



ROSEWOOD FREE SCHOOL

Title: Medication Administration Policy

Lead Reviewer: Deputy Headteacher

Who this is aimed at: Whole School Community

Version	Reason for Change
V3	Three yearly review

Date Initially Implemented	2016
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Policy Statement

All of our pupils have some level of physical disability and associated learning, sensory or other medical related difficulties resulting in complex needs. This means we need to have a range of procedures in place to ensure that pupils' individual needs are identified and met in order to guarantee maximum access to the curriculum and learning opportunities.

Application

This Policy applies to the whole school community.

Introduction

The supervising or giving of medication to a pupil is a parental responsibility but teachers, school nurses and other staff may be asked to perform this task to facilitate a child's ongoing education. Staff cannot be directed to undertake this role unless it is included in their job description, but may do so voluntarily after receiving appropriate training and in accordance with these Guidelines.

Under Section 100 of the Children and Families Act 2014, Rosewood Free School acknowledges the duty of our governing body to make arrangements for supporting pupils at Rosewood Free School with medical conditions.

Unless pupils are acutely ill, they are encouraged to attend school. The aim is to keep children in school rather than restrict their education through exclusion on medical grounds. Sometimes it may be necessary for children to take or be given medication during school hours. The policy and procedures developed by the school are primarily designed for the benefit of the pupil but also maintain the safety of staff and other pupils.

Some pupils with medical needs may require emergency treatment. They should have an individual Health Care Plan developed in partnership with parents, school staff, school nurses and other health and social care professionals.

The Head teacher, all school staff and Solent NHS Trust staff must treat all medical information as confidential.

On a pupil's admission to the school the family will be asked to complete an admission form giving full details of medical conditions, any regular and emergency medication required, name of GP, emergency contact numbers, details of hospital consultants, allergies, special dietary requirements and any other relevant information. **This information must be renewed and re-signed at least annually.**

Rosewood Free School will administer non-prescribed medication, for example paracetamol for pain relief and/or adrenaline in cases of anaphylactic reaction, with families' permission.

Families should be encouraged to ask the pupil's clinician to prescribe medication which can be administered outside of school hours wherever possible, for example, asthma preventer inhalers, anticonvulsant medication and antibiotics.

There are clear procedures in place for the safe receipt, storage, administration, return and disposal of medication.

If staff have any concerns related to the administration of a medication, staff should not administer the medication but check with the families and/or a healthcare professional, documenting any action taken.

The names and contact details of the school nurse are displayed in each classroom and all rooms have access to a telephone that can call either the nurses' office directly or the emergency mobile phone held by the registered nurse on site.

Responsibilities

The school medication policy is available to all staff and families, and it is published on the school's website.

When it is agreed that medication is to be administered during the school day, families must provide a written request detailing all appropriate information. This must be kept by the nursing staff

member who is to be responsible for administering the medication. Verbal instructions are not acceptable.

Medication brought into school must be placed in the medication box in the classroom for the nursing staff to collect, unless the child or young person is attending respite.

Medication brought into School via School Transport for Respite

Medication should be removed from the school bag by school staff and taken directly to Rose Road Oaks and Acorns along with the child's bags for respite.

On return from respite the medications must be removed from the child's bag and stored in the locked cupboard in the classroom. This cupboard will be clearly identified and labelled. The key will be held by the person leading teaching in that room.

Some medication will require refrigeration and will need to be checked in by the nurses and stored securely.

A red label will be placed on the child's peg to remind staff to send medication home.

It is the family's responsibility to provide the school with the medication required. The medication must be as dispensed, and be provided in the original container and must be clearly labelled with:

- name of pupil
- name and form of medication
- strength of medication
- how much to give i.e. dose
- when it should be given
- length of treatment/finish date, where appropriate
- any other instructions
- expiry date or where there is no expiry date the medication must have been dispensed within the last 6 months. Note that while all liquid medicines will have a manufacturer's expiry date some may state that the contents must be used within a set number of days

of first opening. In such cases, the date opened and the calculated expiry date must be added to the label.

NB: The label “To be taken as directed” does not provide sufficient information. Precise information is required.

If medication and/or its dosage needs to be changed or discontinued, the nurse must be informed in writing by the parent/carer or the pupil’s doctor.

It is the family’s responsibility to make sure that medication is replenished when needed. The nurse will liaise with families to ensure an appropriate balance between having sufficient medication to maintain treatment and having too much, which may be wasteful.

Nurses must work in partnership with families to ensure that all medical information is current and medication is still fit to use.

