



## ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL Administration of Medicines Policy



Elvington CE School is committed to reducing the barriers to participation in activities and learning experiences for all pupils. This policy sets out the steps which we will take to ensure full access to learning for all children who have medical needs. The policy reflects the City of York Local Authority guidance (Jan 2009) Managing Medicines in York Schools, Early Years and Out of School setting.

Medicines should only be taken to school when prescribed **4 times a day** or if doctor's instructions indicate a dosage at lunchtime.

The Headteacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so. There is no legal duty which requires school staff to administer medication; this is purely a voluntary role. If staff follows documented procedures, they are fully covered by their employer's public liability insurance.

The school will ensure that staff receive proper support and training where necessary. The Headteacher will decide when and how such training takes place, in their capacity as a line manager. Elvington CE School will access support and training via the agreed City of York pathways outlined in **Appendix A** of City of York Local Authority guidance (Jan 2009) Managing Medicines in York Schools, Early Years and Out of School settings.

All practices and procedures referred to in this document reflect the collaborative agreement reached between City of York Council Learning, Culture and Children's Services, York Hospitals Foundation Trust, North Yorkshire and York Primary Care Trust, Teaching Unions and UNISON. The policy is based on the DfES 2005 (now DCFS) publication 'Managing Medicines in Schools and Early Years Settings,' updated in November 2007.

### **Prescribed Medicines**

Medicines should only be brought into school when prescribed **4 times a day** or if doctor's instructions indicate a dosage at lunchtime. Where possible, parents/carers are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours.

It is the responsibility of parents/carers to supply written information about the medication their child needs to take in school. Staff should check that any details provided by parents/carers are consistent with instructions on the container or on the consent form.

Medicines will not be accepted anywhere in school without prior agreement. Complete written and signed instructions from parent/carer are required (see attached appendix).

Medicines must always be provided in the original container as dispensed by a pharmacist and handed into the school office. Each item of medication must include the prescriber's instructions for administration. Medicines that have been taken out of the container as originally dispensed will not be accepted. Parental requests for changes to dosages will not be actioned without receiving a new supply which is correctly labelled or a written request from the doctor.

Parents/carers or the child's doctor should provide the following details as a minimum:

- Name of child
- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Date of issue
- Expiry date
- Possible side-effects
- Storage details
- Other treatment

Surplus or out-of-date medication will be returned to parent/carers for safe disposal.

### **Controlled Drugs**

The school agrees in principle to the administration of controlled drugs (eg methylphenidate), provided that the correct procedures are followed, as outlined in this policy and in accordance with the Misuse of Drugs Act.

The controlled drug will be kept in a locked non-portable container and only named staff will have access to it. A record will be kept for audit and safety purposes, as for other medication.

Misuse of a controlled drug, such as passing it to another child for use, is an offence. If this happens CwR will inform parents and, where necessary, the police.

### **Non-prescribed Medicines**

Elvington CE Primary School discourages the use of non-prescribed medication and will not give non-prescription over the counter medicines.

### **Short Term Medical Needs**

Medicines should only be taken to school when prescribed 4 times a day or if doctor's instructions indicate a dosage at lunchtime.

### **Long Term Medical Needs / Individual Health Care Plan**

Where there are long-term medical needs requiring medication, an Individual Health Care Plan will be completed. CwR will involve parents and other relevant parties such as:

- Headteacher or head of setting
- Child (if appropriate)
- Class Teacher

- Staff who are nominated to administer medicines
- Staff who are trained in emergency procedures
- Specialist teacher for Physical Disability/Medical needs
- Health professionals (when appropriate and in line with local agreement).

In the case of long term medication, the school will agree with parents/carers how often they should jointly review the individual health care plan. This will be at least once a year, or when circumstances change.

In exceptional and/or complex cases, Emergency Treatment Plans will be initiated and written by health care professionals, then shared with schools and settings. The 'named' health professional will be contacted if an Emergency Treatment Plan has been actioned so that appropriate de-briefing can occur.

If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, this will be included in the individual health care plan.

### **Dealing with medicines safely**

#### **Storage**

The school will ensure that all emergency medicines such as asthma inhalers and adrenaline pens are readily available to children and not locked away.

Medicines are stored strictly in accordance with the product instructions (paying particular note to temperature) and in the original container in which it was dispensed. Medicines which need to be refrigerated are kept in a refrigerator in The Medical Room

(NB. Medicines can be stored in a refrigerator containing food provided they are in an airtight container and clearly labeled. There should be restricted access to a refrigerator storing medicines.)

Staff should be aware of the implications for safe storage of their own medicines.

