

# Stoke Park Primary School



## Policy and Procedures for the Administration of Medicines

### Definitions -

- **Non-Prescribed Medication** - Is any medication not requiring a Medical, Optical, Dental or Qualified Practitioners Prescription.
- **Prescribed Medication** - is any medication requiring a Medical, Optical, Dental or Qualified Practitioners Prescription. Their advice should be sought on any homeopathic remedies etc. being used alongside prescribed drugs

The Governors, Headteacher and staff at Stoke Park Primary School commit to the involvement in the administration of medication for their pupils. Although recognised as ideally and in the first instance, a parent's/carers responsibility where pupils should go home or parents/carers come to the school when medicine needs to be taken, it is agreed by the trained staff to be a part of their daily work where suitable provision is made.

However, all pharmaceutically active substances bear a risk of harm.

This policy aims to protect both staff and pupils and other service users by ensuring that medication is only administered by employees who are competent to do so. In all cases, staff must be in receipt of appropriate information, instruction and training. Further, existing members of staff must only volunteer to administer prescribed or non-prescribed medication or undertake other medical routines. They must not be instructed to take on this responsibility, unless this constitutes a term of employment.

The Headteacher must ensure that they observe Part 4 of the Disability Discrimination Act. This stipulates that disabled persons must have an equal opportunity to benefit from whatever education or other related provision is available.

Stoke Park Primary School cannot, therefore, refuse to take responsibility for the administration of medication and thereby prevent a pupil from attending the school. Rather, it must strive to be an inclusive institution and appeal for volunteers to come forward. This appeal constitutes a reasonable discharge of duty by the school.

Where no volunteers come forward, Headteachers can use recruitment as an opportunity to secure a sufficient number of staff with responsibilities for the administration of medicines. The responsibility can be included in Job Descriptions and incorporated into employment contracts.

Parents/Carers must provide, in written form, comprehensive and up-to-date information on the medication used. This must be signed, dated and must expressly authorise staff to administer

that medication. Parents/Carers must notify staff of all changes in circumstances and/or any other relevant information.

In emergencies employees should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.

Where a dose of necessary medication has been missed/refused and this has implications for the health, safety and welfare of the pupil, their peers and staff/volunteers, e.g. as with Ritalin, parent/carers should be alerted and asked to immediately collect the pupil concerned from the premises. All cases of missed or refused medicines must be reported to the parents/carers and recorded.

Public Liability Insurance arrangements will provide an indemnity to employees in respect of claims for personal injury. This indemnity extends to volunteers who have been asked to undertake such duties by the school. The indemnity is subject to the following conditions:

- That training has been received and regularly updated
- That all appropriate Personal Protective Equipment has been used where necessary and
- That the employee/volunteer has acted within the limitations of their training and has observed all protocols.

NB: This indemnity will not apply where claims relate to a criminal offence, a malicious act or an instance of wilful misconduct.

It is appreciated that, in instances of emergency, it may be reasonable to depart from one or more elements of the policy. However, each situation will be assessed on its merits and it must be established that the employee/volunteer acted in good faith and was neither reckless nor irresponsible.

Stoke Park Primary has First Aid cover in line with the First Aid at Work Policy for Education Establishments, November 2002.

## **Responsibility**

The Headteacher must ensure that appropriately detailed arrangements are implemented and annually reviewed with anticipatory individual risk assessments being undertaken for those with significant medical needs.

The Headteacher is to maintain a register which records their pupils' medical conditions and allergies eg, asthma, epilepsy and anaphylaxis. This information must be disseminated amongst all appropriate staff/volunteers, involved in the supervision of pupils.

The Headteacher has the responsibility to make sure certain systems are in place to ensure that all medical equipment, changing areas/tables etc are correctly and safely stored and regularly cleaned after use and maintained. The frequency of cleaning and maintenance must be established according to the nature and use of the equipment. This must be recorded in a file or database. The security of the equipment must be maintained at a high standard to guarantee standards of operation and hygiene.

