals.

Any member of staff giving medicines should check:

- Child's Name
- Prescribed dose
- Expiry date
- Written instructions (provided by prescription or prescription label)

If in any doubt staff should check with parent or health professionals before being taking further action.

If staff have any concerns administering medicine to a particular child the issue should be discussed with head teacher, parent or health professional.

Administering Prescribed Medicines in School

- a. Prescription medicines (if agreed by the school) should be received from and returned to a **responsible adult only (not an older sibling)**.
- b. Labelled medicine should normally be received and returned **daily**.
- c. Pupils requiring medicine daily on a long term-basis would make arrangements with the school in regards to (a) and (b) above (e.g diabetics who would have care plan in place).
- d. It is the responsibility of the parent to provide medicine, which is
 - i. Prescribed by a doctor
 - ii. Clearly labelled in its original container
 - iii. Clearly labelled with the child's name (i.e prescriptions only)
 - iv. Clearly labelled with the child's date of birth
 - v. Clearly labelled with the dose

- e. Written instructions should be received from the parent or carer and a permission form filled in and signed and dated. Medicine should not be administered without these.
- f. Any medicine that is to be administered 'as needed' must be part of a medical care plan and will have medical administration guidelines agreed with parents as the child starts Great Wishford- this will include a permission form signed by parents.

Non-Prescriptive Medication:

The school does not hold supplies of non-prescribed drugs and is unable to administer non-prescribed drugs at school. If pupils need to receive non-prescribed drugs during the school day then parents will be required to come in to administer them.

Storage Arrangements

All medicines should be in their original packaging. Medicines will be stored in a locked medicine drawer in the office. Medicines that require refrigeration should be stored, clearly labelled in a sealable plastic container, in the staffroom refrigerator.

Staff should be made aware that they are responsible for the safe storage of any medication that they need to bring into school.

Ensuring the correct dosage is given to the right child

The identified member of staff (agreed) who will administer medicines will also be responsible for ensuring that all doses are recorded on the permission form. This form will record the name of the child, the date medication permission forms were completed, the time when medicines were administered, the name of the medicine, the dosage given and they will record their signature.

The school should never accept medicines that have been taken out of the container as originally disposed, nor make changes to dosages on parental instructions.

Asthma Inhalers and emergency medication

Where parents inform the school of the use of asthma inhalers, spacers and nebulisers, the medicine and equipment will be kept easily available to pupils. The procedures above will be followed however, the medicine and equipment will be kept with the child safely stored in class. Emergency medication, such as an epi-pen, will also be kept safely in the child's classroom.

Inhalers should always be self-administered by all pupils. (Younger children may be given support to hold inhalers or spacers where necessary by the member of staff, but the administration must be completed by the pupil).

Pupils should have immediate access to inhalers. Although inhalers may be misused, the risks associated with delay in access are much greater than those of misuse by pupils. For this reason, it is appropriate for inhalers to be given to the class teacher and stored safely in class.

If pupils are having trouble in managing their inhalers their parents and the school nurse should be informed so that they can act to support the child in the correct use of an inhaler.

Parents must ensure the inhaler or emergency medication in school is in date.

Other medical procedures

From time to time other medical procedures may be required for pupils who have complex medical needs e.g those requiring epi-pens. Appropriate training will need to be given to named staff who work closely with these children.

Emergencies

All staff should know

- how to call the emergency services (999)
- who is responsible for carrying out first-aid
- who is responsible for administering medication in the school.

A pupil who is required to be taken to hospital by ambulance should always be accompanied by their parent or a member of staff who should remain until the parents/carers arrive.

Record Keeping

Parents should tell the school or setting about the medicines their child needs to take. They should provide details of any changes to the prescription or support required.

For all medicines administered written records must be kept each time medicines are given and parents should be informed of the time it was given. For asthma inhalers records will be kept of times/amounts taken. These records will be shared with parents if there is an increase in use or termly, whichever is first.

Educational Visits

A risk assessment for educational visits should include a section on medical needs and medicines to be taken. Staff should allocate a designated person.

A copy of any medical care plan should also be taken.

Disposal

Staff should not dispose of medicines. Parents are responsible for ensuring expired medication is returned to the pharmacy. Sharp boxes should be used to dispose needles (sharp boxes can be obtained by parents from their GP).

Collection and disposal of sharp boxes should be arranged with local authority's environmental services.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infections. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of equipment.

Medical Plans

The main purpose of a care/medical care plan for a child with medical needs is to identify the level of support needed. Not all children require a medical plan. Medical care plans will be put in place for a child with a significant medical need (not asthma inhalers) where staff may need to administer medication.

Medical care plans are issued by a nurse and should be updated annually by the school health visitor.

