

BENNETT MEMORIAL DIOCESAN SCHOOL

Administration of medicines in school policy

Bennett is a Church of England school where the principal aim is to provide a Christian framework for learning and development. In this context all students are treated with respect, and the safety and the well-being of each individual student in the school's care are of prime importance. This policy sets out the school's procedures for managing medicines safely and appropriately in school.

Parental responsibility

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions.

It is their responsibility to notify the school of any changes to the student's type or dose of medication and to replace out of date medicines.

No medicines should be brought into school without the prior knowledge of the School Nurse.

School responsibility

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

Only the School Nurse is permitted to administer non-prescription medication; with parent consent.

If in any doubt the nurse will not administer any medicine until she has checked with the parents or a health professional before taking further action.

Prescription medicines

These medicines should only be brought into school where essential, that is where it would be detrimental to the child's health if the medicine were not administered during the school day.

The first dose of all new medicines must be given at home to ensure that no adverse reactions are encountered while in school.

If medicines need to be brought into school the following procedure needs to be followed:

1. All medicines must be in their original container.
2. All medicines **MUST** be clearly labelled with

The child's name

The name and strength of the medication

The dosage and when the medicine should be given (as directed is not acceptable i.e. on topical creams, directions must be specific)

The expiry date

Side effects

3. Staff should never accept medicines that have been taken out of their original container or make changes to the dosages even on parental instructions.
4. All medicines (including Homeopathic) must be accompanied by a parental agreement for the school to administer medicine, which can be downloaded from the website. (Appendix 1)
5. If two or more medicines are required, these should be in separate, clearly and appropriately labelled containers, each with a separate consent form.
6. On arrival at school all medicines must be handed to the School Nurse or the designated member of staff.

All medicines received into school must be counted and documented in the section within the parental agreement for the school to administer medicine. This must then be completed for every dose administered. A running stock level must also be recorded.

Some medicines may be prescribed on an 'as required' basis i.e. only to be administered under certain circumstances. Most commonly this may be reliever inhalers for asthma, rectal diazepam/buccal midazolam for epilepsy and ibuprofen as pain control.

The circumstances for which the medicines should be administered should be entered on the child's health care plan, or on the Parental Agreement for school to administer medicine. A parental agreement form should be completed and signed. This obviates the necessity of contacting the parent before such administering.

Emergency Medication

Emergency medication, such as Epipens and Reliever Inhalers, are subject to the same request and recording systems as non-emergency medicines, with additional CONSENT and written individualised care plans (Appendix 2)

Students who require medicines for urgent life threatening conditions MUST have these available in school or they will be unable to remain in school.

All students who require Reliever Inhalers or Epipens will be expected to carry one with them at all times in their school bag. In addition to this it is recommended that spare emergency medicine is brought into school, in case the original is lost or damaged.

It is the responsibility of the parents/guardians to ensure that their child is trained and competent to self-administer their emergency medicines.

This type of medication must be readily available in an unlocked cupboard. The student's care plan with parental consent should be stored with the medicine, giving clear instructions on how to manage a student in medical crisis. All relevant staff must be made aware of where the emergency medication is stored.

Where school staff agree to administer treatment and medication to a student in an emergency, training sessions must be arranged by the School Nurse and updated annually.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act, and its associated regulations. Some may be prescribed as medication for use by children at school. The most common is Methylphenidate (Ritalin, Equasym).

The school should be in agreement with the parents of a child prescribed a controlled drug to store it safely and administer it to the child for whom it has been prescribed.

A record must be kept of all supplies received, all doses administered, and all unwanted supplies returned to parents for audit and safety purposes.

Controlled drugs must be kept in a locked non-portable cupboard with only named staff having access.

Only a suitably trained member of staff may administer a controlled drug to a child for whom it has been prescribed. The drugs must be administered within the prescribed instructions.

The administration of Controlled Drugs should ideally be undertaken by two people, both of whom are accountable for the whole procedure.

Misuse of a controlled drug, such as passing it to another child for use (including 'borrowing' another child's identical drug) is an offence.

Non-Prescription medicines

All parents will be asked to sign a medication consent form (Appendix 3) giving the School Nurse permission to administer over the counter medicines (OTCM)

These will be administered for:-

Headache – not associated with head injury

Toothache

Dysmenorrhoea – painful periods

Early symptoms of mild ear ache

Early symptoms of cold and flu

Allergic reaction

Burns

Wounds

Only one dose will be given. If this does not relieve the symptoms then the parents will be contacted.

