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ADMINISTRATION OF MEDICATION IN SCHOOL

Please refer to Guidelines for 'Supporting pupils at school with medical conditions' in Educational Settings September 2021

Each educational setting has responsibility to ensure that all appropriate policies and documents are completed and available in line with their statutory duties and to ensure that they can effectively meet the needs of children and young people with health and medical needs who attend their setting.

- Parents are responsible for sending in any medication required during the school day. Wherever possible school request medications to be kept in school to reduce numbers of medicines between home and school. An example of an exception to this may be a bottle of antibiotics or medication for respite.
- Parents must sign admission forms for consent to give prescribed medication in school.
- Medicines should be handed in to school nurse/ HCA or placed in the container outside the medical room on arrival in school or via taxi escorts.

UNDER NO CIRCUMSTANCES SHOULD MEDICATION BE LEFT IN A CHILD'S BAG. CLASS STAFF ARE ALSO RESPONSIBLE FOR CHECKING SCHOOL BAGS IN THE MORNING PLEASE

- Medication sent in to school must be
 - i) Be prescribed by a Doctor
 - ii) Be labelled by a pharmacy with child's name, drug name, drug dose, frequency/time of drug to be given and expiry date
 - iii) Over the counter or 'homely remedies' may be given if clearly labelled by the parents / instructions as above
- Medicines are kept locked in the drugs cabinet in the medical room and may only be given by the nominated/responsible person(s) (ie School Nurse, Deputy Head Teacher, SMT, HCA). The School Nurse is able to administer as a 'Single Checker', all other medication competent staff administer in two's.
- A record of any medication given to a child will be kept noting the date, drug name, time, dose and signature of person administering. Completed forms are kept in the child's school health notes.
- The management of medicines and healthcare plans in the school is the responsibility of the school nurse, who manages relevant training.

- The school nurse will arrange for any staff members who undertake the administering of medication to be provided with the appropriate training and support. A healthcare professional should provide written confirmation of proficiency in any medical procedure following training given. The Medication Workbook (Essex County council) and TES Module Administration of Medication in School is used for this purpose.
- Staff may administer medication if they agree and have received the appropriate training and instruction. Staff may assist with administration by giving the prescribed and drawn up medication if they agree and have received any necessary training, competency achieved and under the supervision of the School Nurse/Head teacher. This training is updated at least annually or as necessary upon request.
- When a child starts school, we ask parents to provide details of any medication their child is taking both at home and during the school day. Parents are responsible thereafter of notifying the school of any changes in writing in the child's home/school diary.
- Wherever possible it is preferable for a child to receive medication outside of school hours and ask their GP or Paediatrician to prescribe dose frequencies accordingly.
- Rescue medications for seizures, Asthma, Anaphylaxis are always kept separately in cupboards in the laundry room for speedy access. These medicines and the individual care plan should accompany the child on off-site activities by using the signing in and out slips.
- For controlled medicines stored or kept in school, a different coloured record of medication administered form is used. The medicine is kept in an internal lockable box inside the medicine's cupboard. All controlled medicine given is to be double signed/witnessed as well as on receipt into school and when returned to home (or pharmacy in very rare cases eg when a pupil has passed away).
- Medication that needs to be stored in a refrigerator is kept in the locked fridge in the medical room and the temperature of the fridge is checked and recorded daily.
- Staff administering medication at lunchtime will wear appropriate PPE. Hands must be washed, or alcohol hand gel used in between each child. Children will be accompanied by a member of class staff to the medical room. School staff are asked to keep interruptions to the medical room to a necessary minimum between 12 and 1pm whilst lunchtime medications are being given.
- Medicines that are no longer required or expired will be returned to the parent for disposal.
- When medication is taken to a child (this should be justifiable and agreed with the class beforehand) this must be labelled with their name, class and a drug signing

sheet. If in any doubt as to the identity of a child, this should be verified with a member of their class team prior to administration. (The person(s) administering the medication must wear appropriate PPE and wash their hands or use alcohol hand gel when they move through the school – before and after administration and upon return to the medical room).

- In Pier 4 class, medication is stored in a locked medicine cabinet. Pupils receive their medication in class by two members of staff who are medicines competent or the School Nurse. This also includes PRN (as required) medications for Pier 4 students. All other aspects of this policy apply to Pier 4
- Sunshine 8 have one pupil with two staff in an individual room. The pupil receives their medication in their room with two staff to administer who have received medication training and achieved competency.
- Plans are to slowly and where applicable, to follow this model which would reduce the numbers of medications given in the medical room in the long term. Staff initially complete the TES module Administration of Medication in School. This is followed by further training from the school nurse and The Medication Workbook (Essex County council) and then supervision until competency is achieved.
- Please refer to the guidance document at the top of this document for guidelines on Administration of Analgesics in school. In certain circumstances and providing a parent has given written permission when starting school, Paracetamol may be required and this is kept in the drugs cabinet. Parents will be contacted if this is required in the morning to check this has not already been given at home and verbal messages will not be accepted. PRN medication given before school must be written in the home/school diary, for pupils coming in at 9am this will apply up to 1pm. For pupils that come in late, parents will be contacted by phone if PRN medication is required in the school day. A record of any paracetamol or PRN medication given will be kept in the child's notes and parents informed.