



Clare Primary School

Administration of Medicine Policy

Commitment to review

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Who is responsible for this document	Principal, SLT, SMT, staff, BoG
Issued to	Staff, BOG, parents
Other related policies	Safeguarding/Child Protection, Pastoral Care, Drugs
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CPS Administration of Medicine Policy

Introduction

Mission, Vision and values

The Board of Governors and staff at Clare Primary School believe that the care, protection and education of its pupils in relation to drugs awareness is of paramount importance. We feel that our drugs education programme will promote an awareness that will protect our pupils, help them make good life choices and support both them and the wider school community in knowing how and where to find help if needed.

This policy has been written based on the guidance provided by the Department of Education for Northern Ireland (DENI) in the following documents: DENI Circular 2015/23: Drugs Guidance: and DENI – Drugs Guidance for School's in Northern Ireland. (<http://www.deni.gov.uk/index/support-and-development-2/80-curriculum-and-assessment-drugsguidance-pg.htm>). 'Supporting Pupils with Medication Needs' DENI 2008.

Clare Primary School also promotes the rights of a child based on the United Nations Convention on the Rights of a Child. This policy has been written taking into account Article 3 which states:

'The best interests of the child must be a top priority in everything we do.'

We continually strive for excellence in every area of school life. To achieve this aim we must always have the right school **vision and values** in place and these must be at the heart of all that we evaluate, plan and teach.

Mission

'We welcome all children into a learning environment where they will feel valued, happy and safe.'

Our purpose therefore is to be an excellent school. We continually strive for excellence in every area of school life.

Why do we need a policy?

Through media and changing culture, children and young people are exposed to messages about drug use from an early age. Their exposure to the use and misuse of drugs may come through parents/guardians, older brothers and sisters, friends, television programmes, the media and popular music. Research shows that by post-primary school age, some young people are likely to have tried substances such as alcohol, cigarettes or solvents, and/or to have misused prescribed medicines or other drugs. Research also shows that the age at which children and young people are being offered drugs is getting younger. The steady increase in the use of drugs by young people might also be influenced by three additional factors:

- a significant fall in the price of controlled drugs;
- an increase in the availability of a wider range of drugs within local communities;
- and
- an increase in the amount of spending money that children and young people have.

There also appears to be an increasing focus on the use of performance enhancing drugs in certain sports and leisure pursuits. Furthermore, the use of substances such as cannabis in a therapeutic setting provides a context in which drug use is seen as being more acceptable.

We need to ensure that pupils understand that all medicines are drugs.

The policy is necessary to ensure that all medication in school is accounted for, kept in suitable containers and stored safely. Certain medication need immediate access and require an agreed location that is easily accessible for all staff e.g. Epipens.

The policy also ensure that parents take responsibility for inform school and completing all necessary forms for medicines to be administered. The policy explains why the school must approve all administration of medicines and how and where medicines are safely stored.

Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities. This may be a short medical need, finishing a course of medication or a longer term medical need. The school will operate a positive approach to pupil medical needs in order to benefit all concerned. This policy is based on the Education Authority guidelines on Supporting Administration of Medicines. The guidelines for specific treatments or medications should be consulted alongside this policy as they have been produced to support and protect staff to undertake the administration of medicines and to enable staff to act in an emergency.

The administration of medicine is the responsibility of parents/carers. However, school staff have a professional and legal duty to safeguard the health and safety of pupils. At Clare Primary School, we wish to do all we can to enable children to gain the maximum benefit from their education and to participate as fully as possible in school life.

Participation in the administration of medicine in school is on a voluntary basis.

Medicine in school

Types of medicine

Short term prescribed medicine for acute conditions such as a chest infection.

Long term conditions requiring regular medication such as asthma.

Emergency medication either previously known or as part of a Medical Action Plan.

Pupils who are ill should not be sent to school. However, some pupils need to attend school while taking prescribed medicine for the following reasons:

- they suffer from a chronic illness – (in this instance a Care/Action Plan will be drawn up with advice from all professionals supporting the child and their family).
- they are recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines.

Parents /guardians should be aware that three-times-daily dosage can be spaced evenly throughout the day to avoid a lunchtime dose. GPs will usually adjust medication to avoid school time doses. However, if this is not possible parents (or their representative) should come to school to administer medicine at lunchtime.

