



Ysgol
Hamadryad

Administering Medicines Policy

Angor cadarn cyn hwylio'r don /
A secure anchor before setting sail

Headteacher:

Mrs Rhian Carbis

Chair of Governors:

Dr Dafydd Trystan

Ysgol Hamadryad

Date of policy: July 2019

Member(s) of staff responsible for policy: Headteacher, Deputy Headteacher, all members of SMT.

Review Date: July 2021

Introduction

This policy is related to the administration of medicines for pupils at Ysgol Hamadryad. It should be considered in conjunction with the school's Healthcare Needs Policy.

The administration of medicine is the responsibility of parents/carers. However, school staff have a professional and legal duty to safeguard the health and safety of pupils. At Ysgol Hamadryad, we wish to do all we can to enable children to gain the maximum benefit from their education and to participate as fully as possible in school life.

It is important to note that staff have no legal duty to administer or supervise a pupil taking medicine in school, this is on a voluntary duty only. This advice has been widely shared by all Teaching Unions.

1. Medicines in School

1.1 General information

- Pupils who are ill should not be sent to school. However, some pupils need to attend school while taking prescribed medicine for the following reasons:
 - they suffer from a chronic illness - (in this instance a Healthcare Plan will be drawn up by professionals supporting the child and their family)
 - they are recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines.
- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents / carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child will be given medication containing aspirin without a doctor's prescription.

- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of **four** weeks' supply of any medication may be provided to the school at one time.
- Pupils will never be prevented from accessing their medication.
- Ysgol Hamadryad cannot be held responsible for side effects that occur when medication is taken correctly.

1.2 Controlled Drugs

- Some children in school may require medication to assist with long-term or complex medical needs. Controlled drugs likely to be prescribed which may need to be administered in school, for example methylphenidate or dexamphetamine for ADHD or morphine/fentanyl for pain relief.
- A record will be kept for audit and safety purposes and two members of staff will always be present, one to administer and one to witness when the drug is administered.

1.3 Epipens and emergency medicines

- Where children suffer from severe allergic reactions and require the use of an Epipen, they must have an Individual Health Care Plan completed by health professionals. This should detail the condition, symptoms and appropriate action needing to be taken following onset and give appropriate permissions for administration of medication. All staff will be made aware of the condition and what to do. Copies of Healthcare Plans will be available in the office and staff room as well as in the location where the required medication, e.g. Epipen, is stored.
- Staff will receive training information on the use of an Epipen at least annually by the Local Authority.
- Photographs of children who may require the use of an Epipen or any other emergency medicine will be on display for staff in the Staff room (please refer to the Healthcare Policy for consideration of data protection matters).

2 Storage

- The school will not keep stocks of non-prescription medicines such as paracetamol to give to children. Staff will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions and in the original named container in which dispensed.

- Where possible, emergency medicines (including asthma inhalers and EpiPens) will be stored in the pupil's classroom as they must have immediate access to them at all times. They must be taken to swimming lessons, sports events and educational visits. Parents/guardians have the responsibility to ensure that emergency medicines are clearly labelled with the child's name.
- Medicines which need to be refrigerated will be kept in a refrigerator in the Headteacher's Office which is access controlled.
- All controlled drugs and non-emergency medicines will be kept in a lockable container in the Headteacher's Office which is access controlled.

3 Administration of Medicines

There are two possible situations which apply to the administration of medicines:

- i) The pupil self-administers medication whilst supervised by a member of staff. The school will ensure that medicines for pupils are stored appropriately to prevent any unsupervised administration. The medication taken must belong to the named child and be within the expiry date. Trained staff will record on the appropriate form that the session was supervised and that the medicine was self-administered by the pupil.
- ii) A trained volunteer at school administers the medicine. An up to date list will be kept of volunteer staff and cover will be provided during periods of absence. Staff who administer medication will routinely consult the record form before medication is given to avoid the risk of double dosing. The record forms will be held securely in the Headteacher's office whilst needed to record medicine administration and later kept securely in the school office.

Where necessary, staff who administer medicines will receive training. All relevant staff will be made aware of pupils who are taking medication and refer the child to a First Aider in the event of the child becoming unwell. Other trained staff will be summoned if the child's symptoms mean that emergency action is required. A record will be kept of all relevant and approved training received by staff.

