



# Administration of Medicines policy

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Date to be reviewed: Spring 2024

Policy created and reviewed by: Business Manager



The Governors adopt the guidelines for administering medicines outlined in Bulletin 3 of the Education Services, Health and Safety for Education Establishments. (Director of Education – September 2007) and comply with the requirements imposed by the local authority's insurers.

The main points are that:

1. In most cases, pupils are able to take medicines before leaving for school and on arriving home. If medicines must be taken during school hours, we require a doctor's note and/or consent from the parent to this effect, and it should give clear instructions on dosage. The school will only administer medicines provided full information has been given on the appropriate form regarding medical condition, medicine dosage, type, timing and side effects, and any additional special care needed to cope with the child's medical condition.
2. Administration of medicines is the responsibility of parents.
3. Only staff with appropriate Health Authority training can administer medicines on parents' behalf. Under normal circumstances, staff will supervise pupils administering their own medicines.
4. Parents should deposit all medicines with the school first-aider via reception.
5. Medicines must be clearly labelled with the pupil's name and all dosage information.
6. The school DOES NOT supply Paracetamol, Ibuprofen or any other analgesics.
7. The school reserves the right not to administer medicines that may be dangerous or where the failure to administer medicine at set times could have any adverse consequences.
8. The school does not provide medical advice.

An exception to these rules concerns the use of inhalers. Where pupils require inhalers for asthma, the school should still be notified, but the pupils will be allowed to carry them around themselves and administer their own medication. Written parental consent would be required. There may be other agreed exceptions where pupils carry medication such as antibiotics.

Whilst all staff have a duty of care for the health and safety of pupils, there is no contractual requirement for school staff to administer medication. Where school staff do agree to participate in these duties it is important to recognise that their participation is of a voluntary nature.

School staff giving medicines must receive training and support from the School



Health Service; this training must be updated, and certificates of attendance provided in order for Pembrokeshire County Council insurance cover to be valid. A full copy of the County Council's insurance cover is available and should be used and made available in conjunction with the school Administration of Medicines policy.

Any actions taken in an emergency situation are carried out with the best of intentions and performed in good faith. In failing to act in an emergency situation a member of staff may be found in breach of the statutory duty of care. All medical information on pupils should be treated as confidential by the school.

### **Other Medical Needs**

The school will try to respond to pupils' short-term medical needs by making reasonable adaptations. For example, with fractured limbs, pupils are allowed to leave lessons earlier, to avoid congestion in corridors. Parents must not assume that the school will automatically make such arrangements. Before sending a pupil with temporary medical needs into school, the parents must contact the school via attendance or first aid to explain what will be required.

### **Contagious Diseases**

Parents should not send children to school if they have contagious diseases that could be spread easily such as chicken pox. Equally, minor coughs and colds are not an acceptable excuse for pupils to stay away from school. A Covid Risk Assessment is in place for the school which is reviewed and updated as and when required based on Welsh Government and Local Authority guidance. Staff and union representatives are also consulted and made aware of amendments.

### **GUIDANCE for Administration of Medicines**

The Governors and staff of Milford Haven School wish to ensure that pupils with medical needs receive proper care and support at school. Staff who volunteer to assist in the administration of medication will receive appropriate training and guidance through arrangements made with the School Health Service. This will be regularly updated and documented.

- Medication will only be accepted in school if it has been consented by a parent and/or prescribed by a doctor as a reasonable adjustment for pupil to return to school
- Medication will not be accepted in school without complete written and signed instructions from a parent.
- Only reasonable quantities of medication should be supplied to the school.
- Each item of medication must be delivered in its original container and handed directly to First Aid.
- Where the pupil travels on school transport with an escort, parents / carers



should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.

- Each item of medication must be clearly labelled.
- The school will not accept items of medication which are in unlabelled containers.
- Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet. However, on particular medical passports, some pupils will be required to carry their own medication.
- A full record of all medicines administered will be kept.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents / carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- It is the responsibility of parents / carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.
- The school will assess and implement any procedures required in an emergency.

