



# Administering Medications Policy

St John Fisher Catholic Primary School



Reference	Administering Medications Policy
Description	PFMAC Administering Medications Policy
Status	Statutory
Reference	PF-First Aid
MAC Contact	MAC Chief Financial Officer Ms R Bright MAC Operations Manager Mr M Brandish MAC GDPR Lead
School Contact	Head teacher Mr Higgins Secretary /Medical administrator Mrs M Gibbons School Business Manager Mr M White
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## **Aim**

The aim of this policy is to set a framework for the administration of medicines for students at the Pope Francis MAC Schools. In practice, this policy should serve to enable regular attendance at school by providing for identified medical needs and for the administration of prescribed medicines.

## **Principles and Definitions:**

The key principle underpinning this policy is that medical needs will be dealt with appropriately and with due regard to the health and safety of all parties.

- *Prescribed Medicines:* are those prescribed by a doctor or other medical professional with clear instructions for dosage and methods of administration.
- *Non-Prescribed Medicines:* are those proprietary medicines that may be purchased freely over the counter as palliatives for medical conditions that have not been evaluated by a doctor or medical professional.
- *Long-Term Medical Needs:* are those identified by a doctor or other medical professional and shared with the school by parents/guardians/carers as requiring long term treatment and/or special care arrangements.
- *Medical Administrator:* is the person trained to be responsible for overseeing day-to-day arrangements for first aid, the administration of medicines, the recording of accidents, liaison with all relevant parties with regard to specific medical or care needs and the communication of relevant information to relevant colleagues in school.

## **Purpose**

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, the School committee do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

## **Criteria for successful practice:**

In practice, this policy will be judged to be successful if:

- Appropriate practice is followed by all relevant parties.
- Incidents requiring first aid are successfully managed.
- The accident log book is maintained up to date.
- First aid boxes are appropriately stocked and, as needed, restocked.
- Student medical records are maintained and updated as necessary.
- All relevant staff are briefed about special medical/care arrangements needed for identified individuals.
- Sufficient staff are trained in the delivery of First Aid and that they are qualified to a suitable level.

- Complaints from parents and relevant others are few, if any, and that any matters arising are referred to the next tier of management for action.

### **Monitoring and Evaluation:**

In practice, medical matters will be dealt with by the medical administrator whose performance will be overseen by both Office Manager / School Business Manager. Special care needs will be monitored by the special needs co-ordinator who will also be responsible for the communication of these needs to all relevant others. The maintenance of accurate student data relating to medical needs will be the responsibility of the admin manager. The accident log will be monitored by the MACs Central Team, which will also be responsible for reviewing and revising this policy statement annually following its initial adoption by the Academy Committee.

### **Medical arrangements for students - Statement of practice**

The aim of these guidelines is to provide a clear understanding and acceptance by staff, carers and students of the ways in which the school will manage medical needs in order to provide appropriate and proper care. Further, the objective will be to enable regular attendance through formal systems and procedures in respect of administering medicines, developed in partnership with carers and staff.

It is expected that parents/carers will provide accurate and current information about their child's medical needs. This will be achieved using the common admissions form, the separate form requesting detailed medical information and be complemented by other relevant information provided by parents/carers and/or health professionals.

In all circumstances, the school will comply with the LA policy relating to First Aid at Work. The School will ensure that sufficient numbers of staff are trained and qualified, given the size of the organisation, to undertake first aid and/or to aid in school.

### **Prescribed medicines**

- Medicines will only be taken in school when essential, i.e where it would be detrimental to a child's health if the medicine were not administered during the school day.
- The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Such medicines must always be provided in their original container as dispensed by a pharmacist and must include the pharmacist's instructions for administration.
- Prescribed medicines will be stored in an unlocked cabinet in the care of the appointed medical administrator.
- The school WILL NOT accept medicines that have been taken out of the container as originally dispensed, nor make changes to dosages on parental instructions.
- Parents will be encouraged to ask prescribers to enable dose frequencies which can be accommodated outside the school day.
- The administration of prescribed medicines will be formally recorded to include details of date, time, dosage, the name of the student and the name of the person who administers the medicine.

## Controlled drugs

Some medicines are controlled by the Misuse of Drugs Act ('controlled' drugs) and there may be occasions when such a drug is prescribed as medication for use by children.

- A child who has been prescribed a controlled drug may legally have it in their possession. If required, the school will look after a controlled drug if there is agreement that it will be administered to the child for whom it has been prescribed.
- Where storage is required, this will be in an unlocked, non-portable container to which only named staff have access.
- A controlled drug will be returned to the parent when it is no longer required and the parent will be responsible for its safe disposal.