Each trained person who administers medication will:

- Receive a copy of these guidelines and code of practice;
- Read the written instructions/parental consent form for each child prior to supervising or administering medicines, and check the details on the parental consent form against those on the label of the medication;

- Confirm the dosage/frequency on each occasion and consult the medicine record form to ensure there will be no double dosing;
- Be aware of symptoms which may require emergency action, e.g. those listed on an Individual Healthcare Plan where one exists; (these are completed by a School Nurse or other Medical Professional)
- Know the emergency action plan and ways of summoning help/assistance from the emergency services;
- Check that the medication belongs to the named pupil is within the expiry date;
- Record on the medication record from all administration of medicines as soon as they are given to each individual;
- Understand and take appropriate hygiene precautions to minimise the risk of cross-contamination;
- Ensure that all medicines are returned to safe storage;
- Ensure that they have received appropriate training/information;
- Ensure that supply staff know about any medical needs.

Arrangements for the administration of medicines

- Agreement for the administration of medicine must be made with the school by the parent or guardian. This will only be for prescribed medication.
- 'Over the counter' medicines will not be administered.
- All medicines must be brought to the school office where forms detailing dosage etc. will be completed and signed by the parent or guardian
- One of the designated first-aiders will administer the medication. When the dose has been administered the member of staff will sign that the dose has been given and these records will be kept in school.
- Any long term medicines must be checked by parents to ensure that they have not passed their expiry date. These medicines will not be sent home with pupils.
- All staff who participate in administering medicine will receive appropriate information and training for specified treatments where necessary. In most instances this will not involve more than would be expected of a parent or adult who gives medicine to a child.

4 Staff Training

The school will work with the School Health Service to provide training for Staff who administer First Aid and supervise and/or administer medicines to pupils. A record of training will be kept.

5 Confidentiality

Medical information about a pupil will be treated as confidential and only shared after agreement with the child or their parents.

6 Refusing Medicines

Staff will not force a pupil to take medication. Should a child refuse, parents will be informed and a note kept on the medication record form. If a refusal to take medicine results in an emergency then medical help will be sought from emergency services.

7 Hygiene and Infection Control

Staff will have access to protective disposable gloves and will need to take care when dealing with blood or other bodily fluids and disposing of dressings or equipment. Staff will receive training when there are specific or specialist requirements to do so.

8 Educational Visits

The school will always consider what reasonable adjustments can be made to enable children with medical needs to participate fully and safely on visits.

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures and these should be recorded in the risk assessment. A copy of any health care plans should be taken on visits to ensure that the information is accessible in an emergency.

9 Sporting Activities

- It is recognised that most children with medical conditions can participate in physical activities and extra-curricular sport.
- Any restrictions on a child's ability to participate in PE will be recorded in their Individual Health Care Plan.
- When necessary children will be allowed to take precautionary measures before or during exercise and allowed immediate access to their medicines such as asthma inhalers.
- Staff supervising sporting activities will, when necessary, carry out risk assessments for some children so that they are aware of relevant medical conditions and any emergency procedures and preventative medicine that they may need to be taken.

10 Employee Medicines

All staff have a responsibility to ensure that their own medicines brought to school are kept secure and that pupils will not have access to them. Staff medicines should not be issued to pupils or any other employee.

11 Emergency Procedures

- All staff are made aware of emergency procedures in the school Health and Safety and Critical Incidents Policies.
- A child taken to hospital by ambulance will always be accompanied by a member of staff who will stay until a parent arrives.
- For children with certain medical conditions it may be essential that all staff (including supply staff and lunch time supervisors) are able to recognise the onset of the condition and take appropriate action i.e. summon trained staff.

12 Unusual Occurrences, Serious Illness or Injury

- Parents are informed of the school's policy concerning children who become unwell whilst at school, or on authorised educational visits, trips etc. in the school prospectus.
- Staff escorting children out of school will carry emergency contact details for children in their charge.
- If parents and relatives are not available when a pupil becomes seriously unwell or injured an ambulance will be called to transport the child to hospital. NOTE: If the child is on medication the emergency services will be provided with a copy of the written parental consent form, the medicine itself and a copy of the last entry on the medication form.

13 Disposal of Medicines

Any medication which has reached its expiry date will not be administered. Medicines which have passed the expiry date should be collected by parents for safe disposal at the pharmacy. Out of date medicines will not be sent home with children. If medicines are not collected by parents then they will be disposed of by a member of staff and a form to show this will be completed.

Signed by the Chair of Governors: _____

Signed by the Headteacher: _____ Rh. Corbis _____

Date: July 2019

