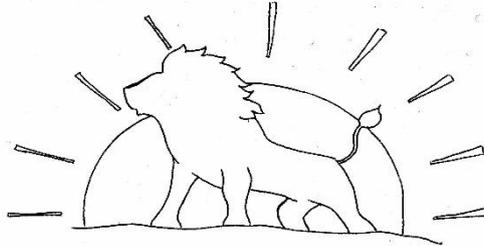


# Administering Medication Policy

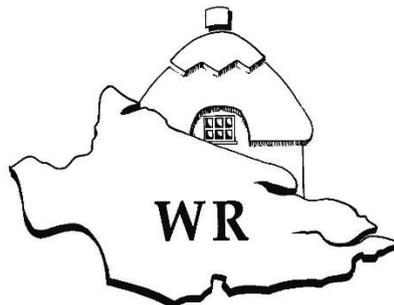
Northwick Park MAT



Northwick Park Primary and Nursery  
We Take Pride



...working together



# Northwick Park Academy Trust

## Administering Medication Policy

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# Northwick Park Academy Trust

## Administering Medication Policy

### **1. Introduction**

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. Northwick Park Academy Trust is committed to ensuring that children with medical needs have the same right of access as other children. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication. There are named staff across the Trust who have accepted responsibility for the correct administration of medication to children who attend our setting. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

The Trust Governing bodies are aware of our procedures and guidelines. They ensure that we have the appropriate arrangements in place of all medical conditions and that the pupils are properly supported by the Trust, staff and medical professionals involved.

This policy sets out our general approach to administering medication; it should be read alongside our 'Supporting Pupils with Medical Conditions' policy if a child has a long-term or serious medical condition.

### **2. The Role of Parents/Carers**

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours e.g. if it is to be taken 4 times a day. However, this might not be practicable and in such a case parents/carer may make a request for medication to be administered to the child at school.

If medicine needs to be administered during school time, then a parent or carer must bring it to the school office and fill in the Administration of Medication Permission and Record form (Appendix 1). Medication must not be given to the class teacher, or brought into school by the child themselves. If medication is for a short term condition, any remaining medication must be collected from the office by a parent or carer at the end of the school day. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect

### **3. Prescription Medication**

Prescription medicines should be administered at home wherever possible. Parents are encouraged to ask the GP to consider dosages and whether it is practical for this to be made possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container.

Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

When accepting medication into school it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

An Administration of Medicine Permission & Record form (Appendix 1) must be completed and signed by the parent / carer. No prescription medication will be given without the parent's written consent.

Within each of the Trust's buildings there are members of staff who have completed specific training on the Administration of Medication. Only these members of staff will be responsible for giving children prescribed medication and completing and maintaining the records appertaining to this. Staff will ensure that their training remains current and certificates will be displayed with other first aid information.

Prescribed medication, other than emergency medication, will be kept in the Medical Room, either in the cupboard or the refrigerator as appropriate. All emergency medicines (insulin, epi-pens etc.) should be kept in the child's classroom and be readily available.

## **4. Long Term Medical Needs**

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils, involving the parents and the relevant health professionals, following the current guidance from the school nurse, specialists etc. Please refer to the Supporting Pupils at School with Medical Conditions Policy for more information.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam for epilepsy, insulin for diabetes etc).

Staff should not administer such medicines until they have been trained to do so. These staff will be named on the care plan written for the child. The staff included and named on a child's care plan are not solely responsible for the administration of any medication and we, as a Trust, will always ensure that we train more staff than are working directly with any child with medical needs to ensure that there is always a member of staff with the training available to cover any staff absence. The Trust always ensures that there are a large amount of staff with both paediatric and enhanced First Aid training which covers the basics of administering some of these medications.

## **5. Controlled Drugs**

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore, it is imperative that controlled drugs are strictly managed between the school and parents. Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply and the amount of medication handed over to either of the Trust schools should always be recorded.

Controlled drugs should be stored in a locked non portable container, such as a safe, and only specific named staff allowed access to it as per the child's care plan. Each time the drug is administered it must be recorded, including if the child refused to take it.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should contact 111 or the emergency services for further advice. These steps will be outlined in the child's care plan. The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should not be thrown away.

