



ADMINISTRATION OF MEDICINES POLICY

Alderman Cogan's is a Voluntary Aided, Church of England Primary School offering a comprehensive Christian primary education to families in East Hull.

The School is a caring community built on Christian values and beliefs, which permeate all aspects of School life. The curriculum, including the National Curriculum, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning at Alderman Cogan's.

We seek to foster the God given talents and gifts amongst children, staff and governors for the service of each other, the school, the wider community and the Glory of God. Our aim is that all children reach their full potential, not just academically, but also spiritually, physically, socially, and aesthetically.

This is the context in which this policy is written.

This policy was reviewed in the Spring Term 2017 and will be reviewed in the Spring Term 2018.

Aim

The aim of this policy is to effectively support individual children with their medication needs and to enable pupils to achieve regular attendance.

At Alderman Cogan's CE Primary School, we have always tried to meet requests to administer medication when needed, within school, in order to care for our children and assist their parents.

We will continue to do so within the constraints of the new legislation which came into force under the Children and Families Act 2014 on September 1st 2014, which places a duty on the Governing body to follow the guidance issued by the Secretary of State under section 100 of that Act.

Parental responsibilities in respect of their child's medical needs

- Parents should not send a child to school if he/she is unwell.
- Parents must inform the school about any particular medical needs before their child is admitted, or when their child first develops a medical need.
- Parents must inform the school about any medicine that is to be administered during the school day, complete and sign an Administration of Medicine form and complete an Individual Healthcare Plan with the designated member of staff before any medicine can be administered within school.
- It must be the parent/carer who gives consent for medicines to be administered, in accordance with the statutory guidelines.
- Parents should make every effort to arrange for medicines to be administered outside of the school day where possible.
- Parents should encourage children to self-administer medicines, where it is appropriate to do so: such as inhalers, insulin.
- Parents/carers at Alderman Cogan's understand that if their child's medication changes or is discontinued, or the dose or administration method changes, they should notify the school immediately.
- Staff must make sure that information given by the parent is the same as that provided by the prescriber, as detailed on the label of the new medication.
- Parents/carers are expected to collect all long term or emergency medications/equipment at the end of the school term and to provide new and in date medication at the start of each term.
- ***Children are not permitted to bring medicines to or from school without an adult accompanying them.***

The exception is asthma inhalers. (Please see Asthma Policy).

- Any medicine to be administered by staff (following completion of the required documentation), must be given in to the school office at the start of the day by an adult and collected from there at the end of the school day.

Procedures for managing medicines which need to be taken during the school day

- Medicines should only be administered within school following the guidance issued in the new legislation which came into force on 1st September 2014.

- Where possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.

Where a medicine is prescribed 3 times daily, it is expected that it will be taken in the morning, after school hours and at bedtime.

- No child should be given medicine without their parent's written consent.
- When bringing medicines into this school, parents should meet with the designated member of staff in order to discuss the child's needs and complete the Record of Medicine Administered form and an Individual Healthcare Plan.
- Staff must make sure that information given by the parent is the same as that provided by the prescriber, as detailed on the label of the original container.
- School will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage (*the exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container*).
- Medication for pain relief must also be prescribed and should never be administered without first checking maximum dosages and when the previous dose was taken.
- Children under 16 must never be given medicine containing aspirin unless prescribed by a doctor.
- Children should know where their medicines are, and who holds the key to the storage facility to enable quick access when required.

Key holders at Alderman Cogan's CE Primary School are Mrs D Barnard & Mrs J Coates.

- Medicines and devices such as asthma inhalers, adrenaline pens and blood glucose testing meters must be readily available to children in the

area where they are working, and not locked away. If the child moves around the school, their medication must go with them.

- When no longer required, medicines must be returned to the parent/carer to arrange for safe disposal.

Children are not permitted to bring medicines to or from school without an adult accompanying them. The exception is asthma inhalers.

