



# HCAT Administration of Medicines Policy 2020



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# **Administration of Medicines Policy**

## **C O N T E N T S**

<b>Section 1</b>	<b>Introduction and Aims</b>	<b>4</b>
<b>Section 2</b>	<b>Applicability</b>	<b>5</b>
<b>Section 3</b>	<b>Parental Responsibility</b>	<b>5</b>
<b>Section 4</b>	<b>Staff Responsibility / Training</b>	<b>6</b>
<b>Section 5</b>	<b>Prescription and Non-Prescription Medication</b>	<b>6</b>
<b>Section 6</b>	<b>Administration of Medicine</b>	<b>7</b>
<b>Section 7</b>	<b>Storage of Medicines</b>	<b>7</b>
<b>Section 8</b>	<b>Individual Healthcare Plans</b>	<b>7</b>
<b>Section 9</b>	<b>Emergency Procedure</b>	<b>8</b>

## **Section 1 - Introduction and Aims**

This policy has been adopted by the Board of Trustees of HCAT and is applicable across all schools that make up the Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Committee and the Principal / Head of each school that is part of HCAT.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Committee this has been made clear within the wording of the policy.

This policy will be reviewed formally by the MAT Board of Directors in line with the agreed timetable for policy review or sooner as events or legislation changes require.

### **Introduction**

HCAT welcomes and supports pupils with medical conditions and makes sure that staff understands their duty to safeguard and promote their welfare.

Administration of medication requires effective and regular communication between parents and school staff.

Written permission is required for administration of all medicines, as well as consent to emergency medical treatment and medical advice.

Individual Health Care Plans will be provided by the school in close liaison with parents for long term and complex health needs.

All medicines are stored in specific secure location at school, and administration of all medication is recorded.

Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

### **Aims**

Our aim is to implement and maintain an effective management system for the administration of medicines to all pupils in our care as well as to ensure that we provide support to individual pupils with medical needs.

The purpose of the document is to provide an outline of how staff manage medication in school and to put in place effective systems to support individual children.

We wish to ensure that all children with medical conditions are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Staff asked to give children medication to help keep children safe and healthy, and the measures taken must not discriminate against children with long term health conditions or who otherwise need medication.

## **Section 2 - Applicability**

This policy applies to all children in our care, onsite and offsite, and including early years.

This policy is addressed to all staff and covers the administration by staff of medication to children in the care of the school. This policy should be read in conjunction with the First Aid Policy, and in conjunction with procedures discussed with parent/carer(s) for managing children who are ill or infectious. We must take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

This policy has been written to ensure that we promote the good health of all the children in our care. We are responsible for obtaining information about a child's need for medicines, and for keeping this up-to-date. To this end, we will regularly review medication permission forms to ensure that there are no changes. We will still contact the parents by telephone to check that we can still administer the medication. This is to protect the child, parents and the school.

Our policy applies to each and every medicine that a parent wants us to give during the school day, on school visits and residential visits. We ensure that the permission we obtain from parents applies from the start of any course of medication and during the entire course of treatment. Written parental consent will always be obtained prior to any course of medication.

Parents should keep their child at home if acutely unwell or infectious.

## **Section 3 - Parental Responsibility**

Parents are required to complete a Pupil Medical Form (Parent Consent Form for the administration of medicines – see appendix) which includes data relating to any health conditions and listing any medicine the pupil may require. Parents are then required to give their consent to the school to provide an appropriate medical treatment in case of an emergency. Parents are also required to submit medical information prior to residential trips. Parents are regularly reminded throughout the school year to keep us up to date of any changes to core information in person, in writing or by telephone.

We promote on-going communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met.

We expect parents to inform us at the start of their child's admission of any known medical needs, to supply the medicine and ensure that it is in date; to cooperate promptly with the school to replace any supply as necessary at the request of the school.

Parents must inform us if their child develops a medical condition which will require either any medication to be taken at school and of any changes to the medication required. Only one parent (person with parental responsibility under the Children Act) is required to agree to, or request, that medicines are administered by staff at school.

