



BEAUDESERT PARK SCHOOL

ADMINISTRATION OF MEDICINES POLICY

This is a whole school policy, including the EYFS.

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AIMS

- To ensure that all medicines are used safely and effectively.
- To ensure that all medicines are used appropriately to meet the needs of the individual pupils.
- To provide information and guidance which will allow staff to operate safely and in accordance with current legislation.
- To ensure the correct storage and disposal of medication.

1. STAFF RESPONSIBILITIES

1.1 All staff employed or engaged by Beaudesert Park School (“the School”) who order, store, prepare, administer, prescribe, or dispose of medicines as part of their role, must be familiar with the content of both the Administration of Medicines Policy and the First Aid and Medical Health Policy and follow them where applicable in their roles and responsibilities.

1.2 All Registered Nursing staff have a professional responsibility to practise within the bounds of the Nursing and Midwifery Council (NMC) (2018) Code of Professional Conduct.

2. LIAISING WITH PARENTS REGARDING MEDICAL NEEDS

2.1 The School promotes ongoing communication with parents to ensure that all of our pupils’ specific medical needs are identified and met. Parents are responsible for notifying the School if their child develops a medical condition which requires specific support and/or the administration of either prescription or non-prescription medication within the School.

2.2 The School requests that medication is only taken into School if it is essential – where it would be detrimental to the pupil’s health not to administer medication during the school day. Where possible, medicines should be taken home before and after attending School.

3. PUPIL’S INDIVIDUALISED HEALTH CARE PLANS

3.1 Where a pupil has long-term or complex health needs, the School Nurse will work in partnership with parents and the child to produce an Individual Health Care Plan (IHCP) that supports their medical needs in school.

3.2 Once in place and implemented, the School Nurse is responsible for ensuring that the IHCP is being adhered to within School.

3.3 The IHCP will be reviewed at regular intervals in agreement with the parents and child, but as a minimum at least yearly.

3.4 Parents are responsible for informing School of any medical changes so that any subsequent alterations to the IHCP can be made in a timely manner.

4. MEDICAL RECORDS AND CONSENT

4.1 Parents of all pupils in School are required to complete a medical questionnaire/personal data form before the child joins School. Update forms are sent out yearly to parents and it is the parents' responsibility to ensure that School is notified of any changes or new additions.

4.2 Parents are required to provide written parental consent forms for their child to receive prescription medicines, non-prescription medications and first aid whilst in the School's care.

5. LIAISON WITH EARLY YEARS FOUNDATION STAGE (EYFS) PUPILS' PARENTS

5.1 Parents are informed on the same day of any medication which has been administered to their child, or as soon as is reasonably practicable.

5.2 It is the parents' responsibilities to confirm to the school if a child has received any medication on the morning of the school day.

6. LIAISON WITH PREP SCHOOL PUPILS' PARENTS

6.1 Parents of non-boarding pupils are informed on the same day, or otherwise as soon as reasonably practicable, of any medication which has been administered to their child.

6.2 If a pupil is boarding in the evening, the School Nurse will ensure that Matron and /or the Houseparents' are aware of any medication which has been administered to the pupil earlier the same day.

7. PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

7.1 Staff will not administer any prescribed medication unless it has been prescribed for that particular pupil by a doctor, dentist, or nurse. In the EYFS, medicines containing aspirin should only be given if prescribed by a doctor.

7.2 Staff will only administer non-prescription medications as listed in the non-prescription medication list with written consent from parents.

7.3 Should parents wish for their child to have medication not specified within the non-prescription list, for example a multi-vitamin preparation, staff will only administer this with written confirmation using the "Parental Agreement for School to Administer Medicine" form.

8. ADMINISTRATION OF MEDICATION

8.1 Staff who administer medication receive training and retraining appropriate to the tasks they are asked to perform. This is via an online Medicines Awareness in Schools course every 2 years.

8.2 Staff have a basic knowledge of any medication they give including the reason for giving it and any possible adverse side effects.

8.3 Facilities are available to enable staff to wash their hands before and after administering medication and to clean any equipment used before or after use.

8.4 Ideally, medication administration takes place in the same room as where the medication is kept.

8.5 Pupils receiving medication are asked to attend the Surgery at prescribed times during the course of their medication to receive their treatment.

