



Administration of Medications Policy

Ratified by the Governing Body

March 2017

Introduction

There are occasions when pupils at Middleton School have to take medicine during the school day. In order that this is carried out in a safe way we will be following the rules set out on this page which incorporate the Local Authority guidance 'Managing Medicines in Schools and Early Years Settings' (2008).

Prescribed Medicines

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Medicines will only be given to children if we have clear written instructions from parents. Under no circumstances will medicine be given to children without parental consent.

Non-Prescription Medicines

Non prescribed medicines will not be given in school except under exceptional circumstances, after discussion with and the permission of the headteacher. This usually applies to short term medications such as Calpol.

Illnesses of Short Duration (Short term medical needs)

If a child has an illness that is likely to be of short duration, but is fit enough to attend school then the appropriate form should be completed by parents. An example may be where a child is on a course of antibiotics.

Long Term Conditions (Long term medical needs)

If a child has a chronic illness or condition that requires medication then parents should complete the appropriate form. An example would be where a child has diabetes or asthma and needs medication on a regular basis. It is important to have sufficient information about the medical condition of any child with long term medical needs. Appropriate staff are trained to deal with these conditions on an annual basis.

A written care plan for such children should be formulated involving the parents and relevant health professionals. These are written by the Family Liaison Officer and the Lead First Aider in conjunction with the parents/carers. Finished plans are issued to classroom staff and stored on the 'T Drive'

Emergency Conditions

There are a few instances where medicine is kept in school for use in an emergency; the most likely being for the control of some forms of epilepsy / anaphylaxis. In these circumstances a form should be completed by parents.

All parents should be aware that we do not have medically qualified staff on the premises. We will try our best to carry out the instructions of parents but there may be occasions where a child misses a dose of medicine. If this is likely to have serious consequences then the child should remain at home until the course of medication is complete.

If your child does need to bring medicine to school this should be in the original container in a sealed packet or box, and should be given to the escort or driver. The name of the child, dose and instructions should be clearly marked on the container.

In school individual medication should be kept in a clear plastic wallet with a picture of the child, child's name and instructions.

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- ~ the child's name
- ~ prescribed dose
- ~ expiry date
- ~ written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff should not administer the medicines but check with the teacher who will arrange for parents to be contacted.

Written records must be kept each time medicines are given. Staff should complete and sign a record each time they give medicine to a child. Good practice is that two members of staff should sign to verify the information recorded and to check dosage. Good records help demonstrate that staff have exercised a duty of care.

Parents Issuing Medicine to Children in School

We do have pupils at Middleton School with long term medical conditions for which parents themselves wish to be responsible (*e.g., Diabetes*). In such circumstances and in order for this to be carried out in a safe way a Health Care Plan should be produced.

Formulating a Health Care Plan

This should involve the parents, pupil (if sufficiently mature) Family Liaison Officer, Lead First Aider and relevant health professionals. Ideally this should be done prior to a child being admitted to Middleton.

Health Care Plan

These should be stored in the child's yellow/orange folder and are also stored on the 'T' Drive.

This should include:

- ~ details of child's medical condition
- ~ special requirements such as diet, pre-activity precautions
- ~ details of medication and any side effects
- ~ what to do and who to contact in an emergency
- ~ arrangements when key staff are absent
- ~ procedure for administering medication

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents.

Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply and the amount of medication handed over to the school should always be recorded.

Controlled drugs should be stored in a locked non portable container, such as a safe, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, including if the child refused to take it.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should not be thrown away.

Offsite visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary individual risk assessments should be conducted. Copies of the front sheet of the Middleton health care plan should be taken in the green trip bag together with the medication.

It should be ensured that a member of staff who is trained to administer any specific medication (e.g. epipens) accompanies the pupil and that the appropriate medication is taken on the visit.

Medicines should be kept in their original containers (an envelope is acceptable for a single dose-provided this is very clearly labelled)

Sporting Activities

Most pupils with medical conditions can participate in PE and extra-curricular sport. Any restrictions on a child's ability to participate in PE should be recorded in their health care plan. If restrictions apply, individual risk assessments should be conducted.

Some pupils may need to take precautionary measures before or during exercise and may need to be allowed immediate access to their medicines. (e.g. asthma inhalers). Staff supervising sporting activities should be aware of all relevant medical conditions and emergency procedures.

Further Advice

Advice on medical issues should be sought from the designated school nurse, the schools local Primary Care Trust (PCT), which includes guidance on communicable diseases, NHS Direct or from the SEN Advisors. Guidance can also be found in the Health and Safety Manual which is available on the Grid.

Forms

All appropriate permission forms to be completed form part of the appendices and are available from school and on the website.



Procedure for Parent Administering Medication in School

1. The following procedure should be followed:
2. Clarifying the time(s) the parent(s) are to arrive at school.
3. Parent(s) to sign in.
4. Parent(s) to go to the pre-arranged meeting place and report to class teacher, teaching assistant or Departmental Manager.
5. Parent(s) and child to proceed to designated room for administering medication.
6. Parent(s) to complete record of medication given, date and sign.
7. Any sharps to be disposed of in the appropriate Sharps Box.
8. Parent(s) to sign out.



MIDDLETON SCHOOL

Confirmation of the Headteacher's agreement to administer medication

**It is agreed that (name of child) will receive
..... (quantity and name of medicine) every day at
..... (time medicine to be administered).**

**This arrangement will continue until
(either end date of course of medicine or until instructed by parents)**

Date:

**Signed:
Headteacher**



MIDDLETON SCHOOL

Contact Details

Name:

Daytime Telephone Number:

Relationship to child:

Address:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature:

Print Name:

Date:

If more than one medicine is to be given a separate form should be completed for each one.



MIDDLETON SCHOOL

Parental agreement for school to administer medicine

Middleton School will not give your child medication unless you complete and sign this form.

Child's Name:

Date of Birth:

Class:

Medical condition / illness:

Name and strength of medicine:

Date dispensed:

Expiry date:

Dose to be given and method:

When to be given:

Any other instructions:

Self Administration: YES / NO (delete as appropriate)

Are there any side effects that we need to know about?

Procedures to take in an emergency:

Name and telephone number of GP:

Note: Medication must be in the original container as dispensed by the pharmacy

Signed: Date:

Parent / Carer Name:



Middleton School

Authorization for the administration of Buccal Medazolam

Name of School:

Child's name:

Date of Birth:

Home Address:

.....

GP:

Hospital Consultant:

..... (name of child) should be given Buccal Medazolammg. If he / she has a *prolonged epileptic seizure lasting over minutes

OR

*serial seizures lasting over minutes.

An ambulance should be called for *at the beginning of the seizure

OR

If the seizure has not resolved *after minutes.

(*Please delete as appropriate)

Doctor's signature:

Parent's signature:

Print Name:

Date:



Middleton School

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

- 1 Your telephone number**
- 2 Give your location as follows:
Middleton School
Walnut Tree Walk, Ware, Herts SG12 9PD**
- 3 Give exact location in the school / setting (insert brief description)**

- 4 Give your name**

- 5 Give name of child and a brief description of child's symptoms and any medication they may be taking**

- 6 Inform Ambulance Control of the best entrance and state who the crew will be met by.**

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

Put a completed copy of this form by the telephone

A laminated copy of the school contact details is kept by each telephone.