In exceptional cases where medicine is administered voluntarily by a member of staff by prior agreement with the principal, staff will follow the agreed procedures outlined below.

- All medicines that are to be administered in school must be accompanied by written instructions from the parent and/or the GP on a form provided by school.
- Medicine must be in its original container and should be clearly labelled **with the pharmacist's sticker** and with the correct size spoon for administration (or syringe).
- No over the counter medication will be administered by staff in school.

Controlled Drugs

Some children in school may require medication to assist with long-term or complex medical needs. Controlled drugs likely to be prescribed which may need to be administered in school are for example, methylphenidate or dexamphetamine for ADHD or morphine/fentanyl for pain relief. Any controlled drugs needed for children in school will be stored in a locked non-portable container and only administered by trained staff.

A record will be kept for audit and safety purposes and two members of staff will always be present to witness when the drug is administered.

The supervision/administration of prescribed drugs to pupils will be carried out as outlined in the guidance in the attached flowchart.

Storage

Prescription Medicines

Staff will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions and in the original named container in which dispensed.

Medicines which need to be refrigerated will be kept in a refrigerator in the Staff Room. Controlled drugs will be kept stored in a lockable container. Parents will be asked to regularly provide medication to avoid the build-up of large supplies. Separate medicines will be kept in separate containers.

Emergency Medicines

These include asthma inhalers and adrenaline ('Epi') pens.

Access to medication and Inhalers for children with asthma

Asthma inhalers are stored in the pupil's classroom as they must have immediate access to them at all times. They **must** be taken to swimming lessons, sports events and educational visits. Parents/guardians have the responsibility to ensure that inhalers are clearly labelled with the child's name.

Epipens

Where children suffer from severe allergic reactions and require the use of an Epipen, they must have an Individual Health Care Plan completed by health professionals. This should detail the condition, symptoms and appropriate action needing to be taken following onset and give appropriate permissions for administration of medication e.g. diabetes.

All staff will be made aware of the condition and copies of Care/Action Plans will also be available in the office.

'Epipens' are stored in labelled containers in the office and will only be used for the named child. They are readily available for immediate use in and out of lesson times. The Epipens will be always be taken on school visits. Parents are responsible for ensuring that medication is within date. Photographs of children who may require the use of an Epipen will be on display for staff in the office.

Diabetes

Staff will be made aware of emergency treatment procedures if required.

Cystic Fibrosis

If required, staff should be trained in a basic understanding of the disease and the effects the disease has on the child's family.

Epilepsy

Staff will be made aware of emergency treatment procedures if required.

Attention Deficit Hyperactivity Disorder

Staff should have a full understanding of the condition including symptoms and management. The staff will know that the main treatments are Ritalin, Equasym, Concerta XL. Accurate records of any medication taken will be maintained in school.

Administration of Medicines: Roles & Responsibilities

There are two possible situations which apply to the administration of medicines in schools:-

- i) The pupil self-administers the medication but someone supervises the pupil. The school will ensure that medicines for pupils are stored appropriately to prevent any unsupervised administration. The medication taken must belong to the named child and is within the expiry date. Noted staff will record on the appropriate form that the session was supervised and that the medicine was self-administered by the pupil.
- ii) A trained volunteer at school administers the medicine. An up to date list will be kept of volunteer staff and cover will be provided during periods of absence. Staff who administer medication will routinely consult the record form before medication is given to avoid the risk of double dosing. The record forms will be held in the office. It is noted that all unions advise their members against volunteering to administer medicine.

Where necessary staff who administer medicines will receive training. All relevant staff will be made aware of pupils who are taking medication and refer the child to

the office in the event of the child becoming unwell. Other trained staff, e.g. First Aider, will be summoned if the child's symptoms mean that emergency action is required.

A record will be kept of all relevant and approved training received by staff.

Each trained person who administers medication will:

- Receive a copy of these guidelines and code of practice;
- Read the written instructions/parental consent form for each child prior to supervising or administering medicines, and check the details on the parental consent form against those on the label of the medication;
- Confirm the dosage/frequency on each occasion and consult the medicine record form to ensure there will be no double dosing;
- Be aware of symptoms which may require emergency action, e.g. those listed on an Individual Medical Action Plan where one exists; (*these are completed by a School Nurse*)
- Know the emergency action plan and ways of summoning help/assistance from the emergency services;
- Check that the medication belongs to the named pupil is within the expiry date;
- Record on the medication record from all administration of medicines as soon as they are given to each individual;
- Understand and take appropriate hygiene precautions to minimise the risk of cross-contamination;
- Ensure that all medicines are returned to safe storage;
- Ensure that they have received appropriate training/information;
- Ensure that supply staff know about any medical needs.