## 6. Non Prescription Medication

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

**A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.**

If non-prescription medication is to be administered, then the parent/carer must complete an Administration of Medicine Consent form (Appendix 1), and the same procedure will be followed as for prescription medication. If a parent provides Calpol etc. the medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded. The Trust will administer basic medications for minor ailments such as paracetamol or antihistamine provided parents have signed a permission form for this to happen (these forms are provided in 'welcome packs') and permission has been gained on the day by telephoning the parent/carer or one of their named contacts.

## 7. Administering Medicines

Medicines will only be administered by members of staff who have been trained in the safe administration of medicines. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all staff trained in administration of medicines will be maintained by a member of the senior leadership team. This will include staff with specialist training from specific medications.

When a member of staff administers medicine, they will check the child's Administration of Medication Permission and Record form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form.

For long-term medication, an Administration of Medication Continuation Sheet (Appendix 2) will be used as necessary. These records will be kept securely either in the individual school offices or in the classroom for children receiving long term medication.

## 8. Inhalers

In line with "Guidance on the use of emergency salbutamol inhalers in schools" March 2015, we will accept the long term storage of inhalers in the schools in our Trust. They will be stored in the Medical Room or classrooms, along with appropriate spacers in labelled boxes or zip wallets. These will be checked periodically to ensure that they are still needed by the child and that they are in date and in full working order, however, responsibility for this remains with the parent/carer.

Parents must sign a "Consent form: use of inhaler" (Appendix 4) to consent to their child being allowed to be given their inhaler during the working day. These will be kept in the Asthma file in the Medical Room. Parents will be informed of their responsibilities to ensure that the medication is kept current also. All inhalers will be sent home at the end of each school year and the office/medical staff will ensure that they are returned to the appropriate children.

Trip or Forest School leaders will be responsible for ensuring that if children who have inhalers are taking part in such activities, their inhalers are taken to the Forest School site or with the group leader for the trip. Group leaders should be made aware of the child's individual needs in relation to the inhaler.

## 9. Self-Management

It is important that as children get older, they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils.

Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action). Children should know where their medicines are stored.

## 10. Refusing medication

If a child refuses to take medication staff will not force them to do so, but will note this in the records and inform parents of the refusal.

If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

## 11. Offsite visits

The Northwick Park Academy Trust will always encourage pupils with medical needs to participate in offsite visits. All staff supervising visits will be made aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed.

A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who have asthma by the leaders of the groups that those children are in. Teachers will ensure that these group leaders are made aware of the individual child's needs and be given the appropriate inhalers and spacers in a clearly labelled box or bag. These children will always be in a staff led group and not with trainees or parents.

**Travel Sickness** - Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete an Administration of Medication Permission and Record form.

**Residential visits** – All medicines which a child needs to take should be handed to the teacher in charge of the visit. The only exception are asthma inhalers, which should be kept by the child themselves if the children are old enough to self-administer. The parents will sign a consent form for any medicines which they need to take during the visit, plus consent of emergency treatment to be administered – see form in Appendix 3.

## 12. Disposal of Medicines

Parents are responsible for ensuring all medication kept in school is in date and fit for purpose.

Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. There is a sharps box in the Medical Room. If any child requires regular injections (eg. Insulin), they will have their own sharps box which can be taken offsite with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.





# Administering Medication



## The 6 Rights!



Please check these 6 steps before administering any medication to a child.



Right Pupil - Ask the child to tell you their name and check it against the medication label.



Right medicine - check the name on the actual medicine with the name on the consent to give form to ensure they are the same. Always check the expiry date also.



Right Dose - check the written instructions on the label every time you administer.



Right route - check to see how medication is given e.g. orally, buccal etc.



Right time - check the frequency of giving the medication, check the time and check the pupil has not already been given the medication.



Right to refuse - if a pupil refuses to take the medication do not force or coerce them to. Record the incident and report to a member of SLT and parents.



**ADMINISTERING MEDICATION ON RESIDENTIAL TRIPS**

**The Academy will not give your child any form of medication unless this form is completed and signed.**

Pupil's Full Name .....Date of Birth: ..... Class: .....

Address: .....

Condition/Illness: .....

Name/Type of Medication: .....

Trip destination- ..... Date of Visit - .....

Is your child allergic to any medication? YES/NO

Please list below:

\_\_\_\_\_

\_\_\_\_\_

I agree to my son/daughter receiving medication as instructed and any emergency, dental, medical or surgical treatment considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

**CONTACT NUMBERS**

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Alternative emergency contact:

Name: \_\_\_\_\_ Telephone no: \_\_\_\_\_

Address: \_\_\_\_\_

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