## **MEDICATION**

The school must maintain an internal record of the medical details and specific precautions to be taken, and symptoms to be monitored, for any child with an allergy or illness, via the use of SIMs and / or Edukey. The Headteacher and staff will treat all medical information as confidential.

- Parental consent and advice is to be obtained prior to the child being placed onto the school roll. The nominated person should advise staff of side effects which may be relevant.
- Staff training - regular updates on serious medical conditions should be communicated to staff and recorded.
- General awareness of any child's conditions should be made to staff and students if it is necessary for the safety or well-being of the child.
- Storage - some medication may require refrigeration.
- Needles must be locked away until they are to be used and disposed of correctly in a 'sharps' container except for pupils that are diabetic as they carry their own.
- Food allergies - packed lunches should be provided by parents. Parents must also submit full and detailed information with regard to any materials, foods or substances which may cause an allergic reaction.



## **STORAGE OF MEDICINE**

At school all medication should be stored in a secure place not accessible to children unless pupils have been given permission to carry their medication with them e.g. inhalers, diabetics. Pupils carry their own medication where applicable. No medication should be left unattended.

If refrigeration is needed, medication should be kept in a container, clearly labelled, with restricted access.

## **SELF-ADMINISTERING OF MEDICATION**

Wherever possible pupils should be encouraged to self-administer medication.

## **TRAINING OF STAFF**

Appropriate training for any member of staff undertaking the administration of medication in school is essential. Where a pupil requires medical support in school, a minimum of two staff who volunteer should undergo training.

The training must:

- be provided through arrangements made with the School Health Service
- meet the specific medical needs of the individual pupil, as agreed with the parents, Local Authority and health professionals concerned.
- cover procedures to be followed in emergency situations.
- be recorded in the pupil's file (Edukey)
- be updated on an agreed regular basis as set out in the Health Care Plan, in order for insurance cover to be valid.
- be recorded in staff files, a certificate of attendance should be provided.

In some circumstances the provision of training may be subject to delay. In these circumstances, parents must retain responsibility for their child's medical support until the relevant staff have received their training.

## **PROCEDURES**

1. The parent / carer is responsible for supplying the school with adequate information regarding their child's condition and medication. This information must be in writing, signed and current, so that procedures for each pupil's medication are known. The information should be updated annually, or earlier if medication is altered. Copies of the forms should be



- kept in the pupil's main school file (Edukey) and in the Administration of Medication Records.
2. Any medication that is required, which is not administered by the designated first aider, must be brought in by the parent / carer and administered by that parent / carer.
  3. All items of medication should be delivered directly to the school by parents / carers or escorts employed by the Authority. It is the parents / carers' responsibility to inform First Aid in writing when the dosage is changed or no longer required. The parent / carer / escort should sign for the transfer of medication.
  4. After the first receipt of medication at school additional medication may continue to be accepted without further notice, unless changes in dosage are made. A record must be maintained of all medication to a pupil.
  5. Each item of medication must be delivered to the First Aider in a secure and labelled container as originally dispensed. Unlabelled containers will be returned to the parent / carer.
  6. Each container must be clearly labelled with the following:
    - Name of medication
    - Pupil's name
    - Dosage
    - Dosage frequency
    - Method of administration
    - Any relevant side effects
    - Date of dispensing
    - Storage requirements
    - Expiry date

Pupils under 16 should NEVER be given ASPIRIN unless prescribed to them by a doctor.

7. Controlled drugs may be administered in accordance with the prescribed instructions, noting how many staff are involved. It should never be left to one person. Controlled drugs must be kept in locked non-portable containers, with named staff access and records kept of administration.
8. In the event of a pupil refusing to take prescribed medication, the school will inform the parents / carers, record and follow agreed procedure in policy or health care plan. Follow emergency procedures if necessary.
9. If the pupil receives respite care the parent / carer should state whether the medication should go with the pupil at the end of the school day.
9. Pupils should not be denied access to the National Curriculum because they require medication or medical support. Staff should be aware of medical needs and emergency procedures during both educational visits and sporting activities.



