



# Newcastle-under-Lyme School

## Policy for Administration of Medicine

This Document is available upon request to parents and prospective parents and is published to parents and prospective parents on the School's website  
This policy applies to the whole School including the EYFS.

The purpose of this policy is to ensure consistency and clarity when dealing with pupils requiring medication. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a 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 school inside an insulin pen or a pump, rather than in its original container.

### **Safe Storage and Disposal of Medicines**

All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injectors should be always readily available to children (and staff where appropriate) and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.

Inhalers are kept in classrooms or by the pupil themselves. In the Junior School, class teachers and Nursery staff should ensure that necessary inhalers and medication are taken with children to any activity outside of school, such as swimming or trips.

Medication kept at school for a pupil in an 'emergency box' is stored in either the Junior School Reception or Lancaster Reception according to the age of the pupil. If a pupil attends a sports fixture off-site or at a week-end then medication should be brought from home.

A Sharps bin is located in the School Nurse's Office at the Junior and Senior Schools for the disposal of needles. Clinical waste should be disposed of in the medical bins in either office.

Any unused or out of date medicine should be returned to the parent for safe disposal or alternatively be taken to a pharmacy.

## **Individual Healthcare plans**

A healthcare plan is kept for pupils on long term medication or for those with health issues. Where a child has an individual healthcare plan, this will define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in school should be made aware, as far as reasonably practicable, of what to do in general terms, such as informing a teacher immediately if they think help is needed.

## **Guidance**

Medicine should be administered by the School Nurse or a member of staff who agrees to accept responsibility for administering the medicine. In the Orme Nursery staff will only administer medication once prior consent has been given by the parent or carer.

Staff should not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the school Nurse to decide. Healthcare professionals, including the school nurse, may provide further support to non medically trained staff as needed.

After discussion with parents, children in the Senior School who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans. In the Junior School and EYFS, all medicines are handed over to staff and a School Consent form must be completed. If Junior School or EYFS staff other than the Nurse are administering medicine then two members of staff should be present. Where appropriate children should be allowed to carry their own medicines and relevant devices or should be able to access them for self- medication quickly and easily. In the Junior School emergency boxes containing medication should be carried by a member of staff if taken off-site. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self manage, then relevant staff should help to administer medicines and manage procedures for them.

No child under 16 should be given prescription or non-prescription medicines without parental approval – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents (but under the supervision of the school nurse). In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.

Pupils under the age of 16 should not be given medicine/preparations containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Check consent form has been signed and the reason why the medication is being administered.

School will keep a record of all medicines administered to individual children, stating what, when, how much was administered and by whom. In the Junior School this is also recorded in a file in the Nurse's Office or, in the case of Nursery, in their pupil file. Any side effects of the medication should be noted.

### **Controlled drugs**

School will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only limited staff should have access. Controlled drugs should be easily accessible in an emergency. School staff may administer a controlled drug to the child for whom it has been prescribed. A record will be kept of any doses administered and the amount of the controlled drug held in school. Staff administering medicine should do so in accordance with the prescriber's instructions.

A record is made of CD's received in the record book. It is not always practical for two staff members to be present when a CD is administered but a record of the amount given and the balance remaining is kept in a bound record book with numbered pages. There is a separate page for each person.

### **Illness during school day**

Parental permission for over the counter medicines should be obtained from parents when a pupil joins the School.

Senior school pupils may be given medication as detailed on the medical consent form if this has been completed on school entry.

Junior school pupils will only be given medication after parents have been contacted and if the medical consent form has been completed on school entry. In exceptional circumstances if a pupil becomes unwell during the school day and a parent is unable to be contacted, providing that prior written consent (medical consent form) has been received previously then school may consider administration of pain/fever relief. This would only be given if the pupil had been in school for 4 hours to prevent over-dosing.

### **Administration of Medicine Procedure**

- Medicine consent form, available from the Junior School Reception or the School Nurse must be completed by parent and signed.
- Check bottle/container is clearly labelled with that pupil's name.
- Check expiry date and that dosage is appropriate for pupil. If in any doubt then the medication should not be given and the parent informed.
- Store appropriately.
- Person administering medicine should confirm pupil's identity- if necessary with another member of staff.
- Administer medication at stated time following instructions given.

- Document time of administration. If this differs significantly from time requested the parent should be informed/consulted.
- It is the parents responsibility to collect medicine at the end of the school day if required (e.g. antibiotics course).
- If a pupil refuses to take medicine, staff should not force them to do so, but should document this and follow any agreed procedures. Parents should be informed of the refusal if notification is deemed appropriate.

### **Expired medication**

When medicine is no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should be used for the disposal of needles and other sharps.

### **Training**

If the administration of prescription medicines requires technical/medical knowledge then the individual training should be provided for staff from a qualified health professional.

### **Refusal**

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so. Parents should be informed so that alternative options can be considered.

### **School trips**

Staff supervising trips should be aware of any medical needs and medication that may need to accompany a pupil. Medication should be given according to above guidelines.

GE/JPL

Policy reviewed by SMT:                      October 2016

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