Rawmarsh Ryecroft Infant School

Medicine in School Policy

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Statement of intent

Rawmarsh Ryecroft Infant School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, "**medication**" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "**Prescription medication**" is defined as any drug or device prescribed by a doctor. "**Controlled drug**" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

1. **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'.
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'.

This policy operates in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- Asthma Policy
- First Aid Policy
- Records Management Policy
- Allergen and Anaphylaxis Policy
- Complaints Procedures Policy

2. Roles and responsibilities

The governing board is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and supporting pupils to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing an administering medication parental consent form prior to them or their child bringing any medication into school.
- Discussing medication with their child prior to requesting that a staff member administers the medication.

It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with the Headteacher or other members of staff. This may include staff administering medication to the pupil involved.

3. Training staff

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff. The headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school, e.g. the school nurse.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child.
- Some technical or medical knowledge is required to administer the medication.
- Intimate contact with the pupil is necessary.

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training. Staff will double sign to witness the administration of medication.

Training for administering AAIs

The school will arrange specialist training for staff on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis. This may happen also through the school's rolling First Aid Training Programme. Designated staff members with suitable training and confidence in their ability to use AAIs will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAIs in the case of an emergency.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAIs are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAIs on site at all times.

4. Receiving, storing and disposing of medication

All receipt, storage and dispensing of medication will be documented with parents using school proforma's when providing the medication and staff signing and counter signing for medication being given.

Receiving prescribed medication from parents

The parents of pupils who need medication administered at school will be given an administering medication parental consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present.

The school will only store and administer prescribed medication that has to be **given 4 times per day**. Exceptions will be children who reply on medicines as part of ongoing

medical needs.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

Storing pupils' medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAIs, will be stored in the pupil's classroom to allow it to be readily accessible to staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
    - Clearly labelled with:
    - The pupil's name.
    - the name of the medication.
    - The correct dosage.
    - The frequency of administration.
    - Any likely side effects.
    - The expiry date.
- Stored alongside the accompanying administering medication parental consent form.

Medication that does not meet the above criteria will not be administered.

Disposing of pupils' medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

5. <u>Administering medication</u>

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the

previous dose was taken.

Medication will be administered in a private, comfortable environment and as far as possible, in the same room as the medication is stored. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary.
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary.

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

Two members of staff should be available to witness the administration of medicines, sign for them and counter sign.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their Care Plan, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. Records will be stored in accordance with the Records Management Policy.

Procedure for the Administration of Medicines in School - Long Term

Child has long term medical need requiring the administration of medicine to avoid a detrimental effect on the child's health.

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Parents complete Health Care Plan alongside appropriate health professional and school staff. Copies are retained in the office, Pupil Information file and individual class SEN file.

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Parents provide sufficient in-date medication as appropriate to condition and complete **Form 1A-see proforma** to agree to school administering relevant medicine.
When medicine is administered, this is recorded in the Medicine Administration file.
Administration of inhalers is recorded on a separate format kept with inhalers.

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Medical information is reviewed at start of the academic year. Parents are responsible for ensuring that the school is kept up to date with the pupil's medical condition.

Inhalers for asthma should be kept in the classroom, or within easy access for pupil use. Administration to be recorded on Asthma proforma.

Procedure for the Administration of Medicines in School
(Short term medical need)

Child has short term medical need requiring the administration of medicine to avoid a detrimental effect on the child's health.

Parent brings medicine (in original container with child's name clearly visible) to

Parent reads and signs **Form 1B-see proforma** to agree to school administering medicine to pupil.

Parent collects medicine from school office at end of school day.

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