



Cardrew Court School Administration of Medication Policy

**April 2024
Review Date September 2024**

Administration of Medications Policy

Policy on the Administration of Medicines during School Hours

Parents are responsible for the administration of medicine to their children. For casual ailments it is often possible for doses of medication to be given outside school hours. In principle if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to the school to administer the medicine. In reality this is not realistic and the administration of medicine in School falls within our remit for the Duty of Care for the children.

All medication must be prescribed by the practitioner - CCS cannot administer over the counter medicine or anything which is not labelled or in date. Generally, members of staff will administer medicine to children only at the request of individual parents and with precise instructions as to dosage. Medication may be administered at school provided a consent form has been completed by a person with parental or medical responsibility for the child and handed to the School Office. All medicines must be clearly labelled with the child's name and dosage required and handed to the office by the parent/carer. If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines and any involvements would be purely on a voluntary basis. Therefore, no member of staff is required to administer medication unless willing to do so.

The normal procedure is for any necessary medication to be given by designated persons. However, sometimes arrangements are made (by agreement with the Headteacher). Staff giving medication need to be aware of any schedule requiring completion in the School Office. Where it is agreed that medication is kept at school, there are appropriate facilities (including a fridge) for the safe storage of medicines. Medicines must be clearly named. In the case of

life saving treatment/medication a letter from the child's doctor (GP or Consultant) must be required stating the child's condition and details of treatment/medication that the school may be required to administer.

Long term medication

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children filling the Administering Medication Form. This needs to include instructions regarding the quantity and frequency of administration.
- The prescribed medicines must be brought into school in a properly labelled container with practitioner labels stating: (a) The name of the medicine, (b) The dosage and (c) The time and duration of administration. Please ensure that the medication is not out of date before providing it to school. Please also provide a cool bag for any medication which requires refrigeration.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a locked cupboard by staff in accordance with safety requirements.
- The forms will be kept in the School Office, filed in the Medication Folder.
- The member of staff administering the medication is responsible to register his/her action on the Medication Administration Record
- In case the pupil for any reason refuses to take the medication a Missed Administration Medication will be filled in, the original will go to the Parents and a copy in the Administration Medication file attached to the Administering medication Form. Parents will be contacted.

Prescribed Emergency Medication

Where long term needs for emergency medication exist, the school will require specific guidance and a protocol on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

The parents are requested to fill a Health Care Plan. The Health Care plan is filed in the Pupil Medical Cupboard and a copy given to the parents. Any emergency medication (for example: Inhalers, EpiPens and diabetic pen) and generally all the medication are kept in the School Office in a secure cupboard in a clear container clearly marked with: pupil's name, name of medicine and expiry date.

In exceptional circumstances it may be required to make different arrangements for the storage of daily medication.

Parents must write to the school giving authorisation for medicines to be administered to their children filling the Administering Medication Form. This needs to include instructions regarding the quantity and frequency of administration.

Pupils who use asthma inhalers, EpiPens and diabetic pens may keep where possible a spare in their classroom.

Prescribed Emergency Medication is taken to every out of school activity.

Children are not permitted to carry medicines other than the above

Non Prescribed Medication

In principle no medication is administered to the pupils without a Medication Administration Form signed by Parents/Carers.

Receipt and Discharge of Medication

All medication brought into and taken out of the School must be by adults only and should be recorded and documented on an Administering Medication Form. The medication should be locked in the designated cupboard.

All medication received by the School must be in the original container/packaging that it was dispensed in. It must be sent in along with a medical consent form. The container/packaging should be labelled with the original, unaltered pharmacy label that clearly states:

- Name of child
- Name of medication and its strength
- Quantity and volume supplied
- Dosage and frequency
- Clear direction for administration and route e.g., oral or topical etc
- Date that the medication was dispensed and its expiry date
- Contact telephone number of the dispensing pharmacy

Medication which comes in without a pharmacy label or one that is damaged or has incorrect information cannot be accepted and the parents/carers should be informed immediately and the medication will be sent home.

Staff must never make assumptions about children's medication and administer any drug without the relevant and specific information. If medication is expected and has not arrived or appears to be missing, an initial search should be undertaken. Parents/carers, transport and/or other location the child has arrived from, must be contacted to ascertain where the medication might be. If medication is found to be missing, lost or has not been sent in, arrangements must be made to ensure the child has access to replacement supply and this is reported to the Headteacher. Parent/carer remains responsible for ensuring medication is correctly sent in from home and that there is adequate supply. Medication sent in is recorded on a Medication Consent form; which is then held on the pupil's file.

