

ADMINISTRATION OF MEDICINES POLICY

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Name:	LAKESIDE SCHOOL
Date of Policy Issue/Review	September 2018
Name of Responsible Manager/Headteacher	Mr G. EVANS
Signature of Responsible Manager/Headteacher	

Introduction	
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Policy Statement

Lakeside school will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Lakeside school is held by Mr G. Evans (head teacher) who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration	
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The administration of medicines is the overall responsibility of the parents. The (head teacher) Mr G. Evans 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.

Routine Administration

It is the responsibility of parents to ensure that they inform the school of any changes to their child's medication, ie: dosage change, times of the day etc. Medication must come in the original box with the correct information on it. If your child is a boarder and also needs medication during the school day, the medication must come in an appropriate box containing the correct information for both sides of the school.

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents
- On occasions when children require paracetamol it is our policy to administer providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in the *Health Guidance for Schools* document. Parents/ carers will also be informed that the child has received medication and the time by a phone call.
- Children under 16 years old are ***never to be administered aspirin or medicines containing Ibruprofen*** unless prescribed by a doctor
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned.

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Rectal diazepam for major fits
 - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted. (Lerice Childress) the designated person responsible for dispensing medication in the school block and (Linda Howard) boarding house should be called if there is any uncertainty. Teachers and a number of care/ support staff have been instructed in the use of injections for diabetics.
- On any trip off site, there should be a named person for any emergency medication administration.

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

CHILDREN'S SERVICES HEALTH & SAFETY

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication a note should be made on the form and the parents will be informed the earliest opportunity.

Administration of medication:

- Two members of staff must be present, one of which must be the designated person.
- The designated person care/ education will dispense the medication while the other member of staff will observe and 'double check' to ensure safe administration.
- A member of staff will be nominated for dispensing medication whilst off site on trips in the absence of a designated person.

Prior to administration:

- Check the following points:
- Right child
- Right medication
- Right dose
- Right time
- Right date
- Right method of administration

It is also essential to check that the pupil has not yet been received the medication. Check the administration record to see if a staff member has initialled it already.

It is important to ensure that the pupil has swallowed the medication prior to leaving the sight of the member of staff administering the medication.

If a pupil reports that he has missed/ not taken his medication at home prior to coming in to school, it must be confirmed by a telephone call home.

Post administration:

The designated person will initial the record sheet, with the second member of staff, initialling the space for the second signature.

If the pupil refuses medication, the letter 'R' will be entered on the administration record sheet.

If medication is sent home, the letter 'H' will be entered on the administration record sheet.

All remaining medication must be locked in the respective medical cabinet immediately after use and the keys secured.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned if necessary at the earliest opportunity and parents/ carers informed.

Medical Accommodation	
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There is no medical accommodation on site. If a pupil falls ill, parents will be contacted and the pupil taken home in non emergencies. For any minor treatment purposes, a quiet area will be found.

CHILDREN'S SERVICES HEALTH & SAFETY

Training

Where staff, are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Staff, that have completed the Management and administration of medicines/ supporting pupils with Astma and allergies/ anaphylaxis course are: (Naima Doolan, Lerice Childress, Maureen May, Lisa Hughes, Melissa Baker, Tracey Lappage - school). Kerry Why, Louisa Claridge, Jacob Macmillan, Mike Davies, Dan Healy, Linda Howard - boarding house). These staff, are referred to as designated persons when on duty.

Storage

The storage of medicines is the overall responsibility of the head teacher who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Lerice Childress/ Naima Doolan (school block) and Dan Healy/ Linda Howard (boarding house) are responsible for receiving and booking in any medication and this is overseen by a senior manager.

Medication in both the school block and boarding house is stored in purpose built cabinets. These are secured to a wall, located in a locked room.

Disposal

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal. All medication left at the end of each half term will be sent home to parents/ carers and this will be recorded as so. ***Under no circumstances must staff dispose of unwanted/ unused drugs in any other way.***

The misuse of Drugs Act 1971 provides guidelines regarding prescription, possession and safe custody of controlled drugs. This policy document aims to reflect the 1971 Act. Some drugs prescribed to pupils in our care are schedule 2 controlled drugs ie: (Ritelin). Lakeside school takes its responsibilities seriously and through this policy ensures the safe storage, correct handling and administration of controlled and prescribed drugs.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

CHILDREN'S SERVICES HEALTH & SAFETY TEAM

For advice and guidance when writing your local Administration of Medicines policy or using this template please contact the Children's Services Health & Safety Team on their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>