

Administration of medicines



RHODES AVENUE
PRIMARY SCHOOL

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Context

Children with medical needs have the same rights of admission to Rhodes Avenue Primary School (hereafter referred to as 'the school') as other children. The school will try its utmost to ensure that arrangements are in place to support pupils with medical conditions and that they can access and enjoy the same opportunities as other children. The school, local authorities, health professionals and other support services will work together to ensure that children with medical conditions receive a full education.

Aims

To ensure that:

- children with medical needs have equal access to the learning environment;
- effective management systems are in place to help support individual children with medical needs;
- all school staff are clear about policy and procedure for dealing with medical needs and medical emergencies should they arise;
- this policy is understood by staff, parents and carers and provides a sound basis for ensuring that children with medical needs receive proper care and support in a school setting.

General Principles

- the head teacher and school staff will treat all medical information as confidential;
- in the case where a child with a medical condition is disabled the school will comply with its duties under the Equality Act (2010) or where the child might have Special Educational Needs and Disabilities (SEND), an Education Health and Care Plan (EHCP) this policy will be referred to in conjunction with the *SEND Code of Practice*;
- prior to the pupil's admission to school the parent/carer will complete the school's *Main Admission Form* and provide the following details:
 - medical conditions;
 - regular/emergency medication;
 - name of GP/details of hospital/hospital consultants and any relevant hospital paperwork (e.g. letters, diagnoses, treatment plans etc.)
 - emergency contact numbers;
 - allergies;
 - EHCP medical information;
 - any other relevant information;

These details are recorded on the school's Management Information System – Integris. This information will be reviewed annually or if the pupil's conditions change; If school feels that it is necessary, in the summer term prior to admission or as soon as is possible prior to in-year admissions they will contact parents/carers to write either a General Health Care Plan (GHCP), Asthma Health Care Plan or Anaphylaxis/Allergies Health Care Plan (AHCP). The identification of the appropriate health care plan is decided by the school's Admin Team (with responsibility for Medical) in collaboration with the Full First Aider/Facilities Manager;

- to have clear procedures for safe receipt, storage, administration and disposal of medication;
- if staff have any concerns related to³ the administration of a medication, staff will not administer the medication until they have checked with parents/carers or a health care professional;
- the school is responsible for ensuring that all staff involved in the administration of medication are familiar with this policy and will receive appropriate training.

Health Care Plans

The Admin Team are responsible for writing and implementing all Health Care Plans. All plans will be initiated in consultation with the parents/carers and a healthcare professional (if required), who can advise on the particular needs of the pupil. Each plan will provide clarity about what needs to be done, when and by whom. The plan will be easily accessible to all who need to refer to them, whilst maintaining confidentiality. The plan will capture the key information and actions that are required to support the pupil effectively. The level of detail will depend on the complexity of the child's condition and the degree of support needed.

The governing body will ensure that plans are reviewed at least annually or earlier if evidence is presented that demonstrates that the child's needs have changed.

Roles and Responsibilities

i.) Governing bodies

Should make arrangements to support pupils with medical conditions in school and make sure that the policy for supporting pupils with medical conditions is implemented.

ii.) Parents and Carers

Parents and carers should provide the school with sufficient and up-to-date information about their child's medical needs. They should also be involved in the development and review of their child's health care plan.

iii.) Pupils

Pupils with a medical condition where practicable, should be involved in the discussions about their medical support needs and contribute to the development of their health care plan.

iv. Healthcare professionals

Healthcare professionals, GPs and paediatricians should notify the school when a child has been identified as having a medical condition that will

require support at school.

Training

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions and to fulfil the requirements set out in health care plans.

Arrangements will be made for whole school awareness training so that all staff are aware of school policy for supporting children with medical conditions and their role in implementing it.

Parents and Carers

When this policy refers to carers the school is explicitly referring to individuals or persons who have legal parental responsibility for their child/children. School policy requires one parent/carer to agree or to request that medicines are administered. Where parents/carers disagree over medical support, the school will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless a Court decides otherwise.

Procedures for Administering Medicines

Rhodes Avenue Primary School will ensure that:

- current prescription medicines will not be administered without written parental consent;
- a pupil will not be given any medicine unless prescribed by a doctor;
- it will only accept prescribed medicines that are:
 - in date;
 - labelled;
 - a current prescription;
 - in the original container as dispensed by a pharmacist and include instruction for administration, dosage and storage;
- it keeps a record of all medications administered to individual children, stating what, how much was administered, when and by whom; (Appendix 1)
- any side effects of a medication will be recorded and parents/carers informed;
- Medicines (including the use of asthma inhalers) administered are recorded on Medical Tracker;
- medications that are no longer required will be returned to parents.

The school will not administer anti-histamine, paracetamol or ibuprofen at the request of a parent. Paracetamol or ibuprofen will only be administered if prescribed by a doctor/dentist and with a current prescription, letter/consultation write up following a GP appointment.

