



St George's
School Edgbaston

Administering Medicines Policy

This policy applies to all pupils in St George's School Edgbaston, inclusive of those in the EYFS.

Policy Statement

We ask parents/carers to assist us by not sending sick children into school and by noting the following:

We will agree to administer prescribed medication as part of maintaining the health and well-being of children and young people when they are recovering from an illness. We would request that parents/carers ask their doctor, wherever possible to prescribe medication, which can be taken outside of the school day. However, we as a school recognise that there are times where it may be necessary for a pupil to take medication during the school day. We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in our policy. These procedures are written in line with current guidance in Birmingham Health Education Service 'Medication Guidance in Schools 2012' and 'Supporting pupils at school with medical conditions', DFE December 2015. The Head Teacher is responsible for ensuring all staff understand and follow these procedures.

Pupils with medical needs

Should a child with medical needs start school at St. George's we will, in partnership with the parents/carers, NHS school nurses and medical advisors discuss the individual needs.

Where appropriate an individual alert card will be developed in partnership with the parents/carers, school nurse and/or medical advisors.

Should the creation of the alert card highlight a need for additional training the nurse will endeavour to access such training for the appropriate staff.

Admission to school

All parents/carers will be asked to complete a St. George's Medical Card giving full details of medical conditions, GP and hospital consultants, details, allergies and emergency contact numbers.

Administration of medication

Staff may administer only prescribed medication, other than paracetamol.

Medication must be prescribed by a doctor, dentist or nurse, must be in date, must be for the current illness and bought to school in its original container with full administering details. Staff can administer medication for asthma, eczema or other chronic illnesses after consultation and guidance.

Staff administer medication voluntarily, and can refuse to do so, however this would be unlikely.

Staff agreeing to administer medication must feel happy and confident in doing so. Staff should have received training appropriate to the task that they are to perform. Staff should ensure that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the nurse, the Head teacher will instruct a responsible and trained member of staff or person to administer the medication.

Procedures

Children's prescribed medicines are stored in their original containers, are clearly labelled and with the exception of emergency medication (such as inhalers) are inaccessible to the children.

If a child has not had a medication before, it is advised that the parent/carer keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

No medication may be given without these details being provided:

Parent/carers give prior written permission for the administration of medication. The staff receiving the medication must ask the parent/carer to sign a consent form stating the following information.

- full name of child and date of birth;
- name of medication and strength;
- date and time medication to be given;
- dosage to be given;
- time of last dose given;
- how the medication should be stored and expiry date;
- any possible side effects that may be expected should be noted; and
- signature, printed name of parent/carer and date.

Before administering medication:

- Staff should wash their hands before administering medicine.
- All necessary paperwork should be assembled and available when giving medicine.
- It is important that when medication is given that there is only one child present and that they are known to the member of staff. If the pupil is not known then they should be positively identified by another member of staff and by the SIMS computer system. The pupil should confirm name, date of birth and the colour photograph should be checked.
- If there are concerns about giving the medication then the member of staff should not give the medicine but contact the parents to discuss and this should be carefully documented.

Lower School

- The administration is recorded accurately each time in the medicine books, located in classrooms for EYFS and Reception for Years 1 to 6. Medication is administered with two people present and signed for by both members of staff. The completed medication form will be verified and signed by the parent/carer at the end of the day.

Upper School

- The administration is recorded on the medication forms stored in the medical room. A copy completed medication form will be forwarded to parents. Nurse may administer medication alone however all other staff must ensure that medication is administered with two people present and is signed for by both members of staff.

If a pupil refuses to take the medication, they should not be forced to do so. Refusal should be documented and parents should be informed without delay. Further advice can be gained from NHS direct or NHS advice line by calling 111.

Storage of medicines

Lower School

All medication is stored safely in the locked cupboard or medical fridge with the exception of Inhalers and Epipens which are stored in the clear medicine boxes which are kept in the classrooms. A second emergency device (e.g. Inhaler or Epipen) will be stored in the 'Emergency Grab bag' in the Lower School Reception. This

bag will be taken to Aftercare daily and returned to Reception at 6pm by the lead Aftercare supervisor. All other after school activities will take emergency devices from the child's classroom box and these will be returned by the activity provider at the end of each session.

The pupils Class teacher, or Teaching Assistant attached to the class will endeavour to return non-emergency medication at the end of the day to the parent/carer/young person, however, school cannot take responsibility for reminding pupils / parents that medication needs collecting. If your child attends after school clubs or Aftercare, the child's Class teacher, or Teaching Assistant attached to the class will pass the medication to the lead adult to hand over to parents.

Upper School

All medication is stored safely in the locked cupboard or medical fridge with the exception of Inhalers and Epipens which pupils carry on their person. A second emergency device (e.g. Inhaler or Epipen) will be stored in the 'Emergency Grab bag' in the Upper School Staffroom.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Children who have long term medical conditions and who may require on ongoing medication

- A health care plan is recorded and carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Nurse in conjunction with parents. Other medical or social care personnel may also be involved in this.
- If necessary, training will be available for staff that are part of the child's care plan to secure basic understanding of the condition as well as how the medication is to be administered correctly.
- Risk assessments will also be carried out where needed before the child begins an activity if staff feel that this may affect the child's medical condition. Staff will discuss the routines and activities, and point out anything which they think may be a risk factor for their child.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent/carer and this information must be shared with other staff that care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed annually or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents/carers receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children/young people are going on outings, staff accompanying the children must include the class teacher/teaching assistant for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for the pupil is taken in a sealed plastic container that is clearly labelled with the child's name and name of the medication. Inside the container is a copy of the medication form to record when it has been given, with the details as given above.
- On returning to the setting the form is replaced in the child's file and for Lower School pupils the parent /carer signs the necessary paperwork.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic container clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent/carer.

Emergency Medication

Emergency medication includes Inhalers, anti-convulsion medication, Epipens, Jext pens, Piriton, Insulin and Glucogel and needs to be readily available in an emergency.

In school, any child who has emergency medication prescribed (with the exception of inhalers) should have an appropriate school alert card. The names of our asthmatic pupils are listed in the staff room and have all been issued with an asthma UK card that give individual plans for asthmatic pupils. It is parent / guardian's responsibility to ensure the emergency medication is sent into school.

School requires 2 reliever inhalers or 2 Epipens if these devices are prescribed to a pupil.

Please note pupils may not attend school without their emergency medication and although medication will be checked at regular intervals by nurse or first aiders, it is the parent's responsibility to supply this medication.

School Emergency Asthma Kit

From October 1st 2014 the Human Medicines Regulations 2014, allowed schools to obtain, without prescription, Salbutamol inhalers for use in emergencies. The inhaler can be used if the pupil's prescribed inhaler is not available (e.g. because it is broken or empty).

The guidance for the use of the emergency inhalers has been developed by the Department of Health and can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_e_mergency_inhalers_in_schools_October_2014.pdf

In the event of a child displaying symptoms of asthma, and if their inhaler is not available or is unusable, the emergency Salbutamol inhaler may be used with a single use spacer. The emergency asthma kit is located in the medical room and may only be used for pupils who have written consent from parents.

Date reviewed: October 2016