We ask parents to make sure that only essential medication is taken at school; that is, where it would be detrimental to the pupil's health not to administer the medication during the school day.

When a child is on antibiotics or having an acute illness, parents may be asked not to allow him/her to attend school for 2-3 days in case they react adversely to the medication and/or in circumstances where the school consider it is necessary to prevent the spread of infection to others. This particularly applies if the child has not had the antibiotics before or if the child is having a known contagious illness. We will also refer to the guidance on infection control in schools and other childcare settings.

#### **Section 4 - Staff Responsibility / Training**

The School Office staff are responsible for administering medicine in line with the school policy. In case of their absence, a First aider will take charge of administering medicines and to be responsible to apply first aid measures as appropriate.

A First Aider or an appointed person will be responsible for administration of medicine on school trips if needed, which will be stored in first aid kits taken in school visits. The medicine should be returned back to the First Aid office to store it as appropriate.

School will maintain a record of all training undertaken when it is required to administer a particular type of medicine or in dealing with emergencies.

#### **Section 5 - Prescription and Non-Prescription Medication**

The First aid office may only administer non-prescribed medication such as simple analgesics like Paracetamol if the parents have already signed and returned the medical form that includes giving consent for their child to have non-prescribed medication if necessary.

The use of non-prescribed medication should normally be limited to 48 hours period and never exceed 120 hours duration, without medical advice being sought by the parent.

Most antibiotics do not need to be taken during the school day and parents should be encouraged to ask GP to prescribe an antibiotic which can be given outside school hours, where possible.

## **Section 6 - Administration of Medicine**

All medicines supplied to the school by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. If the medication is non prescribed, then the parent is responsible for ensuring the medication is labelled clearly. When administering medication, the First aid office will check: -

- The pupil's name
- The name of medication
- The prescribed dose
- The expiry date
- The method of administration

If the First aid room are in doubt over the procedure to be followed, the parents will be contacted before action is taken.

The date, name and class of the child, the type, name and dose of the medicine as well as the time of administration of the medicine will be recorded in the First Aid room with the initials of two administrators.

## **Section 7 – Storage of Medication**

Medicines are always securely stored in accordance with individual product instructions.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Emergency medication such as Inhalers and EpiPens will be kept in the First Aid room. However, older pupils should carry their own emergency medication at all times, with a duplicate in the First Aid room in a clearly marked box.

We will keep medicines securely and locked in the First Aid room and only named staff will have access, apart from EpiPens and Asthma pumps, which need to be with or near pupils who needs them.

## **Section 8 – Individual Healthcare Plans (IHPs)**

Where a pupil has long term or complex health needs, the School will liaise with the parents to produce an Individual Healthcare Plan (IHP) for that pupil. The IHP is a confidential document which outlines the procedure staff follow in the event of an emergency.

The IHP is only completed for children who have serious medical conditions such as Diabetes, epilepsy severe allergies, asthma and Cancer who may need emergency intervention.

The IHP will be implemented and reviewed annually by the parents. The parents will be responsible to inform the School of any changes needed to the IHP.

Once the IHP is implemented, the School will be responsible for making sure the plan is adhered to and that an annual review is undertaken with the parents. Pupils should be actively involved in this process so they can contribute as much as possible to the development of their healthcare plan and as such be well-informed about taking good care of their own welfare.

## **Section 9 – Emergency Procedure**

A First Aider will attend and if necessary, an ambulance will be called in all emergency situations.

Staff should never take a child to hospital in their own car except in very exceptional circumstances. It's always safer to call an ambulance.

In the parent's absence, a member of staff will accompany the child to hospital and will wait until the parents arrive. School staff should take the child's contact details with them to the hospital. The parents will be contacted to go directly to the hospital.

The First Aider should always dial 999 for the emergency services in the event of a serious medical emergency. They might appoint another member of staff/security to call the ambulance; consequently, they must make clear arrangements for liaison with the ambulance services on our school sites.