NHS and antibiotics guidelines

Wherever possible the school requests that parents administer medication outside

of school hours in accordance with the NHS guidelines: Most antibiotic medication will not need to be administered during school/setting hours. Twice daily doses should be given in the morning before school/setting and in the evening. Three times a day doses can normally be given in the morning before school/setting, immediately after (provided this is possible) and at bedtime. It should normally only be necessary to give antibiotics in school/setting if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

Self-Management

The school believes that it is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. As children grow and develop they will be encouraged to self-administer and we believe that there is no set age when this responsibility happens. When children take medicines themselves, staff will supervise.

Refusal of Medicines

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If a child refuses to take medicine, staff will not force them to do so, but will note refusal in the records. Parents will be informed as soon as possible after the medicine's due time. If refusal to take medicines results in an emergency, the child's emergency/health care plan procedures will be followed.

Storage of Medicines

- medicines will be stored strictly in accordance with product instructions;
- where a child need two or more medicines, each will be stored in a separate container;
- non-healthcare professionals will not transfer medicines from the original containers;
- all emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and not locked away;
- non-emergency medicines will be kept in a secure place, not accessible to children;
- medicines requiring refrigeration can be kept in a refrigerator containing food but with restricted access and they should be kept in an airtight container and be clearly labelled;
- Controlled drugs are prescription drugs that are controlled under the Misuse of Drugs Regulations 2001. All controlled drugs will be kept in a secure location which can be easily accessible in an emergency by named staff which have access. A record of any doses used will be logged on Medical Tracker and the amount held will be kept.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Parents will collect medicines held at the end of each academic year or when they no longer needed.

Sharps Boxes will always be used for the disposal of needles.

Hygiene and Infection Control

Rhodes Avenue staff know the normal precautions for avoiding infection and follow basic hygiene procedures. They have access to protective disposal gloves and take care with dealing spillage of blood or other bodily fluids and disposing of dressings and equipment.

Educational Visits

Rhodes Avenue will encourage children with medical needs to participate in educational visits and residential visits. Rhodes Avenue will consider what reasonable adjustments it will make to enable children with medical needs to participate fully and safely on visits.

Additional safety measures will/may be needed, for example additional staff support, parental support or a volunteer may be required. Arrangements for taking medicines will also be taken into consideration. Staff supervising such excursions will be aware of any medical needs and relevant emergency procedures. A copy of the child's health care plan will be taken on visits in addition to risk assessments. Permission to administer paracetamol or an antihistamine is sought prior to children attending residential visits in the event of an emergency. Parents will be notified should either of these having been administered and next steps agreed.

Sporting Activities

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Most children with medical conditions can participate in physical activities and there will be sufficient flexibility for all children to follow in ways appropriate to their own abilities. Any restriction on a child's ability to participate in PE will be recorded in their health care plan.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities will consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Emergency Procedures

As part of general risk management processes, Rhodes Avenue has arrangements in place for dealing with emergency situations. Where a child has a health care plan it will clearly define what constitutes an emergency and explain what to do, all relevant staff will be aware of the emergency symptoms and procedures.

Staff will know:

- how to call the emergency services;
- who is responsible for carrying out emergency procedures;
- that they need to accompany a child taken to hospital by ambulance and stay until the parent arrives;
- not to take a child to hospital in their own car;

- how to access health care plans which include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency.

Equal Opportunities

Equal access to the administration of medicines is given to all children regardless of ability, gender, cultural, religious or ethnic origin. Rhodes Avenue complies with its duties under the Equality Act (2010) and all staff will have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the abovementioned Act. The school celebrates diversity and encourages inclusion.

Procedures for policy monitoring and dissemination

The policy statement will be reviewed according to the timings laid out in the Schedule of Review of Policies. Copies are available to parents on request.

Staff responsible:

Headteacher
Deputy Headteacher
Health and Safety Committee

Appendix 1

Parental Agreement to Administer Medicine										
Full name of child:				Class:			Date:			
Name of current prescribed medicine:						Expiry date of prescribed medicine:				
Dosage of current prescribed medicine required to be administered:										
Date and time of the last dosage administered to child:										
Number of times to be given per school day:										
Approximate time/s to be given:										
What is the date the current prescription ends?										
Any other instructions/information:										
Days of the week		Mon .	Tues.	Wed.	Thurs.	Fri.				
Is medicine to be collected?			Daily []		Weekly []		No []			
Is the medicine to be stored in a fridge?							Yes		No	
Contact details										
Mobile No.					Mobile No					
Daytime No.					Daytime No.					
GP's details										
Name:						Phone No.				
Office Team check										
Name of Office Team staff member undertaking check and liaising with teachers/support staff										
Medicine is in the original container dispensed by pharmacy							Yes		No	
Child's name clearly marked							Yes		No	
Does the medicine require storage in a fridge?							Yes		No	

