

Management of Medicines in School Policy

Date of Policy Issue/Review	September 2018 Review: September 2021 (or sooner if a change in legislation necessitates a review)
Approved by	Governors Audit & Finance Committee March 2019
Name of Responsible Manager	Su Whelan
Signature of Responsible Manager	

Introduction	
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Policy Statement

Thornden School will undertake to ensure compliance with the relevant legislation and guidance set out in *Supporting students at school with medical conditions, December 2015* in regard to procedures for supporting children with medical requirements, including the administration and management of medicines. Responsibility for administration of all medicines at Thornden School is held by the Head Teacher. It is our policy to ensure that all medical information will be treated confidentially by the responsible member of the Senior Leadership Team and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of all medications in school.
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

Administration	
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Overview

The administration of medicines is the overall responsibility of the parents. The Head is responsible for ensuring students are supported with their medical needs whilst on site, this may include the management of a student's medication. Reasonable decisions about the level of care required to manage a student's medication will be made in consultation with parents/guardians and relevant health professionals as appropriate and documented accordingly. The day to day management and administration of medicines will generally be undertaken by the School Nurse who is a Registered Nurse or the School Nurse Assistant.

Management of medication may take the form of:

- **Routine administration of medicines**
 - Self-administration of prescribed and non-prescribed medication.
 - Staff supervision/administration of prescribed and non-prescribed medication.
- **Non-routine administration of medicines**
 - Staff supervision/administration or self-administration of emergency medication.
 - Staff supervision/administration of medication/treatment via non-routine route.

In all cases Form A "Parental-School Agreement for the administration of medicines in school" must be completed by parents/guardians. Each form will be considered individually by either the School Nurse, School Nurse Assistant or Head Teacher. If there are any concerns regarding the information on the form, the student's medicine administration needs will be discussed with the parent/guardian concerned and reasonable decisions agreed upon regarding the level of care required. The parent/guardian is invited to contact the School Nurse or Head Teacher prior to completing a Parental-School Agreement form if they so wish.

Form A will be available to either download from the school website or from the School Nurse or Reception Team. All completed forms will be kept on file.

Notes on non-prescribed medicines

- It is the school's general policy not to accept non-prescribed medicines into school, however there may be occasions when it is considered appropriate for a non-prescribed medicine to be administered in school, in which case it will be managed in exactly the same way as prescribed medication.
- In the majority of cases Paracetamol does not need to be carried by students as the school is able to supply it; see "School supplied" below.
- Students under 16 years are never to be administered medicines containing aspirin unless prescribed or authorised by a doctor.

School supplied

If written parental consent has been obtained and kept on file, age-appropriate doses of Paracetamol, as recommended by the *British National Formulary for Children, June 2018*, may be given to students when appropriate and as documented on Form B "Paracetamol administration flow chart". This and emergency Ventolin are the only medications that the school will supply. In the absence of the School Nurse or School Nurse Assistant, staff will follow and complete Form B "Paracetamol administration flow chart". The School Nurse and School Nurse Assistant will follow the guidance on Form B but document administration on Form C "Daily Record of Paracetamol given to students". A sticker informing parents/guardians of the dose, time and date of administration of Paracetamol will be given to the student and placed in their Log book if available or in an alternative secure location.

ROUTINE ADMINISTRATION

Procedure for students carrying medication for self-administration

Due to the safety risks involved; students should not be carrying medication without the School's knowledge and agreement. Therefore before a student carries prescribed or non-prescribed medication, parents/guardians must provide the school with a completed Form A "Parental-School Agreement for the administration of medicines in school". Each form will be considered individually as indicated above.

Form A will include agreement that:

- The information is correct at the time of writing
- The student will only carry enough medication to cover one school day.
- The medication will be carried in the original packaging, clearly labelled with the student's name and in the case of prescribed medication will have the doctor's directions clearly visible on the pharmacy dispensing label.
- The student has been advised to store the medication safely and informed of the risks of sharing medications

Procedure where students require medications to be administered or supervised by staff

If parents/guardians wish the school's staff to administer or supervise the administration of either prescribed or non-prescribed medication to their child they must provide the school with a completed Form A "Parental-School Agreement for the administration of medicines in school". Each form will be considered individually as indicated above.

Forms A will include an agreement that:

- The information is correct at the time of writing
- The parent/guardian gives consent for a member of school staff to administer the documented medicine in accordance with the school policy.
- The school will be informed immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

- The medication will be provided in the original packaging, clearly labelled with the student's name and in the case of prescribed medication will have the doctor's directions clearly visible on the pharmacy dispensing label.
- The student is responsible for attending the Medical room at the appropriate time to take the medication
- Parents/guardians are aware that school staff are not medically qualified.