No medicines will be given in school that students have never had before. All first doses must be given at home, in case of adverse reactions.

All medicines bought by the school must be counted and recorded in a medicines journal.

All medicines administered to students must be recorded with the date, time and dose in the medicines journal, keeping a stock balance.

All medications given to students in school will be recorded in the medical section in the student planner.

A child under 16 should never be given Aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

Refusing Medicines

If a child refuses to take their prescribed medicines, staff should not force them to do so, but should note this in their records and follow any procedures set out in the health plan. Parents should always be informed of the refusal on the same day. If a refusal to take medicines results in a medical emergency the schools emergency procedures should be followed.

Storage of Medicines in School

Large volumes of medicines should not be brought into school and, where it is impracticable to expect the parents to supply only one dose required for one day, there should be arrangements to agree with the parents what reasonable quantity can be kept in school.

Medicines (including analgesics such as Paracetamol) must not be kept in First Aid bags or boxes, or anywhere accessible to students. Non-emergency medication will be stored in a locked, wall mounted cabinet with the key stored in an accessible but restricted place, known only to the designated members of staff. If fridge storage is required this must be lockable.

Once removed from the medicines cabinet the medicine must be administered immediately and never left unattended. The medication must be taken immediately by the student and not taken away.

Discontinued and out of date medicines should be returned to the parents for disposal.

Documentation

Each student receiving prescription medication will have the following documentation:

- Completed up to date Health Care Plan (HCP), where deemed necessary.
- Written request for the school to administer medicines from the parents or a health care professional.
- Student record of all medication administered.

Each student receiving non-prescription medication will have the following documentation:

- Signed medication consent form.
- Student record book of all medication administered.
- Written record informing parents of what medication has been administered to their child.

Educational Visits

It is good practice for children with medical needs to participate in managed visits. Provided that an individual risk assessment has been carried out as part of the individual HCP children with medical needs should be able to take part fully.

A list of all students going on a school trip should be forwarded to the School Nurse at least 2 weeks prior to the visit. This will enable the students with medical needs to be identified and assessed.

On the eve of the trip the School Nurse will hand over all the medicines, including the Health Care Plan and written request from the parents to administer medicines, to the teacher in charge of the trip.

All medicines that leave the school premises must be signed out in the drug register by the teacher in charge and the School Nurse. On return they must be checked for use and damage and signed back in to the register. The member of staff who signs for the medicines is responsible for their safe keeping at all times.

Special consideration to safe keeping is especially needed for any controlled drugs, which ideally should be kept under lock and key during the trip.

Self-management

If following, an assessment by the School Nurse, parent and student, it is decided that the student is suitably mature and responsible, and that any potential risks to other students have been considered, it is acceptable for them to manage their own medication.

Only one day's dose should be carried at a time and the appropriate staff should be made aware that the student is carrying them.

Staff training

All staff involved in administering prescription medicines should be trained before giving them, and should receive updates to that training at least annually.

Such training will be carried out by the School Nurse (via OPUS) and will include an overview of the school medicines policy, information on the different legal categories of medicines the children might take, the procedures for administration for medicines and recording required.

Insurance

The County Council has very extensive insurance cover and the following comments are relevant to any situations which might arise from the administration of medication to students.

The County Council undertakes its "business" through its employees (e.g. teachers, and classroom assistants). Thus, if any civil claim was made relating to the actions of staff subject to paragraph 2, those staff would be indemnified by the County Council against any personal liability.

Individual members of staff are indemnified against having to pay damages and would only be vulnerable personally if they had deliberately contravened an instruction or acted in a way which was grossly careless.

In order to establish civil liability, the injured party would have to prove that Kent County Council owed a duty of care to them, that the duty was breached, and that, as a result of that breach, injury or loss was sustained.

Although the administration of medication will be specifically mentioned in the job description of only a few members of staff, giving such assistance to pupils is regarded as an appropriate activity for County Council staff although the requirements of good practice will dictate that schools will have an appropriate policy, and that staff will have sufficient training.

