

Three Ways School
Administration of Medication

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Policy Ratified by	FGB
Policy Review Date	Annual
Reviewed	27 June 2018
School Policy Lead	Kirsty Glanfield
Medication Governor	Rodney Hodgman

1. **Rationale**

Three Ways School accepts that some pupils will require medication or medical treatment during the school day to maintain their health & well-being.

Medication will be administered by staff as appropriate and in strict accordance with written instructions and their use properly recorded. This policy is written in accordance with statutory guidance document entitled 'Supporting pupils at school with medical conditions' September 2014.

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

2. **Purpose**

The purpose of this policy is to provide Governors, staff and parents with the necessary guidance to ensure the health & safety of pupils and protection of staff in the administration of medication.

Staff will not be required to administer medication or apply medical treatment, other than those that they are competent and content to apply, and which Trade Unions, in association with LA Health & Safety have declared to be reasonable.

3. **Procedures**

- The head teacher has overall responsibility for this policy implementation.
- Guidelines for class administration of medication – Appendix 1
- School staff will not be required, against their wish, to undertake the administration of medication or to apply medical techniques or treatments. Staff prepared to undertake such activities will do so in compliance with the guidance of the agreement between Trade Unions & LA Health & Safety. See Appendix 1.
- Parents will be sent an annual consent form to complete, to authorise the school to administer drugs and carry out any other health / medical procedures. It is the parent's responsibility to provide the school with sufficient and up-to-date information about their child's medical needs.
- All medication sent to school must have the child's name on the outside, clearly state the dose and time to be given and the medication dated and have the parent's written consent for the school to administer it. All new medication or change in dosage must be confirmed in writing by the parent with an accompanying signed doctors note on official headed paper, an email from the consultants office to Head teacher, a verbal conversation between school nurse and medical professional or a prescription label
- When medication is transferred in or out of school a record needs to be kept. This is to be entered at the back of each medication sheet.
 - Indicate if the meds are coming IN or OUT and where they were delivered from or to, eg from home or to family respite etc
 - Name of medication and strength and dose to be given
 - Expiry date and if appropriate note the date bottle opened
 - A running total must be kept on the individual medication chart
 - Quantity of medication
 - Two signatures of staff checking the medication in or out.
- Pupils requiring medication have a completed CAP medication form in their green file that is regularly reviewed by the school nurse.
- All medications should be stored safely. Pupils should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to pupils, however due to the differing and complex needs of the young people at Threeways School it may be necessary for medications to be locked away. This is particularly important to consider when outside of school premises eg. On school trips. The use of green medical bum bags will be in use only when a pupil has been risk assessed c/o school nurse and Kirsty Glanfield, each department manager will then be informed what pupil the use of the green bum bag is applicable to.

- Medication must be administered in strict accordance with written instructions and their use properly recorded. The giving of medication must be witnessed by another member of staff.
- The giving of all medication must be recorded, signed and witnessed by 2 people.
- Supply staff should not be given the responsibility to administer medication.
- Staff should not administer non-prescription drugs eg. Generic paracetamol/ibuprofen **unless** as part of the authorised medical procedure or where written consent has been received from a parent/carer. A member of SLT or MLT are able to authorise a phone call to seek consent from a parent/carer to administer paracetamol where required eg period pain.
- If a pupil becomes unwell during the school day – the parent should be informed.
- No saturation monitoring will take place unless otherwise instructed by a medical professional. Only equipment that is provided by a medical professional or bought by the school on medical advice and then maintained appropriately will be used

4. **Emergency drugs**

- Should be kept in a locked cupboard within the classroom, and two named people should be available in the child's class to administer such drugs. Where a risk assessment has been completed if it is necessary for the emergency medication to be with the pupil at all times this will be carried in a green medical bum bag by a member of staff working with said pupil.
- A record should be kept of any doses used and the amount of controlled drug held in school.
- Emergency medication should only be given by those staff who have had formal training in its administration
- The administration of emergency medication should always be witnessed by another member of staff and SLT consulted
- The quantity of medication held in school should be recorded, and amended appropriately after administration.
- Rectal madazolam should only be given by those staff who have experience / training in its administration. The Head Teacher or a member of the SLT/MLT must be consulted before rectal Madazolam is administered to any pupil who requires it in an emergency. The administration of rectal madazolam should always be witnessed by another member of staff.
- Some pupils require tube feeding and catheterisation – only trained staff will carry out these procedures.

5. **Complaints**

- Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the schools complaints procedure.

6. **Resources**

Secure, lockable medicine cabinets located in appropriate places around the school

Named staff trained in First Aid in each department.