Storage of Medicines

Medicines, when not in use, must be stored in a safe and secure place. This will normally be a locked medicine cupboard, controlled drug cabinet or locked medicine refrigerator. The medication must be accessible to the appropriate members of staff. However, there are some important exceptions:

- All emergency medication must be stored safely but must be readily available to staff at all times. It should not usually be stored in a locked cupboard unless a risk assessment shows this to be necessary, for example epilepsy rescue medication.

The keys to all medicine storage must be kept by the senior registered nurse at all times unless another registered nurse is using the keys to access medicines for a pupil. A record must be kept of all named staff who are authorised to have access to medication.

A registered nurse must check all medicine cupboards, CD cabinets and medicine refrigerators at least once every term, to ensure that medication has not reached its expiry date. Medication which is no longer required must be returned to the pupil’s families or disposed of in accordance with the Trust Waste Management Policy.

Administration of Medicines

Rosewood Free School Staff agreeing to administer medicines must have received training appropriate to the tasks they are asked to perform. This will be provided by the nursing team.

Facilities must be available to enable staff to wash their hands before and after administering medicines and to clean any equipment used.

Ideally, medicines administration should take place in the same room as where the medicines are kept. All the necessary paperwork should be available at the time of administering medication. This will include the written consent and school medication administration records.

Medicines must only be administered to one pupil at a time.

There must be a mechanism in place which enables staff administering medication to positively identify the pupil at the time of administration e.g. by confirming with the pupil where possible their name, date of birth and/or comparing with a recent photo attached to the Medicines Administration Record. When a pupil photograph is not available and the pupil cannot give his or her details, then a second check with a member of staff who does know the pupil, or some other way of checking identity should be implemented.

Before administering medicines, the member of staff must check:

- the pupil's identity
- that there is written consent from a parent/carer
- that the medication name, form, strength and dose instructions match the details on the consent form
- that the name on the medication label is that of the pupil being given the medication
- that the medication to be given is in date
- that the pupil has not already been given the medication

If staff have any concerns related to the administration of a medicine, they must **not administer the medicines** but check with

the parent/carer or other health professional, documenting any action taken.

Immediately after administering, or supervising the administration of medicines, written records must be completed and signed.

When a medicine cannot be administered in the form in which it is supplied e.g. a capsule cannot be swallowed, written instructions on how to administer the medicine must be provided by the parent/carer, following advice from a healthcare professional.

If a pupil refuses to take a medicine, they should not be forced to do so. Refusal must be documented and agreed procedures followed. Families must be informed as soon as possible on the same day. If a refusal could result, or results in an emergency then the Trust's emergency procedures must be followed.

Record Keeping

A parental consent form must be completed each time there is a request for medicines to be administered. All relevant information must be supplied including:

- pupil's name
- pupil's date of birth
- name, strength and form of medicines to be administered
- clear concise dosage instructions
- emergency contact names and telephone numbers
- parent/carer signature

A record of all medicines received from and returned to families must be kept that includes the following:

- the name of the pupil
- pupil's date of birth
- the name, form and strength of each medicine received or returned
- quantity of each medicine received or returned
- on receipt, confirmation that the medicine is within its expiry date
- on receipt, confirmation that the label instructions on the medicine match the Medicines Administration Record for the pupil.

A record of the administration of medicines must be kept that includes the following:

- the name of the pupil
- pupil's date of birth
- the name, form and strength of each medicine
- dose given
- route of administration e.g. by mouth
- the date and time of administration
- the signature of the person responsible for the administration

Reasons for any non-administration of medicines must be recorded and the parent/carer informed as soon as possible. Wasted doses (e.g. tablet dropped on floor) must also be recorded.

When a pupil is self-administering, there must be a written request which states whether the self-administration needs to be supervised. If it is supervised, a record of when a pupil takes medication must be kept on the Medicines Administration Record as above.

Changes to instructions can only be accepted when received in writing. A fresh supply of correctly labelled medicine must be obtained as soon as possible. All actions must be documented.

Out of School Activities

Medicines must be carried by a member of staff who would be responsible for administering the medication, or the family if present. If a pupil requires a travel sickness remedy, families should provide written consent and a suitable medication in its original container.

Safe storage and accessibility of medication must form part of the risk assessment for all out of school activities.

If residential trips are being considered, families may need to seek advice from the pupil's clinician or pharmacist on the timings of medication, especially those such as medication for epilepsy.

It is essential to inform all members of staff who may have responsibility for the pupil during the day about the need for medication and what to do should a medical emergency arise. The accessibility of medication, particularly for use in an emergency, may need to be reviewed if the staff running the activity are different from the normal school staff responsible for the supervision or administration of medication e.g. in breakfast / after school clubs or during sports events.

