

Hall Orchard Barrow CE Primary School (Academy)

ADMINISTRATION OF MEDICINES PROCEDURES

Adopted March 2015 Review March 2018

Reviewed and Adopted November 2019 to November 2022

The procedures and position for staff administering medicines is laid out in this document. Further guidance is available upon request.

Note: Additional reference documents are now available when creating an individual care plan. If a plan involving ongoing care is required these documents may form part of the care plan and will need to be consulted alongside this policy.

Hall Orchard School supports the administering of medication to children in our care in line with LA and union guidance. The school has a set of procedures in place to manage the administering of prescribed medication. These should be followed by any member of staff administering medicines.

The points below state the criteria that staff work under and the process that is to be followed.

1. The school will administer prescribed medication and medication such as CalPol
2. No medication whether prescribed or types such as Calpol will be administered without a completed consent form
3. The consent forms will be kept with the medication at all times
4. Staff are to complete the bottom box on the form below which completes a record of administration
5. The school will only administer medication that is prescribed four times per day (antibiotics are the medicine group)
6. Medicines are stored in the fridge, inside a suitable container or bag, with the permission form
7. Staff who administer medicines do so with the reassurance that they are acting within the scope of their employment
8. Some contracts of employment do acknowledge that specific tasks/nursing requirements are needed
9. Some staff may be required within their job description to administer and undergo training for the administration of prescribed medicines (endorsed by the LA)
10. The expectation should not necessarily be upon the First Aid trained staff within school settings to effectively administer medicines and/or medical procedures
11. There is no obligation on staff to volunteer to administer medicines. However, "With regard to negligence a Headteacher and teachers have a duty to take such care of pupils in their charge as a careful parent would have in like circumstances, including a duty to take positive steps to protect their wellbeing. (Gower v London Borough of Bromley 1999)."
(April 2014 DFE guidance.)
12. Staff should exercise due care when administering medicines. In very rare circumstances criminal liability may arise if a member of staff was to be grossly negligent and as a result a pupil is seriously injured or dies. This situation would only arise if the member of staff were reckless or indifferent to an obvious risk of serious injury or harm.

Hall Orchard Administration of Medicines Procedures

- The headteacher will identify staff and support those who supervise pupils with specific individual medical needs.
- Where appropriate medication remains with the child at all times during the day, this in particular applies to inhalers and other types of medication needed on demand
- Where the above does not apply, medicines are kept in a secure room
- Medication stored on site is clearly labelled in the original container with instructions relating to the individual.
- A formally recorded care plan, agreed by parents, is created for children with specific diagnosed medical conditions; this must include emergency procedures and consenting signatures. A copy of this must be available at site.
- If appropriate, medication can remain on site

Where we may Seek Advice

- Medical advice from an identified practitioner or where we have been directed to such by a partner body
- The nursing service as it applies and is available in any one year
- The DfE doc 'Supporting pupils at school with medical conditions, April 2014'.
- The table of approved medication is attached to this document as an appendix

Consent Form

The administration of medicines consent form is attached below and this must be completed by all parents who have children who need medicines administering.

General Advice

1. Non prescribed medicine may be administered by staff as described in the accompanying notes and the consent form; where possible they should be self-administered or administered with help from parents. The reason for non-prescribed medicines should be queried with parents.
2. Unless clear written instructions are obtained from parents, no prescribed medicine should be administered by staff
3. Parents must take responsibility to inform the school of any changes to routine or emergency medicine and maintain an in date supply.
4. All medicines must be clearly labelled with the child's name, mode of administering e.g. oral/aural etc.), dose, frequency and name of the medication being given.
5. Where it is agreed by the parents and teachers prescribed medication, including emergency medication or related products, may stay with the child. At Hall Orchard inhalers are kept in school drawers, other medicines are kept secure in the designated secure location.
6. Inhalers and emergency treatment medication MUST follow the child to the sports field, on trips etc.
7. Controlled drugs, with the exception of emergency medication, should be 'doubly' secured at all times to ensure that no unauthorised access is likely. Oral medication should be in a child-proof container.
8. Some medication needs to be stored in a refrigerator in order to preserve its effectiveness – this will be indicated on the label. In order to meet the requirement for security, if deemed necessary it is suggested that medication is stored in a locked environment. If a refrigerator is not available, medication may be kept for a short period in a cool box or bag with ice packs, provided by the parent/guardian. If kept in a cool box with ice packs do not store medicine in direct contact with the ice packs as its efficacy may be affected. All medication should be kept out of direct sunlight and away from all other heat sources.
9. Any unused or time expired medication must be handed back to the parents or legal guardians of the child for disposal.
10. Medicines should be supervised/administered by a named individual member of school staff with specific responsibility for the task in order to prevent any error occurring. All children who require medication to be given during school hours should have clear instructions where and to whom they report. Controlled drugs with the exception of emergency medication should have a strict recording system in place for administration.
11. Children who are acutely ill and who require a short course of prescribed medication, e.g. antibiotics, will normally remain at home until the course is finished. If it is felt by a medical practitioner that the child is fit enough to return to school, the dosage can usually be adjusted so that it is not required in school. If, however, this is not possible, by agreement with the head teacher a parent/guardian or member of staff may administer it.