In administering medication/treatments and deciding emergency courses of action, the Headteacher has the responsibility to have due regard for the following implications and equality issues:

- Diverse cultural values
- Specific medical conditions encountered in particular ethnic groups and
- The practices and ethical values of particular faith groups and
- The need for appropriate privacy of pupils while at the same time ensuring issues such as potential accusations of child abuse, especially where intimate procedures are involved are addressed.

Due care should be exercised where English is not the first language of the pupil or parent/carer. Use of translation services should be made where necessary for effective and sensitive communication.

To support this policy, Stoke Park Primary School will work with the local primary care trust where appropriate.

The Headteacher will ensure Delegated Services and Public Health England are urgently notified where there is a sudden and serious viral outbreak that may have wider public health implications.

## **Training and Competence**

The Headteacher and Governors must ensure that adequate information, instruction, training and supervision is given to all staff who volunteer or are specifically recruited for the control, administration or storage of medicine. The School Business Manager is required to report on this to the Governing Body on an annual basis.

New staff should be given such training before they undertake any such duties. Training should be renewed and updated 3 yearly. In determining the frequency of training updates, the advice of medical practitioner training providers should be sought.

The Headteacher must ensure that the information, instruction, training and supervision provided is such that staff can competently carry out their duties. Competent staff must be organised in such a way that a trained person is always available for duty. Particular care must be taken to ensure that absences, through sickness or leave, are accommodated.

The Headteacher must ensure records are kept on the school databases, the names of all those who have received training and refresher training. Additional records should also be kept of training dates, types and techniques of medication and other relevant information.

## **Treatment**

### **General treatment**

The Headteacher should make adequate provision for the safe and appropriate storage of medication. In establishing what constitutes “adequate” storage, the advice of medical practitioners/trainers should be sought. At Stoke Park pupil’s inhalers and other medicines are kept in the classroom cupboard and antibiotics are kept in the fridge (if required) in the main office. Prescription only controlled drugs must be stored in a fixed lockable cupboard.

The Headteacher must ensure that stored medicines cannot be accessed by unauthorised persons. Further, there must be a system of checks in place to ensure that all medicines,

whether administered directly by staff or where administration is supervised, are issued to the correct pupil. PPE should be alongside eg. gloves to encourage use.

**All medications, whether prescribed or non-prescribed should be reported to the office. No attempt at a diagnosis should be made by staff unless they are qualified and registered practitioners employed by Stoke Park Primary School in that capacity.**

Where pupils are competent to discern whether they require medication, the role of the staff is simply to assist with the administration of that medication eg. asthma inhalers. Where pupils are not competent (due to age, learning difficulties etc) then direct administration by staff is permitted subject to the safeguards set out in this policy. At Stoke Park pupils in Nursery to Year 4 have their medication, including inhalers kept safely and administered for them by trained staff. Pupils in Year 5 are encouraged to administer their own inhalers whilst overseen and recorded by trained staff. Pupils in Year 6 will be encouraged, with written permission from their parents/carers, to be responsible for keeping and administering their own inhalers. In this instance recording will not be carried out. It is thought that this will encourage readiness for secondary school.

The senior first aider checks dates on the pupil's inhalers and other medicines at the start of each term (6 x yr). Parent/carers are informed if the inhaler or medicine is approaching the end date. Records are kept and stored in the main file.

All medication directly administered by staff should be recorded, with details of the dose, frequency, date, time, name of pupil and main symptom(s) identified, which would prompt a course of action. Written records are still required where staff are assisting pupils to administer their own medication.

Failure to obtain relief from the prevailing symptom(s) and any other concerns, following administration of prescribed or non-prescribed medication, must result in the Parents / Carers being informed. The pupil concerned must be referred as necessary to an appropriate medical practitioner.