8.6 Medication is only administered to one child at a time.

8.7 Before administering medication the member of staff will check:

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

8.8 If there are any concerns about giving a medication to a child, then the member of staff must not administer the medication but check with the parent or a health professional, documenting any action taken.

8.9 Immediately after administering, or supervising the administration of medication, the pupil's school medical record is updated with the time, dose and details of the medication and electronically signed.

8.10 Administration of controlled drugs is recorded in the controlled drugs register at the time of administration, witnessed, and signed by a Matron/School Nurse or trained staff member, as well as recorded in the pupil's health record.

8.11 When a medication 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 medication must be provided by the parent, following advice from a healthcare professional.

8.12 If a child refuses to take a medication they are not forced to do so. Refusal is documented and agreed procedures followed. Parents are informed as soon as possible on the same day.

8.13 If the medication and/or dosage needs to be changed or discontinued the School Nurse or Matron must be informed in writing by the parent, with supporting evidence from relevant healthcare professional

9. OUT OF SCHOOL ACTIVITIES AND TRIPS

9.1 If medication is required during a school trip it is carried by the child if this is normal practice e.g. asthma inhalers. If not, then the medication is carried by a member of staff who is responsible for administering the medication.

9.2 If trips outside of the UK are being considered, parents may need to seek advice from the child's clinician or pharmacist on the timings of medication, especially those such as medication for epilepsy.

9.3 It may be advisable to seek information on the carriage of medication, for example specific advice about the carriage of Controlled Drugs. Further information is obtainable from the following NHS website link:

<https://www.nhs.uk/chq/Pages/2593.aspx?CategoryID=70&SubCategoryID=175>

In addition, it may be advisable to contact the airline for advice on the carriage of medication in hand luggage, particularly if liquid medication, insulin, or adrenaline auto-injectors are involved.

9.4 The School Nurse informs all members of Beaudesert School staff who have responsibility for the child during out of school activities 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.

10. RECEIPT/RETURN AND ORDERING OF MEDICINES

10.1 All Prescription medicines should be handed directly to the School Nurse or Matron in the original package/bottle labelled by the pharmacist.

10.2 Medication brought into School should be handed over by the parent to the School Nurse or Matron unless it has been previously agreed that the child can carry their own medication, e.g., reliever inhaler - see self-management of medication section.

10.3 The School Nurse or Matron records the receipt and return of all medicines.

10.4 The receipt of Controlled Drugs is witnessed and recorded by the School Nurse or Matron and a secondary witness, as per best practice guidelines (NICE guideline NG46 Controlled drugs: safe use and management, 2016), and recorded in the controlled drugs register.

10.5 It is the parents/carers responsibility to provide the School with the medication required. The medication should be as dispensed, in the original container and must be clearly labelled with:

- name of child
- name of medication
- strength of medication

- how much to give i.e., dose
- when it should be given
- length of treatment /stop date, where appropriate
- any other instructions
- expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months)
- NB: The label “To be taken as directed” does not provide sufficient information. Precise information must be supplied.

10.6 It is the parents’ responsibility to make sure that medication is collected and replenished when needed.

10.7 Parents should collect all medicines belonging to their child at the end of each term and are responsible for ensuring that any date-expired medication is collected from School.

10.8 The School Nurse is responsible for ordering stock of non-prescription medicines as necessary - order documents are signed by the School Nurse, a copy of which is kept in the Surgery.

10.9 On receipt of medicines the order is checked against the requisition to ensure that the delivery is correct.

10.10 Any discrepancies are documented and investigated further without delay.

10.11 Medication is entered onto a stock control sheet once counted and verified.

10.12 Medication is stored as per manufacturer’s guidelines, in the designated safe storage place e.g., locked box within a locked cupboard.

11. DISCREPANCIES

11.1 Any discrepancies in medications received, or stock kept must be dealt with immediately by a qualified member of staff.

11.2 The discrepancy must be reported to the line manager.

12. SIGNATORIES

12.1 A record is kept of all members of staff that have been authorised to administer medicines.

12.2 The record includes their printed name and signature.

12.3 The School Nurse is responsible for ensuring any new members of staff are added to the list of authorised signatories.