This policy will cross reference with other relevant guidance:

- e.g. First Aid in the Workplace
- Educational Visits and Adventurous Activities

ADVICE ON MEDICAL CONDITIONS

The Community Paediatrician or Nurse on request may (updated 2019 – it is noted this service has been developed over the last few academic years and operates differently) give advice regarding medical conditions to the school. Parents or guardians of children suffering from these conditions seeking general information should be advised to seek advice from their G.P., other health professionals or from the bodies detailed below. The following bodies can also supply leaflets regarding the conditions listed.

<p>Asthma at school – a guide for teachers Supporter Care Team, Asthma UK, 18 Mansell Street, London, E1 8AA. Asthma Helpline</p>	<p>National Asthma Campaign www.asthma.org.uk By email: info@asthma.org.uk By telephone: 0300 222 5800, Monday to Friday, 9am to 5pm</p>
<p>Guidance for teachers concerning Children who suffer from fits www.epilepsy.org.uk Helpline No: Phone: 0113 210 8800 www.helpline@epilepsy.org.uk 9am – 4.30pm Mon-Thurs 4pm on Fridays. Children, schools and families</p>	<p>Epilepsy Action The New Anstey House Gateway Drive Yeadon Leeds LS19 7XY</p>
<p>Guidelines for Infections (e.g. HIV, AIDS and MRSA)</p>	<p>Health Protection Agency Tel: 0844 225 4524 or 020 8200 1295</p>
<p>Haemophilia info@haemophilia.org.uk Mon – Fri 10-4pm Helpline 0800 018 6068</p>	<p>The Haemophilia Society The Haemophilia Society, Willcox House, 140 – 148 Borough High Street, London, SE1 1LB Tel: 020 7939 0780 Email: info@haemophilia.org.uk</p>
<p>Allergies Anaphylaxis Campaign www.anaphylaxis.org.uk</p>	<p>The Anaphylaxis Campaign PO Box 275 Farnborough Hampshire GU14 6SX Help line 01252 542029</p>
<p>Thalassaemia www.ukts.org email: information or office@ukts.org</p>	<p>UK Thalassaemia Society 19 The Broadway Southgate Circus, London N14 6PH Tel: 020 8882 0011 Fax: 020 8882 8618</p>
<p>Sickle Cell Disease info@sicklecellsociety.org Helpline 0800 001 5660 (24hrs)</p>	<p>The Sickle Cell Society 54 Station Road Harlesden London NW10 4UA Tel: 020 8961 7794 Fax: 020 8961 8346</p>
<p>Cystic Fibrosis and School (A guide for teachers and parents) www.cftrust.co.uk</p>	<p>Cystic Fibrosis Trust Tanglewood, Shay Lane, Tarvin CH3 8NNTel: 020 84647211</p>
<p>Children with diabetes (Guidance for teachers and school staff) www.diabetes.org.uk</p>	<p>Leicester Royal Infirmary 9 am – 5 pm Diabetes Office</p>
<p>Diabetes Careline</p>	<p>Call: 0345 123 2399*, Monday to Friday, 9am to 6pm Email: helpline@diabetes.org.uk</p>
<p>Insurance Section Leicestershire County Council</p> <ul style="list-style-type: none"> • Additional insurance • Concerns 	<p>Contacts: - David Marshall-Rowan – 0116 305 7658 James Colford – 0116 305 6516</p>