In extreme cases, for example use of/failure to respond to the use of an Epi pen, staff/volunteers must dial 999. Walkie talkies, class phones, shouting, should be used to alert colleagues in order to avoid pupils being left alone whilst emergency services are called. Colleagues will be asked to meet professionals and escort them to the pupil.

## **Treatment - Non-prescribed Medication**

The following general principles apply:

Non-prescribed medication must not generally be given by staff to primary and nursery age children. At Stoke Park Primary the staff qualified to administer medicines have agreed to administer non-prescribed medicines for hay fever, period pain, skin conditions and minor aches and pains. Recording of these medicines will be completed as for prescribed medicines.

This extends to children participating in Off Site Visits. All pupils' medication must be handed to the lead teacher together with the parent/carers written authorisation for staff to administer it where it is inappropriate/the pupil is unable to administer the medicine themselves. The correct dosage must be clearly marked on the container.

Where Year 6 pupils are competent to make their own decisions, it is their responsibility to supply and self-administer medicines. Staff should only assist as set out below.

If staff have any doubts, the pupil's parent/carer should be asked to consult their own General Practitioner.

Before administering the medication, the pupil or parent/carer must be asked the following questions. Reference **must be made to** the Care Plan if appropriate:

- Have you taken any other medication?
- Has the Doctor told you not to take anything with your medication?
- Are you allergic to any medication?

If other prescribed medication is already being taken no other medication should be given, eg paracetamol, without written authorisation from the child's Parent/Carer.

Members of staff should read and have regard to the instructions on the container supplied or with the packaging. The date of the medication should also be checked to ensure it is not 'time expired'. All oral medication should be taken with at least half a glass of water, or other liquid if specified. The paperwork related to the medicines is kept in a file in the main office for reference and COSHH purposes.

Where pupils have difficulty in opening containers, or reading labels they or their parent/carers should discuss with their pharmacist the possibility of compliance aids and labels of large print. Where pupils still have such difficulties then help, including the opening of bottles or the accessing of out-of-reach items necessary to the pupil's well-being, should not be refused.

Where symptoms are regarded as severe or persistent then the child's **Parent/Carer** must be informed.

### Treatment - **Prescribed Medication**

Where possible and age appropriate, pupils should administer their own prescribed medication. Assistance in the administration of prescribed medication can only be made at the request of the pupil, parent/carer or at the written request of the pupil's Doctor or parent/carer.

No member of staff should administer medication unless they have been given appropriate instruction by a Medical Practitioner or recognised training provider

The instruction should include details of the level of dose, the method of administration, action of the medication, overdosing and adverse reactions. The manipulation of apparatus must be fully explained. The person giving the instruction is required to confirm, in writing, that the treatment can be given satisfactorily. In some complex cases it will be reasonable for General Practitioners to be asked to give written instructions and advice. The General Practitioner will be responsible for reviewing the dosage given during treatment.

Before assisting in the administering of the medication, the member of staff should read the instructions on the container to check for any conditions in which the medication should not be used. The **pupil and/or parent/carer** should be asked the following questions

- Have you taken any other medication?
- When was your last dose of medication?

## Stoke Park Primary School Procedures for managing medicines

- Parents/carers take medicines in original packaging to the main school office
- Parents/carers are given Parental Agreement for completion
- Admin team ensures the form is completed, that the medicine is in date, in the original packaging and the medicines COSHH leaflet is included.
- If no COSHH information is with the medicine the Admin team or Senior First Aider will obtain the information online and file
- The Admin team will photocopy the Parental Agreement and give a copy to the class teacher and staff. They will also provide a form for recording when the medicines are taken.
- The correct storage will be noted and adhered to. This may be in the classroom cupboard, the fridge in the main office or in a locked non portable cupboard.
- Medicines will be returned to the parent/carer when the course is completed or the expiry date reached.
- The lead First Aider will take any expired or unclaimed medicines to the pharmacy and keep an accurate record
- The trained staff will keep a record of any concerns and actions taken relating to accidental incorrect doses and tampering of the medication.
- Trained staff will complete and record peer reviews. All trained staff will be asked to complete and record at least 2 checks during the academic year using the 7 Administration checks:
  - The correct pupil
  - The correct medicine
  - The correct time
  - The correct method / way
  - The correct dose
  - The correct route
  - By the correct person

## Pupils with long term medical needs

Advice may be sought from nursing teams regarding medication in care plans

## Hygiene Procedures

Blood and body fluids from any person may contain viruses or bacteria capable of causing disease.

