



Oakgrove School

Administration of Medicines by Staff

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ADOPTION AND AMENDMENTS TO ADMINISTRATION OF MEDICINES

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*Admissions, Discipline & Welfare Committee

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Oakgrove School believes that parents/carers¹ have the prime responsibility for their child's health and should provide the school with relevant information about their child's medical condition including details on the medicines their child needs. The school will endeavour to support those students with medical needs, with due regard to their health and safety and that of all students in the school and staff involved.

Medicines should only be taken or administered in school when essential; that is when it would be detrimental to a child's health or medical condition if that were not to occur. If clinically appropriate medicines should be prescribed in dose frequencies which enable them to be taken out of school hours.

The school will only administer prescription² medication or medicines that have been prescribed³ by an approved prescriber and the child's parent/carer has granted permission. For over the counter medicines a parent consent form will need to be completed with all details and liaison will take place between the parent/care and the Health Co-ordinator.

Prescribed medication must be provided in the original container with the child's name, the prescriber's instructions for administration and dosage clearly visible on the container and show a clear expiry date.

The school undertakes to administer prescribed medicines only to those students when self-administration is not appropriate or possible. For those children with a long-term medical need, a health care plan detailing the child's condition, key care and management of emergency situations will be completed and agreed by the parent and staff undertaking the care.

Medically trained staff will log any medicines that are administered at school onto the electronic medical system and an email will be sent home to the first Parent/Carer Contact to notify the parent/carer of the day, time and amount of medication that was administered.

Staff will not give prescribed medicines unless there is specific written permission from parent/carer, which states the prescriber and the medical condition that the medication is needed for.

The parent/carer will complete a written consent form (one for each medicine) as soon as the need occurs. The consent will only be updated if the dosage/medication or condition changes. The school will not accept verbal requests for changes in doses or frequency of prescribed medicine.

¹ Here and throughout this document "parents/carers" should be taken to include all those with parental responsibility for a student under the age of 16.

² When we use the word 'prescription' we mean written instructions from a medical professional ie doctor, dentist, nurse or pharmacist.

³ When we use the word 'prescribed' we mean medicine that is recommended by a medical professional ie doctor, dentist, nurse or pharmacist.

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Storage

The school will only store medicines that have been prescribed for a particular student in their original container.

Medicines, except those essential in emergencies such as asthma inhalers and adrenaline pens, will be kept in a locked storage unit unless in use.

In the Secondary, spare adrenaline pens are kept in Student Services and the Medical Room, all staff are informed of their location in annual updates. Students with anaphylaxis carry their own emergency kits in Secondary School. In the Primary and Nursery, adrenaline pens will be stored in the school office with the care plan, in a sealed box, out of reach of children.

Medicines will be stored strictly in accordance with the product instructions. Those able to be stored at room temperature will be kept in a locked medicine cabinet. Those required to be kept cool will be kept in a supervised refrigerator. At Primary and Nursery, the medicines will be stored in the refrigerator located in the reprographic room. At Secondary, the medicine fridge is in the Medical Room.

A written risk assessment will be completed in the case of medicines being carried by an individual child or by staff in the case of trips or outings.

Administering medicines

Only staff who have received appropriate training and whose job role states that responsibility will manage and administer medicines. Staff should be aware of the side effects of the medicines they are administering and what to do if they occur

Each student who has medicines administered by the school will have a medicine administration recorded on Medical Tracker.

The member of staff administering the medicines should check

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

The member of staff administering the medicine must add details to the Medical Tracker. Parents/carers that have consented to a student having medication via paper form, online form or via verbal consent, will receive an email with event details and medication/care given. If a child is absent, no medication is administered and so no coding is recorded. If the student refuses to take a prescribed medicine they should not be forced to do so. A note should be made on Medical Tracker and the child's parents/carers should be informed as soon as possible after the event.

If there is any doubt about any procedure then the member of staff should not administer the medicine but check with the child's parents/carers or relevant healthcare professional.

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It is good practice to support and encourage those students, who are able to take that responsibility, to manage their own medicines.

Prescribed medicines should not be given to any other person.

Replenishing and removing medicines

Requests for new supplies of medicines will be made by either a telephone call, letter or email to the student's parents/carers approximately two weeks before being required.

All medicines will be returned to the parent/carer to arrange safe disposal or are disposed of at school into clinical waste when no longer required or expired.

Emergency Procedures

Individual health care plans should include how to manage the student in an emergency as a result of administration or non-administration of medicines.

Administering Medications on Residential Trips at Primary and Nursery

On residential visits, staff will take the following (or equivalent) over the counter medication for use in an emergency: Calpol, Nurofen for Children, Piriteze and or Piriton. Parents/Carers will be required to complete a Permission to Administer Medication on a Residential Visit form, in which they will either give or decline permission for staff to administer Calpol, Nurofen for Children, Piriteze and or Piriton (or equivalents) if their child needs it during the residential visit. This medication will be given to the child if staff, acting in 'loco parentis', believe the child has a medical need that requires it.

All use of medications whilst on a trip will be recorded in line with this policy and reported to the parents upon return.

Administering Medications on Residential Trips at Secondary

Parents/carers are requested to inform trip leaders of any prescription or over the counter medication that their child needs to administer during a trip, prior to the trip departure. Information regarding dosage, frequency of administration and with whom the medication should be kept (this could be an adult on the trip or the child) will be determined before departure. Any administration of medication will be recorded and reported to parents/carers. If during the trip additional medication is required by any child, parents/carers will be contacted for permission to administer the medication.