Misuse of a controlled drug will be an offence and will be dealt with under the terms of the school's drugs policy.

## Non prescribed drugs

- No students will be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.
- Proprietary medicines will only be administered with the written consent of parents. This consent will be held on record and such medicines will only be administered by an appropriately qualified member of staff. The administration of such medicines will be formally recorded in the Medical Book.

## Un-prescribed medicines (Secondary Schools only)

- Un-prescribed medicines (e.g. Paracetamol, Ibuprofen) supplied by a parent/guardian may be brought into school to help pupils remain at school throughout the day in case of minor illness/pain. These medicines are for the **pupils use only** and should not be passed to other students.
- Pupils are not permitted to bring in more medication than needed for one day, i.e. 1 or 2 tablets/capsules. **Secondary Schools only.**
- The school cannot take responsibility for supervising the administration of un-prescribed medicines to students or for their misuse.

## Long term medical needs

- The school expects that parents/carers will provide sufficient information about the medical condition of any child with long term medical needs
- The school will need to know about any particular needs before a child is admitted or when a child first develops a medical need.
- The school will ensure that appropriate information is passed onto staff to inform them of a child's condition
- The medical administrator will update records to raise awareness

## **Long-term, potentially limiting their access to education and requiring extra care and support**

When school is notified that a child has a medical condition, procedures are in place to cover any transitional arrangements between schools and arrangements for any staff training or support. School does not have to wait for a formal diagnosis before providing support to a pupil. In cases where a pupil's medical condition is unclear or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence.

### **Individual healthcare plans**

- Individual Healthcare Plans (IHP) will help schools effectively support pupils with medical conditions when appropriate. They will provide clarity about what needs to be done, when and by whom.
- Plans will be drawn up in partnership between school, parents and a relevant healthcare professional e.g. School or Specialist Nurse. Pupils will be involved whenever appropriate.
- Plans will be reviewed at least annually by those who have drawn up the original plan or earlier if evidence is presented that the child's needs have changed.
- Where a child has a special educational need identified in a statement or Educational Health and Care Plan (EHCP), the individual Healthcare Plan (IHP) will be linked to, or become part of that statement or EHCP.
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### **Points considered when developing an IHP**

- The medical condition, its triggers, signs, symptoms and treatments
- Specific support for the child's educational, social and emotional needs e.g. how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication this should be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a Health Professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents and the Principal, or delegated person, for medication to be administered by a member of staff or self-administered by the child during school hours
- Separate arrangements or procedures for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent of a child the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact and contingency arrangements

## **Administering medicines**

- As part of the admission procedure, parents will be required to furnish details of medical needs on the pupil enrolment form.
- No student will be given medicines without their parent's/carer's written consent.
- Where consent is in place, the member of staff involved will check the child's name, the prescribed dose, the expiry date and the written instructions provided by the prescriber on the label or container.
- If there is any element of doubt, staff will not administer the medicines but check with parents or a health professional before taking further action.
- Medicines which are left in storage after they are needed and not collected by parents and those which have reached their expiry date will be safely disposed of by the school health nurse team.

## **Self management**

- It is good practice to support and encourage students, who are able, to take responsibility to manage their own medicines.
- If a student is able to take their medicine themselves, staff may only need to supervise. Where this is the case, the medicine will be stored safely and parental consent will be sought. Prescribed medicines should not be carried around school (relevant pro-forma are included as an annex to this policy).

## **Refusing medication**

- If a child refuses to take medicine, they will not be forced to do so. The situation must be placed on record and parents informed immediately.
- If the refusal results in an emergency, then appropriate emergency help will be sought from health professionals or the emergency services.

## **Record keeping**

- Parents will be expected to inform the school about medicines that their child needs to take and to provide details of any changes to the prescription.
- Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. There will be a check that written details include; the child's name, the name of the medicine, the dose, the method of administration, any side effects and the expiry date.
- A record will be kept of the medicines given to students and the staff involved.