There is a remote possibility that criminal liability could arise if a member of staff undertook action which they had not been authorised by the child's parents to undertake. However, it is possible that, if a child showed symptoms of a serious condition while at school and staff were acting in "loco parentis" there would be a Common Law expectation that they would act (either directly or by calling assistance) rather than do nothing. In extreme cases, this could necessitate emergency action before contacting parents or trained staff. Any action taken must be balanced against what a reasonable parent would do in the light of their training and experience and in relation to the availability of medical assistance and any relevant health care policy

Appendix 1 Parental agreement for school to administer medicine

Date for review to be initiated by	School Nurse
Name of school/setting	Bennett Memorial Diocesan School
Name of child	
Date of birth	
Tutor Group	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the schools needs to know about?	
Self-administration – y/n	
First dose given at home?	YES / NO

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that the medicine must be delivered to the school nurse as soon as it arrives in school, either by myself or the student.	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Appendix 2

Date Form Completed _____

Date for Review _____

Copies held by _____



Healthcare Plan

For Students with medical conditions at school

1. Pupils information

Name: _____

Date of birth: _____

Named Support in school: _____

Tutor group: _____

1. SEN	(Please circle)	Wave 1	Wave 2	Wave 3
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Comments: _____

3. Contact information

Address: _____

Contact 1: _____

Contact 2: _____

Relationship: _____

Relationship: _____

Phone: _____

Phone: _____

Mobile: _____

Mobile: _____

GP: _____

Phone: _____

Specialist: _____

Phone: _____

4. Medical condition information

Student's medical condition: _____

Signs and symptoms: _____

Does he/she fully understand their condition?

Triggers or things that make this student's condition worse:

5. Routine healthcare requirements (for example, dietary, therapy, nursing needs or before physical activity)

During school hours:

Outside school hours:

Do they require any specialist equipment?

Medication: (Please list all medications that are taken, including dosage and times, side effects, contra-indications. Administered by/self-administered with/without supervision)

6. Arrangements for school trips/visits etc.:

Describe what constitutes an emergency and the action if this occurs:

Who is responsible in an emergency? (state if different for off-site activities)

7. Any other relevant information:

8. Staff training needed/undertaken - who, what, when:

9. Plan developed with:

In the event of an emergency please sign below to give permission to the school to administer prescribed emergency medications.

Signed :

Date:

Diabetes: Please ensure that your child has adequate snacks on their person should they have a Hypoglycaemic attack in class. Please supply spare snacks.

Anaphylaxis: Please ensure that your child has their antihistamine/Epipen with them at all times. You are advised to supply a spare Epipen.

Asthma: Please ensure that your child has an up to date inhaler on them at all times. You are advised to provide a spare inhaler.

If there are any changes in your child's condition or treatment please inform the School Nurse immediately, in writing.

Appendix 3

Bennett Memorial Diocesan School

Permission to administer 'over the counter' medication

Student Name.....

Allergies.....

I/we give permission for the following medication to be administered by the School Nurse.

	YES	NO
Acriflex Cream (for minor burns and abrasions)	YES	NO
Anthisan Cream (for insect stings and bites)	YES	NO
Arnica Cream (for bruises)	YES	NO
Calamine Lotion (for nettle rash, insect stings, generalised itching)	YES	NO
Cough Syrup (Honey & Lemon for tickly coughs, over 12yrs old)	YES	NO
Medicated Dressings (eg iodine / vaseline impregnated gauze)	YES	NO
Paracetamol / Calpol (for headache, period pain, joint pain, muscular pain, fever and ear ache)	YES	NO
Anti-Histamine tablet (for allergies)	YES	NO
Strepsils (for sore throats)	YES	NO
Rennie Chewable Tabs (indigestion, over 12yrs old)	YES	NO

I confirm that he/she has had these medications before with no adverse effect.

Parents Signature.....Date.....

All Other Medications

Please ensure that all medicines sent into school are in their original boxes and are clearly marked with the students name. Please also ensure that the expiry date is clearly visible. Written consent and clear dosage instructions must accompany all medicines sent into school and they must be handed to the school nurse. Consent forms can be downloaded from the school website found in the Health Folder.

NO MEDICINES WILL BE ADMINISTERED WITHOUT WRITTEN CONSENT FROM THE PARENT/GAURDIAN

Reviewed November 2018