

## DOVE HOUSE SCHOOL ACADEMY TRUST

### Administration of Medicines Policy

<b>Policy Title</b>	Administration of Medicines Policy		
<b>Author / Reviewer</b>	Governance Lead/ Welfare Officer/H&S Officer/ Headteacher		
<b>Trustee Committee</b>	Delegated to the Headteacher		
<b>Signed by (Acting Headteacher)</b>			
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#### 1. Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most pupils with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. Dove House School Academy Trust is committed to ensuring that pupils with medical needs have the same right of access to education.

Dove House School Academy Trust will ensure compliance with the Department for Education "Supporting Pupils at School with Medical Conditions" guidance which includes the administration of medicines. The responsibility for all administration of medicines is held by the Headteacher in his role as the responsible manager.

#### 2. Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the administration and management of:
  - prescribed medicines
  - non-prescribed medicines
  - maintenance drugs
  - emergency medicine
- Ensuring there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring there are suitable facilities and equipment available to aid the safe management and administration of medicines
- Providing clear guidance to all staff on the administration of medicines

### **3. 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.

Refresher training will be scheduled at appropriate intervals.

### **4. The Role of Parents & Carers**

Medicines should only be administered at school when it would be detrimental to a pupil'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 of school hours. However, this might not be practicable and in such a case a parents or carers may make a request for medication to be administered to the child at school.

If medicine needs to be administered during school time, then a parents or carers must bring it to the school office and fill in the Administration of Medicines/Treatment consent form.

Medicines should always be in date and provided in the original labelled container as dispensed by a pharmacist including the prescriber's instructions for administration. The school reserves the right to refuse to accept medication that does not meet these criteria.

If medication is for a short term condition, any remaining medication must be collected from the office by a parents or carers at the end of the school day.

It is the responsibility of the parents or carers to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

### **5. Administration**

Medicines will only be administered by appropriately trained staff.

#### **Routine Administration**

##### Prescribed medicines

- It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from parents or carers/

##### Non-prescribed medicines

- It is not our policy to take responsibility for the administration of non-prescribed medicines, (e.g. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents or carers.
- On occasions when pupils require paracetamol it is our policy to administer providing that written consent from the parents or carers has been received in advance and administration is in accordance with current guidelines.

- Children under 16 should never be given medicine containing aspirin unless prescribed by a doctor.

### Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from the parents or carers. On such occasions, an individual health care plan will be written for the pupil concerned

### **Non-Routine Administration**

#### Emergency medicine

- It is our policy to manage the administration of emergency medicines such as (for example):
  - Injections of adrenaline for acute allergic reactions
  - Buccal 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.

### **Procedure for Administration**

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

Any pupil required to have medicines will have an Administration of Medicines/Treatment consent form completed by the parents or carers and kept on file.

Individual health care plans (IHCPs) will be completed for pupils where required. These will be reviewed annually in discussion with the pupil and parents or carers to ensure their continuous suitability.

For any pupil 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 pupil refuses to take medication staff will not force them to do so.

- If the pupil has an IHCP then staff will follow the agreed actions contained within that and inform the parents or carers.
- If the pupil does not have an IHCP, staff will note this in the records and inform the parents or carers of the refusal.
- If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

### **Self- Management**

It is important as pupils become older that they should be encouraged to take responsibility and manage their own medication if they are capable to do so. This should be clearly set out in the pupil's IHCP and in agreement with their parents or carers.

Staff should be aware of the need for some pupils to carry their medication with them e.g. inhalers and auto-injectors.

Pupils should know where their medicines are stored.

## **6. Use of Emergency Salbutamol Inhalers and Auto-Injectors**

The school holds a number of spare asthma inhalers and auto-injectors for emergency use under specific circumstances:

- The emergency salbutamol inhaler will only be used for pupils for whom written parental consent for use of the emergency inhaler has been given. These pupils will either have been diagnosed with asthma and been prescribed an inhaler, or have been prescribed an inhaler as reliever medication.
- The emergency auto-injector will only be administered to pupils for whom written parental consent for use of the emergency auto-injector has been given. These pupils will have been diagnosed as being at risk of anaphylaxis.
- The school will follow the Department for Education guidelines for the storage and maintenance of the emergency devices.

## **7. Medical Facilities & Storage of Medication**

The Administration Offices are designated as the room for the administration of medication and is suitably equipped for this purpose.

The storage of medicines is the overall responsibility of the responsible manager.

All medicines are stored safely in the original container in which the medicine was dispensed and in accordance with product instructions.

All controlled drugs are securely locked away. Emergency medications such as inhalers and auto-injectors are kept separately for easy retrieval.

## **8. Disposal of Medications**

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents or carers to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

If medicines are not collected, then the school will arrange for safe disposal at a local pharmacy.

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

## **9. Medicines for Offsite Visits**

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits.

All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed.

Medicines removed from school for off-site visits should be clearly detailed (pupil name, condition, medicine, time and dosage) on the emergency medical information section on the off-site visit list

A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. It will be their responsibility to coordinate all arrangements for storing and administering medicines when off-site and to supervise the collection and return of all medicines directly to the pupil or parent/carer or to return it to the school medical facility.

Any controlled drugs will be held in a lockable container.

### **10. Defibrillator**

Dove House School Academy Trust has an automated external defibrillator. The device will be located, maintained and used in line with Department for Education guidelines.

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### **11. Monitoring Arrangements & Review**

This policy will be monitored by the Headteacher as the Responsible Manager and will be reviewed annually.