Procedures for managing medicines on trips and outings

- The school encourages children with medical needs to participate fully in safely managed trips/visits. (*A risk assessment is always undertaken for any school trip or visit*).
- The school will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits and to continue to have their prescribed medication as needed.
- Staff supervising visits/trips will always be made aware of any medical needs, and relevant emergency procedures.
- A copy of the child's health care plan will accompany them on the visit to ensure continuity of care and availability of information in event of an emergency.
- During school trips or residential visits, medicines must be stored in a locked receptacle and taken by a named member of staff who is responsible for the management and administration of the child's medication.

The exceptions to this are inhalers, which should be carried by the child, and insulin and epi-pens which should be kept in a safe, unlocked, clearly labelled container by a named member of staff who will be escorting the child throughout the visit.

- Where controlled drugs (such as Ritalin) are taken off site during school trips or residential visits, they must be taken in a locked receptacle by a named member of staff who is responsible for the management, administration and recording of drugs given as per prescribed instructions.

Procedures for managing medicines during sporting activities

- Any restrictions on a child's ability to participate in PE must be recorded in their individual health care plan. All staff will be aware of issues of privacy and dignity for children with specific medical needs.

- Some children may need to take precautionary measures/medication before or during exercise.
- Children must have immediate access to their emergency medications, such as inhalers and epi-pens

Roles and responsibility of staff managing administration of medicines

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils but only with the consent of the pupil's parent/carer, and given NS recorded in line with the new legislation.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

The governing body provides full indemnity.

- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent/carer in an emergency situation. This may include taking action such as administering medication.
- A large number of staff have undergone training in the correct use of epi-pens (adrenaline) in the event of severe allergic reactions.
- New members of staff are made aware of the Administration of Medicines policy during a health and safety induction meeting, held within the first month of employment.
- Several members of staff are first-aiders, and have undertaken a 4-day first aid training course. All staff are aware of who the first-aiders are and certificates are displayed in the medical room.
- In the event of a child with specific medical needs joining the school, the school will seek advice on further staff training needs from the LEA and healthcare professionals.

Assisting children with long-term or complex medical needs

- Where a child has a long term medical need, an Individual Health Care Plan will be drawn up with the parents, health professionals and the designated member of staff.

- Parents must inform the school about any long term or complex needs before a child is admitted or when a child first develops a medical need.
**Please see Medical Conditions Policy.*

Record keeping

- Parents must inform the school or setting about any medicines that their child needs to take and provide details of any changes to the prescription or the support required.
- In all cases where medicine is to be administered by a member of staff, parents must complete an 'Administration of Medicine' form which will state the name of the child, the name of the medication, the dose and frequency to be taken as per the prescribers instructions detailed on the label on the original container, and an Individual Healthcare Plan.
- Staff must make sure that information given by the parent is the same as that provided by the prescriber, as detailed on the label on the original container as dispensed.
- This form must be checked before administering the medication.
- Following administration, the dosage, time given and date must be recorded accurately, and signed by that member of staff.
- All records relating to medicines and Healthcare Plans will be kept in the medical room in a clearly labelled folder.
**Other than for use with asthma sufferers, whereby the admin of medicines form is kept in the classroom so that a member of staff in that classroom can supervise, witness and record usage as needed throughout the school day. (Please see Asthma Policy).*

Safe storage of medicines

All medication will be kept in an approved locked receptacle within the medical room. This must be kept locked at all times except when being accessed for the storage or administration of medication to the named recipient. Children should know where their medicines are at all times, and be able to access them immediately. The two named key holder's at Alderman Cogan's CE Primary School are Mrs D Barnard and Mrs J Coates.

Where controlled drugs are prescribed for a child, they must be stored in a non-portable locked container and only be accessed and administered by named staff. A record must be kept of any doses given, and the amount of the controlled drug held in school.

Where controlled drugs (such as Ritalin) are taken off site during school trips or residential visits, they must be taken in a locked receptacle by a named member of staff who is responsible for the management and administration of the drugs.