## **Roles and responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. School will work in partnership with healthcare professionals, social care professionals, local authorities, parents and pupils

## **Parents and Carers**

- It only requires one parent to agree to or request that medicines are administered. As the norm, the named first contact will be this person.
- The school will maintain a record of who has parental responsibility for a child and this record will be retained on the schools administration system.
- Parents will be given the opportunity to provide the Principal with sufficient information about their child's medical needs if treatment or special care is needed. This information will be gathered from the common admission form and the accompanying sheet which requests specific and detailed medical information. They should jointly, with the Principal, reach agreement on the school's role in supporting their child's medical needs.
- Are responsible for notifying the school of a change in a young person's health as soon as is practicable
- Parents should notify the school immediately of any changes (either permanent or temporary) in contacts and/or contact details, e.g. named contact, telephone numbers (mobiles/work) etc
- Will provide the school with sufficient and up to date information about their child's medical needs
- Will be involved in the development and review of their child's IHP
- Will provide medicines and equipment and ensure they, or another nominated adult, are contactable at all times

## **The Principal / Headteacher**

- The Principal is responsible for putting this policy into practice and for developing detailed procedures.
- The Principal has a contractual duty to ensure that staff receive appropriate training.
- The Principal is responsible for ensuring that all parents and staff are aware of this policy statement and for making sure that appropriate systems for information sharing are available. It will be made clear that parents should keep children at home when they are acutely unwell.
- For a child with medical needs, the Principal will be responsible for agreeing with parents exactly what support can be provided. Where parental expectations appear unreasonable, the Principal will seek advice from the school nurse or doctor, the child's GP or other medical adviser and, if appropriate from the LA.
- In following documented procedures, staff should be fully covered by The Academy's public liability insurance should a parent make a complaint.

## **Teachers and other staff**

- Staff with children with medical needs in their class or group will be informed about the nature of the condition. This information will be provided by the child's parents and relevant health professionals.
- Staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs. ALL staff likely to be responsible for children will receive this information.

## **School nurse**

- Every child and young person has access to school nursing services in line with the current local authority provision. They are responsible for:
- notifying the school if a child is known to or identified to the school health nurse as having a medical condition that requires support in the educational setting, the school nurse will liaise with the appropriate staff to assist and support the needs/requirements
- liaising with lead clinician's locally on appropriate support for the child and associated staff training needs
- providing advice and liaising with staff on the implementation of a child's IHP
- other Healthcare Professionals including GPs and Paediatricians should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes)

## **Staff giving medicines**

- The school will ensure that there are sufficient numbers of staff who are either employed or trained to manage medicines as part of their duties.
  - Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have appropriate training and guidance.

## **Trips and residential visits**

The Pope Francis MAC will consider what reasonable adjustments might be made to ensure that students with medical needs can participate safely on visits/trips.

In order to carry out an informed assessment on the student:

- The first aider/appointed person and group leader must know of the medical condition/allergies of the children taken out of school on trips or residential visits. These must be completed on the confidential information form by parents/guardian.
- All rules of prescribing and administering medication will remain the same as within school.
- A first aider/appointed person must always be present on any trip/residential visit and must be trained to deal with emergency medication such as an adrenaline pen.
- Copies of the form will be taken on trips in the event of the information being needed in an emergency.

## **Training**

- First aiders and appointed persons are trained in accordance with HSE guidelines and with St John's Ambulance on a regular basis.



- Specific training or advice for a particular medical requirement such as epilepsy, diabetes, and anaphylaxis is carried out by the local health services via school nurse who will advise on further training needs where necessary.
- Staff shall not administer medicines without appropriate training.

### **If a pupil is taken ill during school hours**

If a pupil is taken ill during school hours they will be sent to the school office either for time out or, if necessary for a parent/guardian to contact to collect their child.

Any injury in school will be dealt with by a First Aider and recorded on the smartlog online accident book. Parent/Guardian will be notified of **any** head injury.

All hospital referrals will be registered in a School central Health & Safety file and copies sent to the Central Health & Safety Team. RIDDOR to be followed if:

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

Parents/ Guardians and Carers have the right to opt their child out of first by providing this in writing to the Headteacher. In the event that intimate/personal care is required a parent/carer will be contacted and asked to attend. If contacted and unable to attend the parent/carer will be asked to nominate a close relative to attend in their place. If contact cannot be made with parent/carer and the student can cope independently, suitable shower room facilities are available, also towel, soap, sponge and a change of underclothes.

In the event that intimate or personal care for a SEN student is required, nominated staff will follow the below procedure. The Pope Francis MAC will ensure that personal dignity and privacy are maintained and that students are dealt with in accordance with personal care plans, where appropriate.

At all times students will be assisted to be as independent as possible. Reporting procedures will mirror those in the first aid policy.

### **Emergency procedures**

Where a child has an IHP this will clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other children in the school should know what to do in general terms such as informing a teacher immediately if they think help is needed

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives or accompany a child to hospital in an ambulance.

