

## Administration of Medicine Policy

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Approved by:	Trish Watt -Headmistress	September 2024
Governor Approval:	Professor Mark Bailey	September 2024
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### Policy Statement

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This policy is addressed to all staff and covers the administration by staff of medication to children in the care of the School. This policy should be read in conjunction with the First Aid Policy.

### Aims

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The School's aim is to implement and maintain an effective management system for the administration of medicines to all pupils in our care in order to ensure that the School provides support to individual pupils with medical needs.

### Liaising with Parents

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The School promotes ongoing communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met. Parents must inform the office if their child develops a medical condition which will require either prescription or non-prescription medication to be taken at School and of any changes to the medication required.

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

Staff at the School will not administer any medication to a pupil without obtaining prior written permission from his or her parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

Where parents have provided written permission for medication to be administered, staff will ensure that parents are informed in writing on each and every occasion that any medication was administered. If, for any reason, medication has not been administered parents will be informed and will be given an explanation.

### Individual Health Care Plans

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Where a pupil has long-term or complex health needs, the office will, where appropriate, produce an Individual Health Care Plan (IHCP) for that pupil using the appropriate form

The IHCP will be presented to the Parents for approval prior to its implementation to ensure the School holds accurate information about the medical condition of any pupil with long- term needs.

Once the IHCP is approved the office will be responsible for its maintenance and implementation.

## Training

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The School will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties.

The office staff are responsible for the administration of medicine within the School. They will delegate duties as appropriate to staff who have received training. The office will ensure that all staff are supervised where appropriate. Any staff responsible for the administration of medicine will have access to pupils' individual health and medical records.

If not already medically qualified, the relevant members of staff will receive appropriate training and support from a qualified health professional, including training on the side effects of medication and what to do if they occur. If the administration of medication involves any medical procedures, the qualified health professional will provide written confirmation that the member of staff is proficient in the procedure.

Where it is identified that the administration of prescription medication to a pupil requires technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be undertaken by appropriate staff from a qualified health professional.

## Medical Records & Consent

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Parents of all pupils at the School are required to complete a Medicine Consent Form before the pupil joins the School in which Parents consent to the administration of non-prescription medication.

Parents of pupils who require medication prescribed by a doctor must discuss this with the office and complete the Medicine Consent Form available from the office prior to the administration of the medication.

Staff administering medicines will record on the Medical Tracker portal each time a medicine is administered. These records contain the name of the pupil, the date and details of the administration of medication, the reason for administration if not prescribed and the record will be signed by the administering member of staff.

Written records of all medication administered to every pupil are retained by the office and relevant records can be provided, subject always to the law on data protection, to parents on request. These records are regularly reviewed by the office.

## Prescription & Non Prescription Medication

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As a general rule, staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.

Staff may only administer non-prescription medication such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the medication in the past.

No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

## Administration of Medication

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All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

It is considered best practice to have two members of staff present when administering any medication to ensure the correct dosage is being given.

If Staff are in any doubt over the procedure to be followed, the Parents will be contacted before action is taken.

If a pupil refuses their medication, the Staff will record this and contact the Parents as soon as possible.

## Storage of Medication

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Medicines are always securely stored in accordance with individual product instructions.

The School will carry out a risk assessment to consider any risks to the health and safety of the School community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

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

Emergency medication such as reliever inhalers and adrenaline pens will be kept behind the reception desk (office for The Nest) or with the pupil at all times where necessary. In the case of medication which is not required in an emergency, the pupil will be told where their medication is stored and who holds the key.

Pupils who do not carry and administer their own medication understand which members of staff will administer their medication.

If a pupil is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container and only named staff and the pupil will have access.

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

## Self Medication

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A pupil will be permitted to store and carry their own medication if in the opinion of the office they are sufficiently competent to do so. The office will consider the safety of other children and medical advice from the prescriber in respect of the pupil in reaching this decision. Requests for a pupil to carry medication should be submitted in writing to the office

## Emergency Procedures

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In the event of an emergency related to the administration of medicine, the First Aider should be called as soon as possible, if not already present. If the office does not consider that they are able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not, however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the School site.

## Off-Site Visits & Sporting Events

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Pupils attending an off-site visit or sporting event will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this Policy.

All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

## Immunisations

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At Eaton Square School, we want to ensure that we promote the health and well-being of the whole school (staff and children) through encouraging parents/carers to immunise children and by providing consistent messages to children, parents/carers and staff.

Immunisation is the safest way of protecting children against serious diseases. Some diseases can kill children or cause lasting damage to their health. Immunisation prepares children's bodies to fight off diseases if they come into contact with them. At Eaton Square School, we promote positive messages about immunisation and

encourage parents/carers to fully immunise their children. Information on what immunisations are given and when can be found here: [www.nhs.uk/conditions/vaccinations/Pages/childhood-vaccination-schedule.aspx](http://www.nhs.uk/conditions/vaccinations/Pages/childhood-vaccination-schedule.aspx) .

At Eaton Square School, we are confident to share key messages to parents and carers about immunisation, such as:

- immunisations save lives
- it is important to make sure children are protected as early as possible
- it is never too late to have a child immunised even if a child has missed an immunisation and is older than the recommended ages
- vaccines are quick, safe and extremely effective. It is common for children to have some redness, a rash or swelling where the needle goes in, this should only last about a day
- when a child is immunised, it helps to protect the whole community, this is important because some children with medical conditions or allergies cannot have certain vaccines.

At Eaton Square School, we understand that it is very important to maintain and keep an up-to-date record of children's immunisation status. Some children under our care may be at a higher risk of exposure to infectious diseases due to contact with more children and adults than children at home. Keeping a current record of all children's immunisation status helps us to quickly identify which parents/carers need to be informed if there is an outbreak of a specific disease.

We confidently approach parents and carers about children's immunisation status. All parents/carers are asked to provide information about their child's immunisation record in the medical form that they have to fill out prior to their child's first day of school. If the admissions team identify that a child is not up to date with their immunisations calendar, then we will recommend the parents/carers to visit their GP, and we will also share reliable and evidence-based information about vaccinations so that they can make an informed choice. The following links will be useful:

- Public Health England. Health Protection in schools and other childcare facilities - <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- Public Health England. Immunisation - <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-5-immunisation>
- Childhood Immunisation Schedules - <https://www.gov.uk/government/publications/the-complete-routine-immunisation-schedule>



## Influenza Vaccine Administered at School

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Each year, we arrange for NHS nurses from our local trust to come to school to administer nasal spray vaccinations for seasonal influenza. Our pupils are offered a flu vaccine that is given as a simple spray up the nose. It is painless, very quick, and serious side effects are uncommon.

This vaccination programme is designed to protect children against flu which can be an unpleasant illness and, although rarely, sometimes cause serious complications. By having the flu vaccination, children are also less likely to pass the virus on to friends and family. This will help to protect those who are at greater risk from flu, including infants, older people, and those with an underlying health condition. The flu vaccine provides protection against the strains that are predicted to circulate in the coming season. These strains may change from year to year which is why we recommend vaccination every year.

Information regarding signing up for the vaccinations is sent out in the Autumn Term of each academic year, and parents and guardians are invited to sign their children up. The sprays are administered in school during the school day.