



the *Kind's* school

specialising in maths and computing

# Administering Medication Policy

## ADMINISTERING MEDICATION POLICY

### **1** Policy Statement

The purpose of this policy is to ensure the safe and appropriate administration of medication to students with medical needs within The King's School (TKS). Most students will, at some time, have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some students may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example, students with cystic fibrosis. Other students may require medicines in particular circumstances, for example severe allergies or asthma. Allowing students to take medication during the school day will minimise the time that they need to be absent from TKS and safeguard their wellbeing.

### **2** Legal Framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014;
- DfE 'Supporting pupils at school with medical conditions' 2015.

### **3** Context

The Administering Medication Policy should be considered in the context of:

- The Supporting Students with Medical Conditions Policy;
- The Managing Food and other Allergens Policy;
- The Health and Safety Policy;
- The Special Educational Needs and Disability Policy;
- Educational Visits and Trips Policy.

### **4** Definitions

TKS defines "*medication*" as any prescribed or over the counter medicine.

TKS defines "*prescription medication*" as any drug or device prescribed by a doctor.

TKS defines a "*staff member*" as any member of staff employed at the school, including teachers.

For the purpose of this policy, "*medication*" will be used to describe all types of medicine.

### **5** Key Roles and Responsibilities

#### The Pontefract Academies Trust

The Pontefract Academies Trust Governance Policy and Scheme of Delegation policy framework sets out that the Administering Medication Policy and Procedure will be the responsibility of the School Governance Committee.

## The Governing Body

- The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of TKS.
- The Governing Body has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The Governing Body is responsible for handling complaints regarding this policy, as outlined in the Pontefract Academies Trust (PAT) Complaints Policy.
- The Governing Body will manage any complaints or concerns regarding the support provided or administration of medicine using the PAT's Complaints Policy.
- The Governing Body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of students with medical conditions are properly supported.
- The Governing Body will provide staff members with opportunities and details of CPD.

## The Headteacher

- The Headteacher is responsible for ensuring that members of staff who provide support to students with medical conditions are suitably trained and have access to information needed.
- The Headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of TKS.
- The Headteacher / Assistant Headteacher / will ensure that supply teachers are appropriately briefed regarding students' medical conditions.

## The Business Manager

- The Business Manager is responsible for ensuring the correct level of insurance is in place for the administration of medication.
- The Business Manager is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system (see Appendix 4).
- The Business Manager will ensure that a sufficient number of staff are suitably trained in administering medication.

## The First Aid and Safety Support Officer

- The First Aid and Safety Support Officer is the designated member of staff who is responsible for overseeing insulin injections for diabetic students, where appropriate.
- The First Aid and Safety Support Officer is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication and that these are shared with, and understood, by all relevant members of staff. These may include input and agreement from parents/carers and the School Nursing Team.

- The First Aid and Safety Support Officer will ensure that all relevant staff will be made aware of a student's medical condition.

### Members of Staff

- Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring students do so also.
- Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- If a student is sent to hospital then the student's parent/carer will be informed and at least one member of staff will accompany the student until their parent/carer has arrived.
- In the case of staff absence, there is a clear procedure for delegation of responsibilities for organising another appropriately trained individual to take over the role of administering medication.

It is both staff members' and students' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the First Aid and Safety Support Officer or other members of staff.

### Parents and Carers

- Parents/carers are expected to keep TKS informed about any changes to their child/children's health.
- Parents/carers are expected to complete a medication administration form (Appendix 3) prior to bringing medication into TKS. There is an expectation that students will have taken the prescribed medication for 24 hours before bringing the medication into TKS.
- Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

### Educational Visit Trip Leaders

The Trip Leader is responsible for undertaking a risk assessment for school trips and external activities.

### Students

It is the responsibility of the students to follow all medical protocols within school.

## **6 Training of Staff**

Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction. Teachers and support staff will receive regular and ongoing training as part of their development.

TKS will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

## 7 Medication

### Managing medicines during the school day

Medicines will only be administered at TKS when it would be detrimental to a student's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

No student under 16 will be given prescription medicines without their parent's written consent - except in **exceptional circumstances** where the medicine has been **prescribed** to the child without the knowledge of the parents.