Pain Relief

Sometimes pupils may require pain relief at school. If regular or as required pain relief has been prescribed for the pupil, then this would be included within the consent to administer medicines process and appropriately labelled medicines provided by the parent/carer.

If pain relief is not prescribed for a pupil, the registered nurse may give paracetamol for relief of pain, providing that:

- consent for the administration of paracetamol for relief of pain has been obtained from the parent/carer
- paracetamol has been added to the Medicines Administration Record
- the nurse can confirm that a dose of paracetamol has not been given to the pupil within the last 4 to 6 hours.

A full record of the checks made, administration of paracetamol and the dose given must be made in the usual way and the parent/ carer informed on the same day, indicating when the dose was given and when a further dose may safely be given if required.

If a pupil suffers from pain regularly, the family should be encouraged to seek medical advice.

Medical Emergencies

Solent NHS Trust staff must refer to the School's Management of Complex Health Needs Policy and School's Advanced care planning policy. All staff must know who is responsible for carrying out emergency procedures:

- calling for an ambulance
- where emergency medication is stored
- who should administer the medication
- who should stay with the pupil
- supervision of other pupils nearby

Emergency medication must always be readily accessible. A copy of the pupil's individual management plan/authorisation form must be kept with the medication and must include clear precise details of the action to be taken in an emergency.

Whenever an ambulance has been called an incident form must be completed after the event.

If registered nurses agree to administer emergency medicines, specific specialised training is required which includes the circumstances when the emergency medicine should be given and the particulars of actual administration of the emergency medicine. Training must be updated annually, and records must be kept of all training received.

Where pupils are prescribed adrenaline auto-injectors, the adrenaline must be kept in a secure place, which is easily accessible in case of emergency. There must be clear written dated instructions specifying dose, when to give and further action to be taken. These instructions must be kept with the medication with a spare copy kept by the school. Parents / carers must be asked to ensure that dosage requirements are regularly updated and new, dated instructions are issued to the school whenever a change is made to the instructions.

Pupils who are at risk of prolonged seizures may be prescribed emergency rescue medication e.g. buccal Midazolam or rectal Diazepam. Ideally, there should be two members of staff present when emergency rescue medication is being administered. When rectal Diazepam is administered one member of staff.

Pupils who have diabetes must have an emergency supplies kit available at all times. This kit should include a quick acting glucose in the form of glucose sweets or drinks. Most pupils will also have a concentrated glucose gel preparation e.g. Glucogel. These are used to treat low blood sugar levels (hypoglycaemia). The kit should also contain a form of longer acting carbohydrate such as biscuits.

Pupils who are known to have asthma must always have a reliever inhaler available.

Food Supplements and Alternative Medications (eg. Homeopathic and Herbal Remedies)

Nursing staff will only agree to administer food supplements and alternative medications which have been prescribed or supported in writing by the child's clinician.

Attention Deficit Hyperactivity Disorder (ADHD)

When medication is prescribed for ADHD it is usually as part of a comprehensive treatment programme and always under the supervision of a specialist in childhood behavioural conditions. A lunchtime dose of medication may be required to control the pupil's symptoms during the afternoon, allowing effective learning to take place.

Methylphenidate (e.g. Ritalin, Concerta XL, Equasym) is a stimulant medication that is used in the UK for the treatment of ADHD. Methylphenidate is legally categorised as a Controlled Drug, and must be stored in a controlled drugs cabinet when received from families.

Return of Medication

Families are responsible for ensuring that any medication no longer required is returned to a pharmacy for safe disposal. Medicines must be returned to the pupil's parent/carer:

- when the course of treatment is complete
- when labels become detached or unreadable
- when instructions are changed
- when the expiry date has been reached
- at the end of each term (or half term if necessary)

At the end of every term a check of all medication storage areas must be made. Any medicines not collected by families and no longer required must be sent home to families.

All medication returned or disposed of must be recorded and signed for.

No medication should be disposed of into the sewage system or into the refuse.

Misuse of Medicines

Loss or suspected theft of any medicines must be reported as an incident in accordance with the Trust's Incident Reporting procedures. Further advice can be obtained from the Medicines Management Team.

For pupils suspected of abusing or misusing medicines or other substances, staff must, in the first instance, discuss their concerns with the pupil's clinician.

Related Documents

This document should be read in conjunction with other Trust Policies, including the Waste Management Policy, Hygiene Protocol, Advanced care planning protocol and Management of complex health needs protocol.

Complaints

Any employee is entitled to make a complaint in respect of any breach of this Policy through the Complaints Procedure.