12.4 This list is reviewed annually to ensure it is up to date.

13. STORAGE AND SECURITY

13.1 All medicines are stored in a lockable medicine cupboard.

13.2 All controlled drugs are stored in a lockable medicine cabinet which is attached to an inner wall within a lockable medicine cupboard, with the controlled drugs register.

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

13.4 All medicines are stored in accordance with the information leaflet found in the dispensed medication, and in accordance with any instruction on the label.

13.5 All medicines requiring refrigeration are stored in the refrigerator located in the School Nurse Surgery (this refrigerator is situated behind a lockable cupboard door).

13.6 All medicines in locked storage are kept at below 25°C (in line with the School's ambient temperature), or in the case of refrigerated items between 0 and 8°C.

13.7 The Surgery has a thermometer with tell-tale function located within the medicine's cupboard. This thermometer can advise regarding ambient temperatures at any time if required. If the temperature of the room is recorded as exceeding 25°C or dropping below 8°C, the Estates Manager must be notified, and appropriate steps taken to manage this.

13.8 The Surgery's refrigerator has a thermometer located within it and daily checks of temperatures are recorded by the School Nurse on duty and recorded on the temperature record chart – please see Appendix 1.

13.9 If the temperature of the refrigerator is outside of recommended limits, steps should be taken to notify management as soon as possible. The manufacturer should be contacted for advice and support.

13.10 The temperature recording form is kept for two years before it is destroyed.

13.11 Keys to the surgery, medicine cabinet, the medicine cupboard, filing cabinet and the refrigerator are held by the School Nurses, houseparents' and Matrons only.

13.12 Authorised staff members are responsible for the safe keeping of the keys.

13.13 Any loss of keys must be immediately reported to the Estates Manager and an incident form completed.

14. EMERGENCY MEDICATION

14.1 For those pupils and staff prescribed with a reliever inhaler, inhalers are accessible at all times and are situated as follows:

- Children in the Prep School keep their inhalers in designated pigeonholes in the surgery lobby or in the child's classroom in agreement with teaching staff.
- For children in the Pre-Prep they are kept in a dedicated medical supplies cupboard in the Pre-prep hallway. They are accessible at all times.

- Staff are responsible for the safe and accessible storage of their own inhalers on their person or within their personal belongings.

14.2 Teaching staff are responsible for ensuring that the children's inhalers are taken to games and for returning them afterwards. As a child matures and progresses into the latter year groups at School, they will be encouraged to participate in decisions about their medication and it may be appropriate for them to manage their own inhalers – please see section 15 on self-management.

14.3 The School has emergency Salbutamol inhalers for use if children do not have their own. Parents are responsible for providing written parental consent for use of the emergency Salbutamol inhaler included as part of their child's individual healthcare plan.

14.4 Children identified as suffering with anaphylaxis keep their prescribed adrenaline autoinjectors in personalised emergency bags in an unlocked cupboard in the surgery lobby, or on their person with parental consent.

14.5 The School Nurse, in conjunction with the teaching staff, is responsible for ensuring that the children's adrenaline autoinjectors are taken to the games field or on away trips and for returning them afterwards. In Pre-Prep, adrenaline autoinjectors are kept in the Pre-Prep School Office.

15. SELF-MANAGEMENT OF MEDICATION

15.1 The age at which children are ready to take care of and be responsible for their own medication varies. Children in school are encouraged to participate in decisions about their medication and supported to take responsibility for their own medication if appropriate, e.g., collecting asthma inhalers for sport.

15.2 Decisions about the level of supervision required and the custody of medication are taken in partnership with parents and the child.

16. EMERGENCY PROCEDURES

16.1 In the event of an emergency related to the administration of medicine, the School Nurse is called as soon as possible, if not already present. If the School Nurse does not consider they are able to deal with the presenting condition, then they continue any first aid or medical treatment being provided, whilst another person calls 999 for the emergency services.

17. NEW PROCEDURES DUE TO COVID-19

Any medication brought into school will be received by the school nurses into a new sealed collection bag and stored as per storage and security guidelines detailed in section 13.

Appropriate personal protective equipment (PPE) will be worn in accordance with current Government guidelines, as necessary.

This policy can be made available in large print or other accessible format if required.

Authorised by	C Kay <u>Chair of Governance & Compliance Committee</u>
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Approved by	M Pyper <u>Chair of Governors</u>
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