A student under 16 will never be given medicine containing Aspirin unless prescribed by a doctor.

### Non-prescription medicines

Un-prescribed medication, e.g. for pain relief, will be administered with verbal or written consent of the parent/carer but will not be administered without first checking maximum dosages and when the previous dose was taken. TKS will inform parents/carers that this medication has been given.

### Prescription medicines

Prescribed medicines or controlled substances which have not been prescribed by a medical practitioner will **not** be administered in TKS. Prescription medicines should only be taken during the school day when essential. TKS will only accept prescribed medicines that are in-date, labelled and intact, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen, EpiPen, or a pump, rather than in its original container.

Medicines will only be administered according to the instructions on the pharmacy label and with written parental consent.

Qualified members of staff may administer a controlled drug to the student for whom it has been prescribed. Any student who has been prescribed a controlled drug may legally have it in their possession if they are deemed competent to do so by the First Aid and Safety Support Officer or the Headteacher but in limited amounts or prescribed doses (eg. one or two tablets/inhaler). TKS will closely monitor any such occurrence and acknowledge that passing it to another student for use is an offence.

### Records

TKS will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted. (See Appendix 1)

### Storing Medicines

TKS will keep the medication securely in a locked cupboard which may only be accessed by authorised staff. In particular, all controlled drugs that have been prescribed for a student will be securely stored in a non-portable container and only named staff will have access. Where medicines need to be refrigerated they will be stored appropriately. Prescription drugs will be returned to parents/carers when no longer required, or out of date. It is the parent's/carer's responsibility to collect and dispose of out of date or unused medication. It is the parent/carer's responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents to supply

medication, school staff will inform parents when there is 10 days worth of medication left to allow plenty of time for a repeat prescription to be fulfilled. A maximum of four weeks supply of medication may be provided to TKS. Sharps boxes should always be used for the disposal of needles and other sharps.

### Epipens and other Emergency Medication

All staff will be given appropriate training in the administration of emergency medication, where necessary, in conjunction with the First Aid and Safety Support Officer and health professionals.

Arrangements will be made for immediate access to any emergency medications for example:

- Epipens will be kept with the student with a labelled spare pen held in First Aid Room.
- Asthma medication will be kept with the student with labelled spare inhalers and equipment held in the First Aid Room.
- Buccal Midazolam is located in 4 designated staff areas alongside a consultant letter to accommodate the needs of an individual student, training for administration is delivered by a member of the School Nursing Team to whole school annually. In the event that Buccal Midazolam needs to be administered, the person administering it should check that an ambulance has been called to ensure the student gets prompt medical attention.
- Any medicines such as Ritalin which requires double locking will be kept in a locked metal box in a locked cupboard in the First Aid Room.
- Wherever there are specific requirements needed with a controlled medicine, to meet the medical needs of an individual in school, then TKS will work within the medical and DfE guidance regarding this.

Emergency medication will always be taken if the student goes out on a trip and identified trained staff designated to administer if required.

## **8 Supporting Students with Medical Needs that take Medication**

Where a student needs to take medication in school for an extended period or has a chronic ongoing condition, an Individual Health Care Plan (IHCP) will be put in place. This will be agreed jointly by TKS and parents/carers with the advice of health professionals. Parents/carers should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication.

IHCPs and their implementation is the responsibility of the School Appointed Person. The IHCPs are compiled and recorded in line with Appendix 2.

TKS will work with parents/carers to put plans in place that give regard to the Equality Act 2010 and the SEN Code of Practice so that students with medical conditions have access to the same opportunities as other children as long as it is safe for them to do so.

Members of staff will be made aware of students with IHCPs and their conditions.

Any student on an IHCP will be accompanied to the First Aid Room if they indicate that they feel unwell and require medical attention.

Administration of medication by a qualified member of staff or self administration by the student may take place with written permission from parents/carers and the Headteacher.

TKS will ensure that procedures are in place for an emergency situation and that contingency arrangements are in place.