#### **Administration of Medicines**

No child under 16 can be given medication by staff employed by the school or setting, without their parent/carer's written consent. There must always be 2 members of staff present when administering medicine

Staff giving medicines will routinely check

1. the child's name
2. prescribed dose
3. expiry date
4. written instructions provided by the prescriber.

#### **Record Keeping**

Schools will keep a record of medicines given to children and the staff involved. This is a legal requirement for early years settings. This will also apply to off-site activities eg residential trips

etc. A record will be kept of all medicines received, including quantity, even if they are not subsequently administered.

### **Refusing Medication**

If a child refuses their medication, school staff will not force them to take it but will note it in the records. The school will provide parents/carers with details of when medication has been refused or has not been administered for any other reason, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

### **Sporting Activities**

The School will ensure staff are aware if a child requires medication as a precautionary measure before taking part in PE or other physical activity, along with any emergency procedures. Inhalers will routinely be taken to PE or other physical activity. Risk assessments will be carried out if considered necessary.

If a child wears a MedicAlert<sup>®</sup> (eg a bracelet or necklace to alert others to a specific medical condition in case of an emergency) it may be necessary to consider removing it temporarily in certain circumstances, if there is a risk that it could cause injury in games or practical activities. If temporary removal is agreed in the health care plan, staff will be aware of the significance of the MedicAlert<sup>®</sup> and will keep it safe.

### **Educational Visits**

The School is aware of its responsibilities under the Disability Discrimination Act and will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements are required.

Appropriate risk-assessments will be undertaken and agreed with the parent/carer. Arrangements for taking any necessary medicines will be considered. Staff will be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedures.

Concerns about a child's safety or the safety of others will be discussed with parents/carers and advice sought from the health visitor, school nurse or the child's GP.

### **Home/school transport**

If supervision is necessary whilst travelling on Local Authority transport, this will usually be identified in the child's Statement of Special Educational Needs. Where appropriate and with parental agreement, individual health care plans will be shared with home-school transport escorts and respite care providers.

### **Disposal of Medicines**

Parents/carers are responsible for disposing of medicines safely, including ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Parents/carers are requested to collect medicines held at the end of each term. A record will be made of all medicines returned to parents/carers.

If parents/carers do not collect all medicines, they will be taken to the local pharmacy for safe disposal. A record of disposal will be made.

## **Hygiene/Infection Control**

All staff are aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medicines.

Staff will have access to protective, disposable gloves. Extra care will be taken when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment. A sharps container will be used for needles. Parents are responsible for its provision, collection and disposal.

## **Training**

The School will ensure that staff receive proper support and training where necessary. The Headteacher or Business Manager will agree when and how such training takes place, in their capacity as a line manager.

Elvington CE School will work within the CYC 2009 policy 'Managing Medicines in York Schools Early Years and Out of School Settings when responding to the needs of children with the following common conditions:

Asthma  
Epilepsy  
Diabetes  
Anaphylaxis

General awareness raising provided through the pathway in Appendix A will cover:

- The employer's policy on administration of medicines
- Tasks staff should not undertake
- Understanding labels and other instructions
- Administration methods eg tablets, liquids, ointments, eye drops, inhalers etc
- Infection control measures
- Side effects or adverse reactions to medicines and medical procedures and how to report this
- Recording the administration or failure to administer eg if a child refuses medicines
- How and when to contact the child's parent, GP, nurse etc
- Safe storage of medicines
- Disposal of waste materials
- Awareness of policies on infectious diseases
- Awareness of policies on admitting children with or recovering from illnesses

Child specific training will be accessed via a recognised medical training company such as YorMed Independent Ambulance Service.

## **Implementation of the policy**

A copy of this policy is available for any member of staff, Governing Body, parents and relevant outside agencies.

**Appendix** Parent/ Guardian agreement form for school to administer medicine

**Elvington CE Primary School**

**Parent/Guardian agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	
Name of child	
Date of birth	/ /
Learning group	
Medical condition or illness	
Name/type of medicine (as described on the container)	
Quantity received (eg half bottle)	
Dosage and method:	
Duration of treatment /Timings	
Special precautions / Storage details:	
Date dispensed:	Expiry date:
Are there any side effects that the school/setting needs to know about?	
Procedures to take in an emergency:	
Self administration:	
Planned review date:	

Person to initiate review:
<b>Contact Details:</b>
Name:
Daytime telephone no.
Relationship to child:
Address:
<b><u>I will deliver the medicines personally to the School Office</u></b>

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy

Parent/Guardian's signature \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

**Surplus/unused medicines:**

The following quantity \_\_\_\_\_ of the above medicine was collected by:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The above medicine was not collected. It was taken to \_\_\_\_\_

Chemist for safe disposal. Date: \_\_\_\_\_ Initial: \_\_\_\_\_