Medicines and devices such as asthma inhalers, blood glucose testing metres and epi-pens must always be readily available to the child they are prescribed for and must be kept in a clearly labelled container within the classroom or area in which the child is working.

This should then move around the school with the child.

Large volumes of medicines must not be stored within school.

Medicines must be stored strictly in accordance with product instructions (paying particular attention to temperature) and in the original container in which it was dispensed.

- Staff will only accept medicines in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- Where a child needs two or more prescribed medicines, each should be in a separate container. Staff must never transfer medicines from their original containers.
- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and must not be locked away.
- Medication will be stored securely, and pupils will know how and where to access their medication.

Emergency procedures

The nominated first-aiders are as follows:

First Aiders	
Debbie Barnard	Full
Julie Coates	Full
Kelly Dixon	Full
Kerry Danby	Full
Alison Elsworthy	Full
Jane Hesp	Full
Brian Gray	Full
Louise Gray	Full
Janet Jordan	Full
Lisa Shearer	Full
Leanne Teal	Paediatric
Sue Walkington	Paediatric

- These members of staff should be called upon in the event of a medical emergency.
- If a child needs hospital treatment, a member of staff must always accompany the child, and should stay until the parent arrives.

Appendix 1 Specific Sources of Advice

Anaphylaxis

The **Anaphylaxis Campaign** website contains *Guidance for schools*, which discusses anaphylaxis, treatment, setting up a protocol, and support for pupils and staff. It also includes a sample protocol. The Anaphylaxis Campaign Helpline is 01252 542 029. The Anaphylaxis Campaign has also published the **Allergy in Schools** website which has specific advice for pre-schools, schools, school caterers, parents, students and nurses.

Asthma

To answer any questions about asthma call the Asthma UK Adviceline on 08457 01 02 03 (Monday to Friday, 9am to 5pm) or use the **online form** to email your query to the experts.
Helpline – 0800 121 62 44

The school has a separate Asthma policy

Diabetes

Diabetes UK has information on **diabetes in school**, which discusses insulin injections, diet, snacks, hypoglycaemic reaction and how to treat it. It contains a downloadable version of their school pack, *Children with diabetes at school — what all staff need to know*. Copies of this can also be ordered from Diabetes UK Distribution, telephone 0800 585 088. Further information is available from Diabetes UK Care line, telephone 0845 120 2960 (Monday — Friday, 9a.m.-5p.m.) or see the **Diabetes UK** website for an enquiry form.

Eczema

The National Eczema Society has produced an **activity pack**, available on Teachernet, to encourage discussion about eczema in the classroom. The pack follows a lesson plan format and ties in with the National Curriculum and is tailored according to age group.

Epilepsy

Epilepsy Action (British Epilepsy Association) has information for schools in *Epilepsy — A teacher's guide*. This looks at classroom first aid, emergency care, medication and school activities. Further information is available from the freephone helpline on 0808 800 5050 (Monday-Thursday, 9:00 am — 4.30 pm, Friday 9:00 am — 4:00 pm) or use the **email enquiry form**.

The National Society for Epilepsy (NSE) has information on **education and epilepsy** which looks at epilepsy and learning, special needs, examinations, practical activities, medication, the Disability Discrimination Act, and teaching pupils with epilepsy. Contact the UK Epilepsy helpline, telephone 01494 601 400 (Monday-Friday 10:00 am — 4:00 pm.)

Epipen training
15.01.2015

The following members of staff received training on how and when to use Epipens on 15.01.2015:

Kirsty Hadley

Denise Ketley

Janet Jordan

Julie Betts

Kerry Danby

Jean Sharp

Jane McCloud

Heather Satchell

Karen Osborne

Lisa Shearer

Anna Chapman

Alison Elsworthy

Brian Gray

Dawn Mann

Rachel Good

Julie Coates

Debbie Barnard