## Records for IHCP

In addition to the usual general medicine log used for all students, any medicine administered to a student with an IHCP is also recorded on a separate recording sheet in line with DfE Template C (see Appendix 3).

## **9** Procedures for Off-Site Learning

### Residential Visits

- The Trip Leader is responsible for liaising with the First Aid and Safety Support Officer to check the medical needs of students.
- The Trip Leader must check any IHCP requirements with parents/carers and put appropriate procedures and contingency plans in place, this includes undertaking a risk assessment.
- A copy of the IHCP is available from the First Aid and Safety Support Officer

### Day Visits

- The Trip Leader is responsible for liaising with the First Aid and Safety Support Officer to check the medical needs of students.
- The Trip Leader must check any IHCP requirements with parents/carers and put appropriate procedures and contingency plans in place, this includes undertaking a risk assessment.
- For part-day visits, students should, wherever possible, go to the First Aid Room before/after the visit to take their medication.
- For full day visits, parents/carers are responsible for completing the Parental Consent Form providing the relevant information.
- The Trip Leader will collect any necessary medication from the First Aid Room and follow normal guidelines or requirements set out in an IHCP and take any plans appropriate to the needs of the individual student.
- A copy of the IHCP is available from the First Aid and Safety Support Officer

## **10** Publicity

This policy will be posted on the Shared (G) drive of the School's IT network and Website.

Notices will be displayed around TKS showing the Appointed Person and the staff who currently hold First Aid qualifications and where they are located in school, along with procedures for contacting Emergency Services (see Appendix 3 & 4 - in line with DfE guidance and Template F).

## **11** Monitor and Review

This policy is reviewed every two years by the Governing Body.

Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve procedures.

Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

TKS will seek advice from any relevant healthcare professionals as deemed necessary.





**Individual Healthcare Plan (Template A)**

Name of School/setting	
Child's name	
Group/Class/Form	
Date of Birth	
Child's Address	
Medical diagnosis or condition	
Date	
Review Date	

**Family Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

**Clinic/Hospital Contact**

Name	
Phone no.	

**G.P.**

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**Record of medicine administered to an individual child (Template C)**

Name of School/setting	
Name of Child	
Date medicine provided by parent	
Group/Class/Form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

# Contacting Emergency Services

## *Request for an Ambulance*

Dial 999, ask for an Ambulance and be ready with the following information:

- Location - **The King's School Pontefract**
- Telephone Number - **01977 601701**
- Postcode - Mill Hill Lane (*back of school*) - **WF8 4JF**
- Postcode - Ackworth Road (*front of school*) - **WF8 4EU**
- Patient's Name, Date of Birth, Location within School and Brief Description of Symptoms (*if known*)
- Inform Ambulance Control of the best entrance to use and state that the Crew will be met and taken to the patient on arrival.

*Remember, to speak clearly and slowly and be ready to repeat any information if required.*

***DO NOT END THE CALL UNTIL TOLD TO DO SO BY THE EMERGENCY SERVICES***

# First Aiders



## FULLY QUALIFIED:



**MRS DIXON**  
First Aid  
(ext 235 or 07899 956654)



**MRS HAWTHORNE-LACY**  
Assistant Headteacher  
(ext 241 or 07891 311081)



**MR BANKS**  
Assistant Headteacher  
(ext 288 or 07891 312197)

## ONE DAY EMERGENCY FIRST AID AT WORK QUALIFIED:



**MRS HOLLAND**  
Special Educational Needs  
(SEN)



**MRS CARR**  
Reprographics



**MRS RYANS**  
Student Services



**MRS HEATON**  
Student Services

## ADDITIONAL ONE DAY EMERGENCY FIRST AID AT WORK QUALIFIED:

<b>MISS BATTERS</b>	History/Religious Studies (RE)
<b>MS GALLONE</b>	Modern Foreign Languages (MFL)
<b>MRS HORSMAN</b>	Catering
<b>MRS JACKSON</b>	Student Services
<b>MS MITCHELL</b>	Special Educational Needs (SEN)

## FIRST AID IS LOCATED IN ROOM OC5

IF NO ONE AVAILABLE, PLEASE CONTACT STUDENT SERVICES (ext 211 or 276)