

## Bedlingtonshire Community High School Managing Medicines



### Overview

This policy includes the following

1. Background to the policy
2. Guidelines for medication
3. Storage of medication
4. Documentation
5. Administration of medication
6. Record Keeping
7. Emergency medication

At Bedlingtonshire Community High School we endeavour to ensure that all pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. Some of the school's students are likely to have medical needs which means that additional measures will be required to ensure that they have full access to the curriculum, that the impact of their medical needs upon their life in school is minimised as far as possible, and that all staff who work with the student understand the nature of the difficulties and how best to help them.

Students with special medical needs have the same right of admission to school as other students and cannot be excluded from school on medical grounds alone.

The school will liaise with the Health Authority for advice and information about a student's medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the student.

### Background to the Policy:

Parents or carers have prime responsibility for their student's health and should give school sufficient information about their student's medical condition and treatment or special care needed at school.

- There is no legal duty which requires staff to administer medication; this is a voluntary role. Staff who assist with any form of medication, **in accordance with the procedures detailed within this guidance**, are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that the procedures are followed as described here.
- This policy refers to prescribed medication only as non-prescribed drugs will not be administered by school based staff.
- Unless students are acutely ill they should attend school. To facilitate this it may be necessary for them to take medication during school hours; however this should only be when essential. Where clinically appropriate medicines can be prescribed in dose frequencies, which enable it to be taken outside of school hours. Parents are encouraged to ask the prescriber about this. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

- Written agreement from parents/guardian is required prior to administering any medication (form A).
- The school has a clear system of record keeping. Records of all administration and disposal of medications are kept in a bound book to prevent falsification. (form B).
- A register of all students with medical conditions is kept in school. This is updated on at least an annual basis or when parents provide additional information to school. Staff are informed of who is on this list at the beginning of a new academic year. In addition, during transition work which commences in June of the preceding academic year, it is expected that class teachers will communicate any key information regarding special arrangements for students with medical needs.

The purpose of this policy is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency.

### **Guidelines for medication**

1. All medication must be in the original container.
2. All medication **MUST** be clearly labeled with:
  - the student's name
  - the name and strength of the medication
  - the dosage and when the medication should be given
  - the expiry date
3. If two medications are required, these should be in separate, clearly and appropriately labeled containers.
4. On arrival at school, all medication is to be handed to the designated member of staff, unless there is prior agreement with school and pupil for the pupil to carry medication (e.g. asthma inhalers) and details of this are entered in the medication record.

### **Storage of Medication in school**

5. Medication must be stored in a locked fridge in the First Aid room with the key stored in an accessible but restricted place known to the designated members of staff. Where duplicates of medication are required to be accessible in classrooms, medication will be stored in a locked filing cabinet that is accessible to designated members of staff.
6. Once removed from the locked storage, medication should be administered immediately and never left unattended.

## **Documentation**

7. Samples of school documentation are included in the appendices. **VERBAL MESSAGES ARE NOT ACCEPTABLE.**
8. Each pupil receiving medication will have the following documentation:
  - Written request for school to administer medication (Form A - appendices)
  - Pupil record of medication administered. (Form B - appendices)
  - Parent/carer consent for school trips

## **Administration of Medication**

9. Staff who have volunteered or who are employed for the purpose of administration of medication and health care:
  - Should receive training and advice from the appropriate health practitioner i.e. the school nursing service.
  - Are responsible for notifying the school when their training requires updating and for ensuring this is arranged.
  - Staff involved in specific complex procedures e.g. medication via gastrostomy tube, oxygen therapy, will receive a certificate following training accreditation confirming their ability to perform the procedure.
  - Medicine should be administered in an appropriate/confidential room.
  - Before medication is administered, the student's identity must be established by checking with another competent adult, who should also confirm the correct medication is being administered.
  - Staff will follow directions for administration provided in writing by the health practitioner.
  - Staff will record details of each administration (Form B - appendices).
  - A student should never be forced to accept medication and where medication is refused parents will be informed.