10. Where home-school transport is provided, drivers and escorts should know emergency procedures. Medicines should not usually be given, if this is the case training must be provided. If a child has a life-threatening condition, a health care plan should be carried on the vehicle; drivers and escorts should have basic first aid training.
11. The school should have a policy for dealing with emergency situations. If a child is taken to hospital by ambulance, a member of staff should accompany the child until a parent/carer arrives. Staff should not take a child to hospital in their own car. The health care plan should include emergency procedures for an individual child.

### **Long Term Medication**

1. The medicines in this category are largely preventative in nature and it is essential that they are given in accordance with instructions, otherwise the management of the medical condition is hindered.
2. Parents / carers must be informed that they must report any changes in medication to the school. As per above, this should be issued in writing.
3. It is sometimes necessary to explain the use of medication to a number of pupils in the class, in addition to the affected child, so that peer group support can be given.
4. Long term medication is particularly applicable to the management of asthma.

### **Asthma**

There are two types of inhaler treatment:

- **Preventers** - these medicines are taken regularly to make the airways less sensitive.
- **Relievers** - these medicines quickly open the narrowed airways to help the child's breathing difficulties.

Parents/carers need to inform the school in writing around the need of asthma medication and if applicable an asthma plan provided by the NHS.

Any difficulties in the use of an inhaler or understanding about medication usage should be referred to the school nursing team for further advice.

It is important that the reliever inhalers are immediately accessible for use when a child experiences breathing difficulties or when specifically required prior to a sporting activity and outing as instructed by the Medical



Practitioner. It is the responsibility of the pupil to carry their own and if necessary, a spare is left in the emergency box within school. This needs to be issued by the parent/carer.

If a midday dose of a preventer inhaler is prescribed, this must be given in accordance with general procedures.

### **Injections**

It is inadvisable for school employees to administer medication by hypodermic injection except in situations which are perceived to be life-threatening. Pupils will generally self-administer with supervision from a young age. A sharps box may be required for the safe disposal of needles.

There are certain conditions e.g. Diabetes Mellitus which are controlled by regular injections. Children with these conditions are usually taught to give their own injections, and where this is not possible, they should be given by their parents or a qualified nurse (currently employed in a nursing capacity). It is not envisaged that it will be necessary to give injections in school unless the child is away on a school visit.

### **Emergency Treatment**

Advice for school staff about individual children will be sought from an appropriate medical practitioner.

In the event of absence of trained staff, it is essential that emergency back-up procedures are agreed in advance between the parents, school, and medical advisor.

Storage of medication must be in accordance with general procedures. Medication must be clearly labelled with the child's name, the action to be taken with the child's name, dosage and frequency and the expiry date.

If it is necessary to give emergency treatment, a clear account of the incident must be given to the parents or guardians of the child and a copy on Edukey retained by the school.

### **Individual and Emergency Procedures**

Pupils must have an individual Health Care Plan containing the following information:

- Pupils Name
- Date of Birth
- Conditions & symptoms to look out for





- Current Medication
- Parents/carers contact number
- GP's name and contact number
- Other emergency contact numbers
- What to do in an emergency, as agreed by parents and Health Service and school

The medical passport should accompany the pupil if he / she has to be admitted to hospital. This medical passport must be reviewed regularly.

The following straightforward steps are suggested when dealing with an **emergency medical situation**:

CHECK THAT THERE IS NO DANGER TO YOURSELF, THE CASUALTY OR ANY BYSTANDERS.

SUMMON ASSISTANCE FROM THE TRAINED FIRST AIDER

CHECK AIRWAY – Are they breathing?

