



Colley Lane Primary Academy

"Never settle for less than your best"

Subject: Administration of Medication in junction with the Asthma Policy

Issue Date: May 2023

Safeguarding Statement

At Colley Lane Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Colley Lane Primary Academy. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short term. Other pupils have medical conditions that, if not properly managed, could limit access to education. Most children with medical needs are able to attend school and, with some support from school, can take part in most normal school activities. Colley Lane is committed to ensuring that children with medical needs have the same right of access as other children.

All medical information is treated confidentially by the head teacher and responsible staff. All administration of medicines is arranged and managed in accordance with the DfE guidelines. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- Prescribed medicines
- Non-prescribed medicines
- Maintenance drugs
- Emergency medicine

The school will:

- Provide clear guidance to all staff on the administration of medicines
- Ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensure the above provisions are clear and shared with all who may require them
- Ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration of Medicines

The administration of medicines is the overall responsibility of the parents/carers. The head teacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

Prescribed medicines

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bedtime. Prescribed medicines will only be administered by the school when they are required 4 times a day or at set intervals.

Medicines should always be provided in the original container with the labels on both parts (including the box) as dispensed by a pharmacist and include the prescriber's instructions for administration. 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. We will never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases it is necessary to check:

- Name of child
- Name of medication
- Dosage
- Written instructions provide by prescriber
- Expiry date

A parental agreement form must be filled in and signed by the parent/carer. No medication will be given without the parent's/carer's written consent. An individual record will be created for the child and filled in every time the medicine is administered.

Medical administration forms will be checked by a member of SLT.

Prescribed medicine, other than emergency medication will be kept in the first aid room either in a locked cupboard or refrigerator as appropriate. All emergency medicines will be kept either in the child's classroom or the first aid room.

In the unlikely event of a dose being given late or missed parents will be informed as soon as the issue arises.

Administration to save a life

In extreme emergencies e.g. an anaphylactic reaction, the administration of adrenaline by Epi-pen will be necessary. This will be administered by an appropriately trained member of staff.

Long Term Medical Needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils. Involving the parents and relevant health care professionals.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. These drugs must be strictly managed between the school and the parents, Ideally controlled drugs should be brought in on a daily basis, but certainly no more than a week's supply and the amount of medication handed over to the school should always be recorded.

Controlled drugs should be stored in the locked cupboard in the first aid room, and only specific named staff allowed access to it. Each time the drug is administered it should be recorded and 2 staff be present and sign to say it has been administered or if the child refuses, the parents should be informed as a matter of urgency. The balance should also be recorded.

As with all medicines, all unused medication should be returned to the parents/carers and a record kept of date and amount returned. If this is not possible, it should be returned to the dispensing pharmacist. ***It should never be thrown away.***

Non-prescribed medicines

Non-prescribed medication will only be administered in exceptional circumstances at the discretion of the head teacher. If non-prescription medication is to be administered, the parent/carer must complete a parental agreement and the same procedure will be followed as for prescription medication. We will seek when the

first dose was given. We will not give any tablets, and oral paracetamol will not be given for more than 48 hours.

Administering Medicines

Medicines will only be administered by members of staff who have been trained in the safe administration of medicines. Appropriate training will be arranged for the administration of any specialist medicines. The office administrators, Head teacher and SENCO will hold a list of appropriately trained staff.

When a member of staff administers medicine, they will check the child's Administration of Medication Permission and record forms against the medication, to ensure the dose and timing are correct. They will then administer the medicine as required and record on the child's medication form. For long-term medication, an administration of medication continuation sheet will be used.

Administration of medication in the event of an emergency

We keep oral paracetamol suspension onsite that can be used in an emergency. There are clear protocols in place that have been agreed by the LAB and then understood and accepted by staff and parents/carers.

Trained school staff will only administer the school's liquid paracetamol in the event of a high temperature that is having a detrimental impact on the well-being of the child; and after agreed measures have been taken but have not provided adequate relief of the symptoms. Please see the section entitled High Temperature.

Oral paracetamol suspension will only be administered as per this administration policy and in line with age related guidelines.

High Temperature

As a general rule, a temperature of 38C (100.4F) or above is a fever.

Should a child become unwell during the school day and develop a high temperature, the following control measures and steps should be taken:

1. Temperature is identified as higher than normal, using the school's digital thermometer. The temperature should be recorded on the temperature recording sheet.
2. Remove layers of clothing so the child can lose heat more easily through the skin. Where possible, only leave one light layer of clothing. If he or she begins

shivering, provide a light blanket until warm again. Remember to keep the child appropriately dressed for their surroundings e.g. if outdoors.

3. Provide the child with plenty of water to drink to keep them hydrated.

4. Open a window if it is particularly warm indoors.

5. After fifteen minutes retake the child's temperature and record it on the sheet. If the child's temperature has increased, or not reduced, inform a member of SLT/management and phone the child's parent for them to be collected. Ask the parent approximately how long it will take for them or an emergency contact to get to school.

6. Continue to monitor the child's temperature at fifteen minute intervals and record the temperature on the sheet until the parent/carer arrives.

If the child is unable to be collected within 30 minutes of the call:

7. Check the child's application form for written consent to administer oral paracetamol suspension in an emergency. Obtain additional verbal consent over the phone from the parent/carer to administer the paracetamol in case the child becomes significantly unwell before collection. Check whether the child has been given any medication prior to arriving at the setting.

8. If the parent/carer has not signed the admission form to consent to medication being given in an emergency, staff must not give medication to the child. In this situation the emergency services should be contacted if the temperature continues to rise.

9. Record the time of the call to the parent/carer and their name.

10. If the child's temperature continues to increase and they become distressed the decision can be made by SLT to administer oral paracetamol suspension in order to control this and provide relief until the parent/carer arrives.

11. The medication administered should be recorded on a medication form and this should be signed by the parent/carer upon collection.

12. If the child begins to develop other symptoms, such as a rash, unresponsiveness, lethargy, limpness, sore throat, blue lips or skin, cough, ear or neck pain, trouble breathing, vomiting, and/or diarrhea, then SLT/manager should be notified and the emergency services should be contacted using 999. Parents/carers must be informed.

Refusing Medication

If a child refuses medication staff should not force them to do so, but note this in the records and inform parents immediately of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform parents.

Off site Visits

It is good practice to encourage pupils with medical needs to participate in off site visits. All staff supervising visits should be aware of any medical needs to participate in off site visits. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure the appropriate medication is taken on the visit.

Travel sickness

Tablets can be given with written consent from a parent, but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Tablets will only be administered on the return journey. We will not accept half tablets.

Residential Visits

All medicines which a child needs to take should be handed to the teacher in charge of the visit. The only exception are asthma inhalers which should be kept by the child themselves. The parents sign a consent form for any medicines which they need to take during the visit, plus consent for emergency treatment to be administered. On return from the trip a copy of the medicines administered form will be given to the parents.

Disposal of Medicines

Medicines will be checked half termly by class teachers and first aiders to ensure they have not exceeded their expiry date. All medicines will be sent home at the end of the academic year. Parents/carers are responsible for ensuring that expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to the local pharmacy for safe disposal.