Each time a student has routine medication supervised or administered by a staff member Appendix 1 "Administration of routine medication guidelines" will be followed. Each time controlled medication is handled by a staff member the guidelines for the "Receiving and Administration of controlled medication/drugs" Appendix 2, will be followed.

When **any** medication is administered to a student a record will kept on file. This record may take the form of:

- Form B "Paracetamol administration flow chart"
- Form C "Daily record of Paracetamol 500mg given to students"
- Form D "Record of medicines given to a student in school"
- Form E "Record of Controlled medicines given to a student in school"

If a child refuses to take regular medication this will be documented and the parent/guardian informed at the earliest available opportunity.

Individual Healthcare Plans; Form F, will be completed for students when deemed appropriate in discussion with the parents/guardians and relevant health professionals where appropriate and possible and reviewed periodically to ensure their continuous suitability. More information is available in the school's policy "*Supporting students with medical conditions*" November 2018.

NON-ROUTINE ADMINISTRATION

Unusual administration route

Occasionally students may require medication or treatment to be administered via an unusual route; this will require discussion between the parents/guardians and the School Nurse or Head Teacher. If it is thought appropriate that a staff member should be involved in such medication administration then Form A will be completed, and an accompanying Individual Healthcare plan will be kept on file. In all cases professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Medication administration in an emergency

Where there is the possibility that a student may require the administration of medication in an emergency the School Nurse or Head Teacher may need to be consulted prior to the completion of Form A "Parental-School Agreement for the administration of medicines in school". An Individual healthcare plan or Action Plan/Card should accompany Form A and be kept on file.

Examples of emergency medication include:

- Auto-injector of adrenaline for anaphylaxis
- Buccal (oromucosal) Midazolam in major seizures
- Hydrocortisone for adrenal crisis

Further information regarding care of students at risk of anaphylaxis can be found in the school's Anaphylaxis Guidance.

In line with the Dept of Health document "*Guidance on the use of emergency salbutamol inhalers in schools*" 2015, the school holds Emergency Asthma kits which include salbutamol inhalers and can be used if a student is having an asthma attack **and** there is written parent/guardian consent. Further information can be found in the school's Asthma Guidance.

Contacting parents/guardians and emergency services	
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When a medical condition and/or injury causes a student to become acutely unwell and requires emergency administration of medicine then parents/guardians will be contacted and an ambulance will be summoned at the earliest opportunity following the "Contacting emergency services guidelines". Appendix 3. An ambulance may not always be required following the administration of emergency salbutamol inhaler.

Medical Accommodation	
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The medical room will be used for medicine administration/treatment purposes. The room will be made available when required.

Training	
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Whenever possible the administration of medication will be carried out by the School Nurse or School Nurse Assistant. In their absence or where medical needs dictate other staff who have received appropriate professional training from a competent source will administer medication as per the school policy.

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to students, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A record of staff training will be kept on file.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Receiving and Storage	
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The receiving and storage of medicines is the overall responsibility of the Head Teacher who will ensure that arrangements are in place to document and store medicines safely.

Received medicines must be provided in the original packaging, clearly labelled with the student's name and in the case of prescribed medication will have the doctor's directions clearly visible on the pharmacy dispensing label. This information will be checked by the School Nurse, School Nurse Assistant or Head Teacher against the instructions documented on the completed Form A "Parental-School Agreement on the administration of medications"

It is the responsibility of the parents to provide medicine that is in date. Parents should also note the expiry date of medications and supply a replacement in good time. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities. The School Nurse or School Nurse Assistant will do regular checks to ensure that all stored medication is in date; a prompt will be given to parents if this is not the case.

The storage of medicines will be undertaken in accordance with product instructions.

Emergency medications should be readily available and not locked away. Other non-emergency medications should be kept in a secure place not accessible to children. Named staff who have had appropriate training only will have access.

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act '71 and Misuse of Drug Regulation 2001. Some controlled drugs may be prescribed as medication for students; these medicines will be stored in a locked cupboard and managed in accordance with the *“Supporting students with medical conditions policy” December 2015 Department for Education.*

Each time controlled medication is handled by a staff member the guidelines for the “Receiving and Administration of controlled medication/drugs” Appendix 2, will be followed.

All medicines stored in school will be documented on the appropriate master record and kept on file. This record may take the form of:

- Form G: Record of routine medicines stored in school
- Form H: Record of controlled medicines stored in school
- Auto-injector and antihistamine master spreadsheet record
- Inhaler master spreadsheet record
- Expiring Medication Checklist

Disposal	
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It is not the School’s responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

‘Sharps boxes’ will be used for the disposal of needles in the medical room. Collection and disposal of the boxes will be locally arranged as appropriate.

Signed
Chair of Governors’ Committee

Dated