### The following precautions must be adhered to when dealing with body fluid:

Hand washing - a thorough hand washing technique using soap and running water (Liquid soap is preferable to bar soap). Disposable hand towels are recommended.

Skin - any cuts or abrasions must be adequately covered with a water proof dressing.

### Items of Personal Protective Equipment /Clothing, eg:

- **Gloves** - single use gloves should be worn when contamination of the hands is anticipated (this does not remove the need for hand washing).
- **Masks** - advice should be sought if unclear about the appropriate type for the task in hand

- **Containers** - advice should be sought if unclear about the appropriate type for the task in hand
- **Safety Spectacles** - should be available and worn in circumstances where body fluids might possibly contaminate the eyes.
- **Aprons** - single use plastic aprons are advised if any contamination of the body area is possible.

Spillage - all blood and vomit spills should be covered with disposable paper towels then treated with a solution, such as Sanitaire, as advised by an Infection Control Nurse. Such solutions can be an irritant to the skin. For this reason, a proper risk assessment on the use of them must be carried out and clear instructions on its use available for staff. Gloves and aprons should be worn whilst it is being used.

Spills of urine and faeces should be cleaned up promptly. Use disposable paper towels to soak up the majority of the spill and then wash the area with a fresh solution of detergent and water. Again gloves and aprons should be worn.

Fouled laundry - fouled and infected laundry should be securely bagged and taken directly to an on or off site washing machine. Again gloves should be worn.

Waste - small quantities of waste contaminated with body fluids comparable to those encountered in normal domestic use should be flushed away or bagged and disposed of in the normal fashion. Significant quantities of waste must be disposed of by recognised contractor.

Stoke Park has an adequate system of disposal of clinical waste matter. There are various categories of waste and legislation that governs disposal. Whenever possible medicines will be returned to the parent/carer The senior first aider will be responsible for recording all disposed of medicines and a record will be kept in the main file

## **List of Appendices**

Appendix 1 - Parental Agreement for Stoke Park Primary School to administer medicines

Appendix 2 - Record of Medicine administered to a pupil at Stoke Park Primary School

Appendix 3 - Pupils Medication expiry dates – termly check

Appendix 4 - Record of medicines taken to pharmacy for disposal

Appendix 5 - Peer review checks

Appendix 6 - Record of accidental incorrect dose of medication or tampering of medicines

Appendix 7 - Register of who has access to controlled drugs

**Policy Adopted by Governors 6th February 2020**

**Reviewed December 2025 following refresher training**

**Next review December 2028, following staff training in November/December 2028**

## Appendix 1: Parental agreement for Stoke Park Primary School to administer medicine



Stoke Park Primary School will not give your child medicine unless you complete and sign this form, in line with the school policy that enables the staff to administer medicines.

Date for review if long term medicines	
Name of school	STOKE PARK PRIMARY SCHOOL
Name of child and class	
Date of birth	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Quantity received	
Expiry date	
Dosage and method	
Timing	
Quantity returned	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – Yr 5 can self-administer under staff supervision with the procedure recorded and Year 6 can self-administer without any recording if signed permission is given.	YES : _____ NO : _____
Procedures to take in an emergency	

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**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name

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Daytime telephone no.

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Relationship to child

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Address

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I understand that I must deliver the medicine personally to the main school office

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The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is finished.

In the case of emergency I give consent for the schools emergency inhaler to be used for my child.

Signature(s)

Date