Procedure/Activity/Use of	TREATMENT TABLE Cover Available
Acupuncture	No
Anal plugs	No
Apnea monitoring	Yes – in respect of monitoring via a machine following written guidelines. There is no cover available in respect of visual monitoring
Bathing	Yes – following training and in accordance with written guidelines
Blood samples	Yes – but only by Glucometer following written guidelines
Buccal medazolam	Yes – following written guidelines
Bladder wash out	No
Catheters	Yes – following written guidelines for the changing of bags and the cleaning of tubes. There is no cover available for the insertion of tubes
Colostomy/Stoma care	Yes – following written guidelines in respect of both cleaning and changing of bags
Chest drainage exercise	Yes – following written health care plan provided under the direction of a medical practitioner
Dressings	Yes – following written health care plan for both application and replacement of dressings
Defibrillators/First Aid only	Yes – following written instructions and appropriate documented training
Denture cleansing	Yes – following appropriate training
Ear syringe	No
Ear/Nose drops	Yes following written guidelines
Enema suppositories	No
Eye care	Yes – following written guidelines for persons unable to close eyes
First Aid	Yes – Should be qualified first aiders and applies during the course of the business for the benefit of employees and others
Gastronomy tube – Peg feeding	Yes – cover available in respect of feeding and cleaning following written guidelines but no cover available for tube insertion
Hearing aids	Yes – for assistance in fitting/replacement of hearing aids following written guidelines
Inhalers, and nebulisers	Yes – for both mechanical and held following written guidelines
Injections	Yes but only for the administering of pre packaged does on a regular basis pre prescribed by a medical practitioner and written guidelines
Medipens	Yes – following written guidelines with a preassembled epipen
Mouth toilet	Yes
Naso-gastric tube feeding	Yes following written guidelines but cover is only available for feeding and cleaning of the tube. There is no cover available for tube insertion or reinsertion which should be carried out by a medical practitioner.
Occupational therapy	No

Oxygen – administration of	Yes – but only in respect of assisting user following written guidelines, i.e. applying a mask
Pessaries	No
Reiki	Yes
Physiotherapy	No
Pressure bandages	Yes – following written guidelines
Rectal medazalam in prepackaged dose	Yes – following written guidelines and 2 members of staff must be present
Rectal diazepam in prepackaged dose	Yes – following written guidelines and 2 members of staff must be present
Rectal Paraldehyde	No
Splints	Yes – as directed by a medical practitioner
Suction machine	No
Syringe drivers- programming of	No
Suppositories	No other than rectal diazepam and medazalam.
Swabs - External	Yes – following written guidelines
Swabs - Internal	No – other than oral following written guidelines
Toe nail cutting	Yes – following written guidelines
Tracheostomy	No – Cover is only available for cleaning around the edges of the tube only following written guidelines
Ventilators	Yes – following written guidelines

LA General Care Plan/ Parent/Guardian/Carer CONSENT FORM

To: Headteacher ofSchool

From: Parent/Guardian of.....Full Name of Child

My child has been diagnosed as having:

.....(name of condition)

He/She has been considered fit for school but requires the following prescribed medicine to be administered during school hours:

.....(name of medication)

I allow/do not allow for my child to carry out self administration (delete as appropriate)

Could you please therefore administer the medication as indicated above

.....(dosage) at.....(timed)

With effect from.....Until advised otherwise.

The medicine should be administered by mouth/in the ear/nasally/other..... (delete as applicable)

I allow/do not allow for my child to carry the medication upon themselves (delete as appropriate)

I undertake to update the school with any changes in routine, use or dosage or emergency medication and to maintain an in date supply of the prescribed medication.

I understand that the school cannot undertake to monitor the use of self administered medication of that carried by the child and that the school is not responsible for any loss of/or damage to any medication.

I understand that if I do not allow my child to carry the medication it will be stored by the School and administered by staff with the exception of emergency medication which will be near the child at all times

I understand that staff may be acting voluntarily in administering medicines to children.

Signed.....Date:.....

Name of parent (please print).....

Contact Details:

Home.....Work:.....Mobile:.....