Pupil Health Care Plans / Medical Records / Authorisation & Recording forms

Lockable fridge available within each department

Scales in any class that medication is given allowing safe measuring and accurate readings for signing meds in and out

7. **Equal Opportunities**

The school supports the rights of everyone to equal chances and individual respect for who they are, regardless of age, ethnicity, gender, social circumstances, ability / disability and sexuality.

8. **Health & Safety**

- Health & Safety issues are described fully in the School Health & Safety Policy. It is the responsibility of each adult to report health & safety issues without delay.
- All medication other than epi-pens and inhalers must be in locked cupboards the use of bum bags to transport emergency rescue medication will be risk assessed as required and the department manager informed if any pupil requires their medication transported around the school site using bum bags.

- The giving of medication must be recorded, signed and witnessed by two people, a running total must be kept.
- When medication is no longer required, medicines should be returned to the parent to arrange for safe disposal.
- Sharps boxes should always be used for the disposal of needles and other sharps.
- Paracetamol will be given with at least 6 hours between doses unless otherwise stated on a prescription label. Ibuprofen will only be administered with an 8 hour gap between doses unless otherwise stated on a prescription label. Parents/ carers will inform school each morning if a dose of either medication has been given. School will inform parents/carers before administering either dose
- Parent/Carer will ensure that all relevant medication is on school site with the pupil, if this fails SMT will be consulted and the pupil may need to be off site

9. **Professional Development**

All staff have equal access to training where appropriate. Facilities, funding and cover will be afforded to staff who wish to have training in First Aid, at the earliest, convenient opportunity. All staff will be given annual seizure awareness training and signed for competency. All new staff will have induction training on admin of medication.

Kirsty Glanfield to complete competencies across class teams annually, please see appendix 2

School Insurance

Please see appendix 3 for details

Unacceptable behaviour

School staff should use their discretion and judge each case on its own merit with reference to the pupil's individual health care plan, it is not generally acceptable practice to:

- Prevent competent pupils from easily accessing their own inhalers and other medication as appropriate and administering their medication when and where necessary.
- Assume that every pupil with the same medical condition requires the same treatment.
- Ignore the views of the parent/carers; or ignore medical evidence or opinion. It is acceptable to challenge any of this.
- Send children home frequently for reasons associated with their medical condition.
- If a pupil becomes ill send them to the medical room or to the first aider unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if absences are related to their medical condition.
- Prevent a pupil from eating/drinking or using the toilet or any other necessary break as needed to manage their medical condition.

Please see the schools complaints policy for further information

Data Privacy

Individual medication charts will be stored electronically on the individual pupils file, they will be stored for the statutory 25 years

Guidelines for class administration of medication

When administering medication the following procedure should be followed:

2 people should –

- Check individual medication chart (see appendix 5) for name of student, name of medication, strength of medication, time to be given and dosage to be given.
- Procedure involved when administering medication:
- 2 trained members of staff to complete procedure from start – finish
- If a pupil is on multiple medications only work with 1 medication at a time, complete the whole process for each individual medication, only have one medication out of the meds cabinet at each time.
- 1st member of staff to show 2nd member of staff prescription label checking: medication name and strength, expiry & batch number, dose to be given, name of person to be given
- 1st member of staff to wear gloves, draw up or count out medication.
- 2nd member of staff to then visibly check/count the amount of medication

- 1st member of staff to administer the medication with 2nd member of staff witnessing the complete procedure.
- Remaining medication then counted/weighed and all paper work completed. The 1st signature MUST be the 1st member of staff that drew up and administered the medication.
- Administer the medication as per instructions (for example via ng tube, button, orally)
- If giving a liquid form and some of the medication is not swallowed you must not give any more to compensate – inform teacher and parent via dojo (ring parent if required).
- If tablet falls on floor you must dispose of medication down the toilet/sink and record this on the individual medication chart with two signatures you can then re-administer new lot of medication.
- No medication should ever be administered if not in the original prescription packet/bottle, only emergency rescue meds already in pre filled syringes are to be given no other pre filled syringes are acceptable.

Administration of emergency recovery [medication for seizures](#):

- Start timing the seizure immediately.
- Where appropriate and on advice from school nurse video record the seizure using a school device, this can be used for medical purposes
- Follow the seizure care plan, this is to be checked c/o the class staff team each term, if there is a need to amend the document they must report it to the school nurse and the department head and Kirsty Glanfield immediately
- You MUST ring reception to inform SLT/MLT ASAP.
- Parents/carers should be informed. (also to enquire if any recovery meds has already been administered in the last 24 hours)
- A member of SLT/MLT **must** be present when giving recovery meds. The only exception to this when a pupil is off school site on a school trip however SMT/MLT would have been contacted via mobile phone
- Record amount of medication given and how much medication left.
- If required request more medication from parents/carers. There should be two doses of medication in school.

Complete a record of emergency medication for seizure management. See appendix 4