Safe Storage

All medication must be stored and locked in the Medicine cupboard in the School Office. The Receptionist will hold the key to the cabinet but administration staff will be aware of the location of the spare key. If the child is going out or away from the school (e.g. organised offsite activity) and medication needs to be given out whilst they are out, then the medication should be taken out in a labelled container with a strictly measured dose and specific instructions. At all times it must remain secure under the supervision of a permanent member of staff.

Administering Medication

Administering of medication must always remain the responsibility of *named persons* who will receive appropriate training. Medication must only be prepared in the designated areas which contain the secure medication cabinets. Children should be brought to the designated area unless this is not possible, in which case the required dosage should be taken to the child and administered witnessed and the form signed immediately. The administration of medicine must be carried out on an individual child basis. Requests for a tablet to be crushed must be subject to medical/pharmacy advice. This must be sought before doing so. If tablets are to be

crushed this must be recorded on the child's Medication Consent form and the advice to do so is held on the child's file, this also needs to be witnessed by another member of staff.

At the prescribed time, the child's medication should be removed from the cabinet and the following steps taken: Check the child's name on the Medication Consent form against the name on the medication package/container. Check the date – is the prescription valid? (name of medicine, dose and frequency and route of administration). Ensure the dose has not already been administered. Select the required medicine and check the label for medication name, strength, form and expiry date. Verify that the name of the medication, the dosage, and the time that it is being given is the same on the Medication Consent form and the packaging. Identify the child.

Avoid handling/touching the medication. Medication pots should be used to give liquid medication and tablets where appropriate and gloves should be worn in all circumstances. Gloves should be used to apply creams or lotions. Give the prescribed medication as directed to the child in the agreed manner as detailed on the Medication Consent form.

Two people need to be present when medication is administered - one to administer the medicine and the other to act as a witness. The witness should not sign the medication form until after the member of staff has given and they have seen the pupil take it.

Administering Medication off site

The correct dosage should be taken with you (for example, one tablet). Medication should be taken out of the locked cupboard, sealed in an envelope along with the signing form. The child's name medication along with date & time administration is due. The current date should be written on the front of the envelope. This should be witnessed by another member of staff. The envelope should then be given to the member of staff in charge of the outdoor activity. Also, if medication requires refrigeration it should be placed in a cool box to be taken off site. Once back at school the signed form should be returned to the pupil's file and locked back away in the cupboard.

Problems in Administering Medication and Errors The following steps should be taken:

If a child refuses medication then this should be clearly recorded on the medication chart and in the child's notes. Every encouragement should be given to ensure the medication is taken, however a child must not be forced to take medication. If a child refuses medication, parents will be contacted and asked to seek medical advice. If a tablet is dropped, liquid spilled or spoiled prior to administration, then re-administer using a fresh dose.

Note that a second dose has been given on the medication chart and in the child's notes. When a dose is re-administered from medication sent from home a check must be made that there are sufficient doses for the remainder of the child's stay. If there are not enough doses to re-administer then the parents must be contacted to bring in more. If a child vomits within 30 minutes of taking their medication, medical advice should be sought as it may be appropriate to re-administer the medication. If the vomiting occurs after 30 minutes the medication should not be re-administered and advice should be sought at the earliest opportunity. Do not re-administer inhalers where they appear not to have worked properly. Some of the medication may have been administered.

The Headteacher must be informed immediately of any instances of a missed dose or error in the medication process and medical advice must be sought. An incident form should be completed by the person involved. Any variation to the administering procedure, error, or missed dose etc must be reported immediately to the Head Teacher and be recorded on the child's file. The pharmacist should be notified within 48 hours of all administration and prescribing errors using the procedure agreed.

Use of Homeopathic or Herbal Remedies

Homeopathic or Herbal remedies must be treated in the same way as any other medication and recorded as such.

Safe Transfer of Medication Sent to or from School

Any missing medication or inconsistent information must be checked immediately with those responsible at the location medication has been transferred from/sent in from and with anyone responsible for the transfer (i.e. taxi service etc.). We maintain a regular liaison with parents/carers and agency providers in order to ensure good information flow and swift resolution of any difficulties.

Disposal

All discontinued, expired or unused medication, creams etc. should be returned to the parent/carer for disposal in a sealed container / envelope at the earliest opportunity. Where this is not possible or the medication is non-prescription over the counter remedy that has been held at the school, any such items for disposal should be returned to the local pharmacy in a sealed container / envelope after liaison with the parent / carer.

Training and Assessment: Safe Administration of Children's Medication

The First Aiders will provide training with regard to Administering Medication as and when required. The first aiders are to make spot checks during the administration process and of Files and Records.