REASSURE CASUALTY UNTIL ASSISTANCE ARRIVES

ADMINISTER ANY MEDICATION NEEDED FOLLOWING DIRECTIONS PROVIDED ON MEDICAL PASSPORT

IF IN ANY DOUBT DIAL 999 FOR THE AMBULANCE

**HAVE READY THE FOLLOWING INFORMATION:**

- Your telephone number
- Your location / school address
- Your postcode
- Your name
- Child's name and brief description of symptoms
- Entrance for ambulance crew to meet you. (location)

### **School Trips/Residential Visits**

It is the right of every pupil to have access to a broad and balanced curriculum, as well as access to out of school activities in accordance with the school's policy on educational visits.

1. 'EVOLVE' must be completed and submitted prior to the commencement of any school visit with the Evolve recommended lead times.
2. A school consent form from the child's parent or carer must be received



prior to participation in any school trip. Any medical problems must be highlighted by the parent / carer.

3. Where insurance cover is obtained, medical conditions must be disclosed, otherwise insurance cover may be refused.
4. A named person must be identified to supervise the storage and administration of medication.
5. Wherever possible, children should carry their own inhalers for the treatment of asthma, but it is important that the named person is aware of this.

As well as a risk assessment being made in line with the LEA guidelines prior to any outside visit being made, the following points should be considered:

- A member of staff trained in emergency treatment must accompany the group, however in instances where there is not a first aider on the trip this needs to be adequately risk assessed.
- The pupil's parents' / carers' permission for the visit must be obtained.
- Staff must be aware of the medication the pupil will need to take on the visit.
- Staff must ascertain if any spare medication is required.
- Consideration must be given to the safe storage of the medication.
- Staff supervising the trip must be aware of the pupil's condition and any relevant emergency procedures.



# Appendix

## STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINES

<b>Name of School/ setting</b>
<b>Name of Staff member</b>
<b>Type of training received</b>
<b>Date training completed</b>
<b>Training provided by</b>
<b>Profession</b>
<b>I confirm that.....has received the training detailed above and is competent to carry out any necessary treatment. I recommend the training is updated.....</b>
<b>Trainer's signature</b>
<b>Date</b>
<b>I confirm that I have received the training detailed above</b>
<b>Staff signature</b>



<b>Date</b>
<b>Suggested review date</b>

**DESCRIPTION OF SEIZURES, INCLUDING THOSE WHICH MAY NEED TREATMENT WITH BUCCAL MIDAZOLAM**

<b>Name of child</b>
<b>Date of birth</b>
<b>How often do seizures occur?</b>
<b>What can trigger a seizure or are there any signs to indicate a seizure might occur?</b>
<b>Please describe what the seizure is usually like (if there is more than one type describe each individually).</b>
<b>How long do seizures usually last? (State how long each type lasts)</b>
<b>What is the child like after a seizure? (sleepy etc.)</b>



## BUCCAL MIDAZOLAM TREATMENT PLAN

<p><b>1. When should buccal midazolam be administered? (include whether it is after a certain length of time and/ or number of seizures)</b></p>
<p><b>2. Under what circumstances should buccal midazolam not be used?</b></p>
<p><b>3. Initial dosage: How much buccal midazolam is given initially? (note recommended number of milligrams for this person)</b></p>
<p><b>4. What is the usual reaction(s) to buccal midazolam?</b></p>
<p><b>5. If there are difficulties in the administration of buccal midazolam, what action should be taken?</b></p>
<p><b>6. Can a second dose of buccal midazolam be given? If so after how long? (state the time to have elapsed before re-administration takes)</b></p>
<p><b>7. How much buccal midazolam is given as a second dose? (in milligrams)</b></p>
<p><b>8. When should 999 be dialled for emergency help?</b></p>



In the event where Buccal Midazolam has been used, please record the following –

- Where it happened
- When it happened
- Who was present
- What actions were taken
- Timing of medication, who administered it (If applicable)
- Who made contact home
- Was 999 called
- Evaluation



### Administration of Medicine Form

#### Parental agreement for Milford Haven School to administer medicine

Milford Haven School needs your permission to give your child medicine. Please complete and sign this form to allow this.