Arrangements for the administration of medicines

- Agreement for the administration of medicine must be made with the school. This will only be for prescribed medication.
- 'Over the counter' medicines will **not** be administered.
- All medicines must be brought to the school office where administration of medicine forms detailing dosage etc. will be completed and signed by the parent
- The school office, principal or member of the First Aid team will oversee the administration of medicine. When the dose has been administered the member of staff will sign that the dose has been given and these records will be kept in school along with the medicines in the office.
- Any long term medicines must be checked by parents to ensure that they have not passed their expiry date. These medicines will not be sent home with pupils. These dates will at least be checked each June by staff.
- All staff who participate in administering medicine will receive appropriate information and training for specified treatments in accordance with the code

of practice. In most instances this will not involve more than would be expected of a parent or adult who gives medicine to a child.

Responsibilities

Parents

The Education and Libraries Order NI 1986 states that parents are the main carers and medicine and its administration is primarily their responsibility. Parents are responsible for:

- Ensuring that their child is well enough to attend school.
- Informing the school if their child requires medication.
- Completing the administration of medicine forms.
- Providing the school with all relevant medical information including any Action Plans for medication.
- Providing medicine in the original container with correct labelling.
- Keeping medicine in date and properly dispose of any unwanted and out of date medication.
- Informing the school if medication requirements cease.

The Board of Governors

The Board are responsible for the Safeguarding of all pupils at all times whilst in the care of the school. They must also develop this policy in order to assist with pupil medical needs.

Principal

The principal is responsible for:

- Operation of the administration of medicine policy.
- Making sure all parents are aware of the policy.
- Ensuring all required administration of medicine forms are completed by parents.
- Keeping staff up to date with the policy.
- Ensuring staff are trained where necessary.
- Informing staff of pupil needs.
- Support staff in all cases of pupil administration of medicine.
- Ensure that medicines are stored safely and securely.
- Ensure accurate records are kept.
- Ensure that supply teachers are aware of pupil medical needs.
- Ensuring that post primary work placement is suitable of the pupil has a medical condition.

Other staff (if volunteering to administer or supervise administration of medicine)

Staff are responsible for:

- Understanding the pupil medical needs.
- Be aware of any emergency action.
- Take part in training if appropriate.
- Supervise pupils are required and as per guidance.

Health Service

The Health Service is responsible for:

- Health screening.

- Providing relevant training.
- Providing relevant action plans.
- Advice and guidance to schools.

Staff Training

The school will work with the School Health Service to provide training for Staff who administer and or supervise medicines to pupils. A record of training will be kept.

Confidentiality, GDPR and Record Keeping

Medical information about a pupil will be treated as confidential and only shared after agreement with the child or their parents.

The principal will decide what other staff and pupils need to know in terms of safety and support if another pupil in class has a chronic condition. This disclosure will only be done sensitively with prior approval of the child's parent/s.

The school will keep records of all medicines kept in school. The school will keep a medical register of pupils to include medication needs. Staff will sign each time that they supervise or administer medication.

Action Plans

Action Plans should be provided by the Health Service. The plan should meet the needs of the individual pupil and include:

- The child's name and address.
- Parental contact phone numbers including emergency numbers.
- Details of the condition.
- Dietary requirements.
- Medication, administration and possible side effects.
- Treatment of side effects.
- Emergency action protocol.
- Emergency numbers.
- The role of the school/staff.
- Other health care professionals.

Refusing Medicines

Should a child refuse to take medication, they will not be forced to do so. Parents will be informed and a note kept on the medication record form. If a refusal to take medicine results in an emergency, then medical help will be sought from emergency services.

Hygiene and Infection Control

Staff will take normal precautions for avoiding infection and basic hygiene procedures. Staff will have access to protective disposable gloves and will need to take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Educational Visits

The school will always consider what reasonable adjustments can be made to enable children with medical needs to participate fully and safely on visits. Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures and these should be recorded in the risk assessment. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

Sporting Activities

It is recognised that most children with medical conditions can participate in physical activities and extra-curricular sport. Any restrictions on a child's ability to participate in PE will be recorded in their Individual Health Care Plan. When necessary children will be allowed to take precautionary measures before or during exercise and allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities will, when necessary, carry out risk assessments for some children so that they are aware of relevant medical conditions and any preventative medicine that they may need to be taken and emergency procedures.