## **Record Keeping**

10. The system of record keeping includes:
  - Records of parental/carer consent, including those for self-administration consent, which should be reviewed and confirmed annually (September) in addition to ongoing updating.
  - Record of administration of medication including amount administered and amount remaining (running total) is to be kept in a bound book.
  - Record of medication returned to the parent/carer wherever possible.
  - Record of medication disposed of and the form of this disposal
11. A parent/guardian request form should be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions.
12. The request form must include:
  - Student's name, date of birth
  - Reason for request
  - Name of medication, timing of administration and dosage of medication

- Emergency contact names and telephone numbers
13. Reasons for not administering regular medication must be recorded and parents informed immediately/within the timescale agreed by the health practitioner.
  14. The school must keep records of administration of medication in a bound book. This bound book must be kept in the storage cabinet.

Monitoring of Impact:

The governing body and Head teacher should monitor the policy.

Attached appendices relating to this policy

- Form A          Agreement to administer medicine*
- Form B          Form for self administration of medicine*
- Form C          Record of Medicine/s Administered*

## **Form A Administration of medication in school**

### **Bedlingtonshire Community High School**

It is preferable for medication to be given at home whenever possible and if medicines are prescribed to be taken 3 or more times a day, parents should ask the prescribing doctor if the medicine can be taken outside normal school hours.

There are two main circumstances in which requests may be made to the Headteacher via the students Head of House to deal with the administration of medicines to students at school;

(a) cases of chronic illness or long-term complaints, such as asthma\*, diabetes, epilepsy or Attention Deficit Hyperactivity Disorder (ADHD);

(b) cases where the student is recovering from a short-term illness and is well enough to come to school but is receiving a course of antibiotics, cough medicine etc.

No medication should be administered in school without the agreement of the Headteacher or nominated representative.

Parents/guardians requesting administration of medication should complete the "Request for Medication" form.

If a student brings to school any medication for which the Headteacher has not received written notification, the staff of the school will not be held responsible for it.

\* Students with asthma usually carry their own medication and as a rule if the inhaler is needed to relieve symptoms regularly or if attacks are sporadic and particularly severe the student will be allowed to carry the inhaler around at all times.

#### **Non-Prescribed Medication**

As a rule non-prescribed medication will not be issued, but at the discretion of the Head, Paracetamol and other analgesics can be issued, provided the practice is strictly controlled in the same way as prescribed medication which means that specific written permission of the parents/guardians must be received. In order to monitor and prevent the danger of overdose by any individual the appropriate Student Services Officer will keep a record of issues, giving the name of student, time, dose and reason for administering tablets. Parents must inform the school

whether any side effects or allergic reaction has been experienced before administering the drugs to the student.

The tablets recommended for such problems as period pains or migraines are:

Paracetamol Tablets (500mg).

The Paracetamol will be kept securely under lock and key and dispensed with care since over-dosage is dangerous.

The Local Authority suggests dosage is as follows:

Children aged 9-12 years ½-1 tablet (not to be repeated until at least 6 hours have elapsed)

Children aged 12-18 years 1-2 tablets (not to be repeated until at least 6 hours have elapsed)

Paracetamol and other analgesics are not kept in first-aid boxes, and it is the responsibility of the parent to send such medication to school with the signed request form.

## Form B Use of Medicines in School

### Parental request for medication to be administered to students

The need for medication to be administered to students during school hours must be supported by a parent's/guardian's written request and is only possible for medication prescribed by the student's doctor. It is also important to keep the administration of medication to a minimum, and parents are requested to consider the possibility of administering the daily doses out of school hours. If this is not possible, the following consent form must be completed.

I wish my child (name) \_\_\_\_\_ to have the following medicine administered by school staff as indicated:

Medicine 1   Medicine 2   Medicine 3

Name of medication

Time(s) at which to be given

Amount to be given

(and the means of administration if necessary)

Details of any side effects or allergic reactions

I undertake to deliver the medicine personally to you and replace it whenever necessary. I also undertake to advise you immediately of any change of treatment prescribed by the doctor or hospital.

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_



<b>Revision Record of Final Versions</b>			
<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
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