Name of school	Milford Haven School
Name of child	
Date of birth	
Group / class / form	
Healthcare need	

#### Medicine

Name / type of medicine (as described on the container)	
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Date dispensed	/	/	Expiry date	/	/
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Name / type of medicine (as described on the container)					
Date dispensed	/	/	Expiry date	/	/

Agreed review date to be initiated by Mrs Laura Walter-Jones

Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about?	
Self-administration (delete as appropriate)	<b>Yes</b>

Procedures to take in an emergency	
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**Contact details**





Name	
Daytime telephone number	
Relationship to the child	
Address	

I understand that I must deliver the medicine personally to :

Mrs Walter-Jones, First Aid.

I understand that I must notify the setting of any changes in writing.

Signature	
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Date	
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Or alternatively

## Milford Haven School

### Request for learner to carry/administer their own medicine

This form must be completed by the parent/carer.

**If staff have any concerns, discuss this request with healthcare professionals.**

Name of setting	
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Learner's name	
Group/class/form	
Address	
Name of medicine	
Carry and administer	<b>Yes / No</b>
Administer from stored location	<b>Yes / No</b>
Procedures to be taken in an emergency	

**Contact information**

Name	
Daytime telephone number	
Relationship to learner	

I would like my child to administer and / or carry their medicine.

Signed parent/carer	
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Date	
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I agree to administer and / or carry my medicine. If I refuse to administer my medication as agreed, then this agreement will be reviewed.

Learner's signature	
Date	



### Medical Passport

The main purpose of an individual Medical passport is to identify the level of support that is needed in school, identify and record any medication, and establish emergency procedures. All pupils requiring medication or medical support in school require a Health Care Plan. This plan should be drawn up in consultation with any or all of the following:

- Head teacher
- Parent/carer
- The pupil where necessary
- Class teacher/form tutor
- LSA or Support staff
- Staff who have volunteered to administer medication and undergo training
- The School Health Service
- GP or other healthcare professional

Name of pupil				
Date of Birth				
Year Group				
Health Care Plan Assessment	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">                 X ✓                  Medical Information             </td> <td style="width: 33%; text-align: center;">                 X ✓                  Allergy Information             </td> <td style="width: 33%; text-align: center;">                 X ✓ * See Risk             </td> </tr> </table>	X ✓ Medical Information	X ✓ Allergy Information	X ✓ * See Risk
X ✓ Medical Information	X ✓ Allergy Information	X ✓ * See Risk		
This pupil has.....				
Symptoms ...				
Medical Instructions for Medication				
Action & Emergency Procedures...				
Other				
<b>Trained Staff in School</b>				
Responsibilities and Actions Required				



Regular medication taken during school hours	Medication Name _____ Strength _____ When it is taken time of day _____ Self--administration: can the pupil administer the medication themselves? Yes                      No                      Yes, with supervision Spare / backup supply of medicine to be provided e.g. Asthma pumps / Adrenaline pen YES / NO ( to be held in the Emergency Box)
Plan agreed by	Name                      Start date
Headteacher Name	Name                      Signed                      Date
Parent Name	
Doctor's Name	
School Nurse	
Diabetic team	
Paediatrician	
Reviewed Date	
Reviewed Date	
Reviewed Date	
Reviewed Date	

Parental and pupil agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services).

I understand that I must notify the school of any changes in writing.

Pupil Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent Print Name \_\_\_\_\_ Parent (if pupil's age is below 16)

Parent Signed \_\_\_\_\_ Date \_\_\_\_\_



### Medication/Healthcare Incident Report

**Paper copy available below – however we use Evotix also**

Accident Type

Accident / Incident / Near Miss / Assault

Name, Address, Phone number, Age, Pupil/Employee/Visitor

Date / Time / Location of Incident

Description of accident/incident/assault/verbal abuse

Injury Details

Any other people involved?



Any further supporting information

Authorising Name / Signature / Date