Employee Medicines

All staff have a responsibility to ensure that any of their own medicines brought to school are kept secure and that pupils will not have access to them. Staff medicines should not be issued to pupils or any other employee.

Emergency Procedures

All staff are made aware of emergency procedures in the school Health and Safety and Critical Incidents Policies. A child taken to hospital by ambulance will always be accompanied by a member of staff who will stay until a parent arrives. Staff should never take children to hospital in their own car – an ambulance should be called if needed.

For children with certain medical conditions it may be essential that all staff (including supply staff and lunch time supervisors) are able to recognise the onset of the condition and take appropriate action i.e. summon trained staff.

Unusual Occurrences, Serious Illness or Injury (see Critical Incident Policy)

Parents are informed of the school's policy concerning children who become unwell whilst at school, or on authorised educational visits, trips etc.

Staff escorting children out of school will carry emergency contact details for children in their charge. If parents and relatives are not available when a pupil becomes seriously unwell or injured an ambulance will be called to transport the child to hospital.

NOTE: If the child is on medication the emergency services will be provided with a copy of the written parental consent form, the medicine itself and a copy of the last entry on the medication form.

Dealing with medicines safely

All medicines can be harmful if they have not been prescribed. The school undertakes the responsibility to ensure that medicines kept in school are properly controlled.

Labelling

Each container will be labelled as follows:

- Name of medication.
- Pupil's name and class.
- Dosage.
- Dispensing arrangements.
- Dates of dispensing.
- Expiry date.

Disposal of Medicines

Any medication which has reached its expiry date will not be administered.

Medicines which have passed the expiry date should be collected by parents for safe disposal at the pharmacy. Out of date medicines will not be sent home with children.

If medicines are not collected by parents, then they will be contacted or taken to a pharmacy by the principal.

Medical Forms

Appendix 1 Administration of Medicines

Appendix 2 Record of administration of medicine

Appendix 3 Record of medicines administered to all children in school

Appendix 4 Record of medical training for staff

Appendix 5 Emergency call form



PARENTAL REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION 2019/20

The school will not give your child medicine or allow a pupil to take medicine, unless the parent/guardian completes and signs this form. The Principal must also agree that school staff can administer the medicine to the pupil concerned.

Details of Pupil

Pupil first name	
Pupil Surname	
DoB	
Year Group and teacher's name	
Description of illness	
Name and type of medicine	
Can pupil self-medicate?	Y / N
Dates/times of day when the medicine has to be given	
Dosage and method of giving medicine <ul style="list-style-type: none"><u>Dosage can only be changed on a Doctor's instructions</u>	e.g. 5 ml on measuring spoon
End of course date	
Expiry date of medicine	
Are there are side effects that school need to be aware of?	e.g. allergies
Emergency procedure	e.g. Contact mum

Parents must ensure that in date properly labelled medication is supplied in original safe container or very suitable alternative

Parent/Guardian Contact Details

Name of parent/guardian	
Phone number	
Address	

I understand that I must deliver the medicine personally to school in a suitable container.

I accept that this is a service, which the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Signature(s) _____ **Date** _____

Agreement of Principal

I agree that _____ (name of child)
will receive _____ of _____ (quantity/name of medicine)
every day at _____ (time(s) medicine to be administered)
This pupil will be given/supervised whilst he/she takes their medication by
_____ their class teacher/other senior member
of staff.

This arrangement will continue until _____ (either end
date of course of medicine or until instructed by parents).

Signed _____ **Date** _____

(The Principal)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.



Record of medicines administered to an all children 2019 2020

[illegible]

[illegible]



Clare Primary School

Emergency Call 2019 2020

Dial 999 and ask for ambulance.

Have the following information ready:

- School telephone: 02838840843
- Location: Clare Primary School, 58 Cloghoge Road, Tandragee, BT62 2HB.
- Location of child in school
- Give your name
- Give brief description of pupil symptoms
- Inform ambulance crew of best entrance.
- School Principal name: Miss Shona Lindsay
- Building Supervisor name: Mr Wilson

Speak slowly and clearly

Have another staff member with you