Legislation

Section 21 of the Education Act 2002

Section 175 of the Education Act 2002

Section 3 of the Children Act 1989

Section 17 of the Children Act 1989

Section 10 of the Children Act 2004

Equality Act 2010

Section 3 Children, Schools and Families Act 2010

Parental Agreement Form

Great Wishford 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)

Individual Healthcare Plan Template

Great Wishford Individual Healthcare Plan	
Pupil's name:	
Address:	
Date of birth:	
Class teacher:	
Details of medical condition:	
Date plan drawn up: __/__/____	
Review Date: __/__/____	
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:
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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):	
<u>Headteacher:</u>	

SENCO:

GP:

Administering Medication During the Coronavirus (COVID-19) Pandemic

1. Legal framework

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

- DfE (2020): 'Guidance for full opening: schools'

1.2. This policy will be implemented in conjunction with the following school policies, documents and procedures:

- **Social Distancing Policy**
- **Infection Control Policy**
- **First Aid Policy**

2. Enforcing new procedures

2.1. The school will ensure that a risk assessment for administering medication during the coronavirus pandemic has been conducted and is regularly updated to reflect any changes to government guidance.

2.2. The school will ensure that any changes to the procedure of administering medication to pupils are communicated to all relevant staff.

2.3. The school will communicate all changes in the provision of medication to pupils who require medication to be administered at school to these pupils and their parents.

2.4. After communicating these changes, the school will obtain consent from parents which is separate to that already obtained for administering medication under normal circumstances, to ensure that full and informed consent is achieved for continuing to administer medication to their children during the pandemic.

2.5. Staff will undergo any necessary additional training to ensure they can sufficiently follow the procedures within this policy.

3. Social distancing and infection control measures

3.1. Staff and pupils will have awareness of, and will adhere to, the procedures outlined in the **the school's risk assessments**.

3.2. Staff will be required to wash their hands for at least 20 seconds with hot soapy water before and after administering medication to pupils.

3.3. Frequently touched surfaces and equipment will be cleaned and disinfected regularly, including before and after use.

3.4. Where practicable, a two-metre distance will be observed amongst all individuals while medication is being administered.

3.5. Parents will be informed that medication should be transported to and from school in an airtight container or plastic bag which is to be cleaned upon arrival.

3.6. Non-prescription medication is not administered on site.

4. Administering and handling medication

4.1. As far as possible within school's risk assessments, staff will continue to administer medication in line with the **Administering Medication Policy**.

4.2. Staff administering medication will adhere to the school's risk assessments as much as possible.

All medication will be administered in **Woodpecker Classroom** to ensure that the room can be subject to a specific enhanced cleaning schedule as per school risk assessments.

As far as possible, presence in **Woodpecker Classroom** will be limited to only one pupil receiving medication and one member of staff administering medication at any one time.

Where restricting the number of people in the room in this way is not possible, the room will be arranged in such a way that enables pupils and staff to remain two metres away from others administering or receiving medication, at all times.

Pupils will be encouraged to take their own medication under staff supervision, where appropriate, to avoid unnecessary contact.

Where contact is necessary or a two-metre distance cannot be observed during the administering of medication, all interaction will take place side-by-side, and face-to-face contact will be minimised as far as possible.

When handling and storing medication, staff will:

- Wash their hands for at least 20 seconds with hot, soapy water, or use an alcohol-based hand sanitiser, before and after they handle medication.
- Wear disposable gloves when handling medication that is to be directly

ingested by a pupil, e.g. capsules.

- Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
- Minimise the number of people handling medication.
- Ensure that medication or medical equipment brought in from home is safe to be taken home again.

PPE may be used when administering medication in some circumstances, if close contact (under 1 meter) is necessary.

5. Ill health and infection

5.1. Where an individual must wait on the school premises to go home when showing symptoms of coronavirus and must receive medication, staff ensure that:

- A suitably trained member of staff administers any medication required.
- The individual is isolated in a cool, well-ventilated, designated area.
- They adhere to the school's social distancing and infection control measures.
- Areas used by the individual, e.g. toilets, are cleaned and disinfected once they leave.

In the event that a symptomatic individual requires medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in section 4 of this appendix.

Staff will wear PPE, including a face covering, disposable gloves and eye coverings where there is a risk of splashing, when administering medication to a symptomatic pupil that requires close contact.

If a member of staff has helped care for a symptomatic individual and subsequently develops symptoms themselves, they are sent home immediately.

Where cover must be arranged for a symptomatic staff member, the school ensures that:

- There are sufficient numbers of staff who are trained and willing to administer medication to pupils.
- Adequate cover is in place before the symptomatic staff member leaves the premises.
- In the event that a member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
- Symptomatic individuals do not administer medication to others under any circumstances.
- Staff are aware that they cannot be required to fill in for these roles, and that administering medication is entirely voluntary.

6. Emergencies

6.1. When administering emergency medication, e.g. AAls or EpiPens, social distancing restrictions do not apply.

6.2. A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.

6.3. Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

7. Monitoring and review

7.1. This appendix is reviewed by the headteacher every two weeks in response to any new government advice.

7.2. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.