Ravensdale Infant and Nursery School

Administering Medication Policy

Signed by:

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Statement of intent

The Administering Medication Policy is to be read in conjunction with Derby City Council's 'Administration of Medicines in Schools' and the Department of Health's 'Managing Medicines in Schools and Early Years Settings'.

Ravensdale Infant and Nursery School will ensure that pupils with medical conditions receive appropriate care and support at school, for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents/ carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, **"medication"** is defined as any prescribed medication including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). **"Prescription medication"** is defined as any drug or device prescribed by a doctor. **"Controlled drug"** is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g., morphine.

1. Legal framework

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

- Health and Safety at Work Act 1974
- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting children and young people with medical conditions and allergy.
- DfE Early Years foundation stage (EYFS) statutory framework
- DfE Automated external defibrillators (AEDs): a guide for maintained schools and academies
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Complaints Procedures Policy
- Health and safety policy
- Child Protection and Safeguarding Policy
- Early Years Policy

2. Roles and responsibilities

The governing board is responsible for:

- The implementation of this policy and procedures and all corresponding procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained, and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted to guarantee that pupils taking medication are properly supported.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and supporting pupils to do so.

- Carrying out their duties that arise from this policy fairly and consistently.

Parents/ carers are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing an administering medication parent/ carer consent form prior to them or their child bringing any medication into school.
- Discussing medication with their child prior to requesting that a staff member administers the medication.

It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with other members of staff. This may include staff administering medication to the pupil involved.

3. Training staff

The headteacher will ensure that there are enough staff who are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff. The headteacher will also ensure that enough staff have been trained in administering medication in an emergency by a healthcare professional.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school.

Training will also cover the appropriate procedures and courses of action regarding the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child.
- Some technical or medical knowledge is required to administer the medication.
- Intimate contact with the pupil is necessary.

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Training for administering AAIs.

The school will arrange specialist training for staff on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAIs will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAIs in the case of an emergency.
- How the dosage correlates with the age of the pupil.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.

- Who the designated staff members for administering AAIs are.
- How to administer an AAI safely and effectively if there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be enough staff who are trained in and consent to administering AAIs on site at all times.

4. Receiving, storing, and disposing of medication

Receiving prescribed medication from parents/ carers

The parents/ carers of pupils who need medication administered at school must complete and sign an administering medication parent/ carer consent form (available from the school office) The form must be returned to school **prior** to any medication being administered. A signed copy of the parent/ carer consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents/ carers will be renewed annually.

Parents/ carers must keep medication provided to the school in the original packaging, complete with the prescription label and instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

Storing pupils' medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g., asthma inhalers and AAIs, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations.

All other medication will be stored in a place inaccessible to pupils, e.g., a locked cupboard/ locked fridge.

The school will ensure that pupils know where their medication is always and are able to access them immediately, e.g., by ensuring that the identities of any key holders to the storage facilities are known by these pupils.

Medication stored in the school will be:

- Kept in a personalised zip bag; in the original container; alongside the instructions for use and signed consent form.
- Stored safely and in accordance with the manufacturer's instructions and in the medication fridge if refrigeration is required
- Clearly labelled with:
    - The pupil's name.
    - The name of the medication.
    - The correct dosage detailed.
    - The frequency of administration.
    - The expiry dated.
    - Any likely side effects.

Medication that does not meet the above criteria will not be administered.

Disposing of pupils' medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents/ carers will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g., using a sharps disposal box. Medicines awaiting collection for disposal will be stored securely in the pastoral office.

5. Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. The administration of controlled drugs is permitted under the Misuse of Drugs Regulations 2001 where they have been prescribed for a pupil. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and as far as possible, in the same room as the medication is stored; this will normally be the school nurse's office. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary.
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary.
- Available PPE for use where necessary

Pupils will not be prevented from accessing and taking their prescribed or non-prescribed medication where this is necessary for their health and wellbeing.

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent/ carer.
- That the medication name, dosage, and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

Any member of staff may be asked to administer medication; however, no member of staff will be required to do so unless this forms part of their role. If there are any concerns surrounding giving medication to a pupil, the medication **will not** be administered and the school will consult with the pupil's parent/ carer or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent/ carer, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, if parent/ carer consent for this has been obtained. If a pupil refuses to take their

medication, staff will not force them to do so but will follow the procedure agreed upon in their IHPs, and parents/ carers will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. Records will be stored in accordance with the Records Management Policy.

6. Non-prescription medicines

The school is aware that pupils may, at some point, suffer from minor illnesses and ailments of a short-term nature, and that, in these circumstances, health professionals are likely to advise parents/ carers to purchase over-the-counter medicines, for example, paracetamol and antihistamines.

The school will work on the premise that parents/ carers have the prime responsibility for their child's health and should provide schools and settings with detailed information about their child's medical condition as and when any illness or ailment arises.

The school will permit the administration of non-prescription medication by school staff following written permission by parents/ carers. The school will not seek the authorisation of a GP for this purpose.

Parents/ carers will not be expected to obtain a prescription for over-the-counter medicines as this could impact on their child's attendance and adversely affect the availability of appointments with local health services due to the imposition of non-urgent appointments being made.

If a pupil is deemed too unwell to be in school, they will be advised to stay at home or parents/ carers will be contacted and asked to take them home.

When planning for the administration of non-prescription medicines, the school will exercise the same level of care and caution, following the same processes, protocols and procedures as those in place for the administration of prescription medicines.

The school will also ensure that the following requirements are met when agreeing to administer non-prescription medicines.

- Non-prescription medicines will not be administered for longer than is recommended. For example, most pain relief medicines, such as ibuprofen and paracetamol, will be recommended for three days use before medical advice should be sought. Aspirin will not be administered unless prescribed.

- Parents/ carers must bring the medicine in, on at least the first occasion, to enable the appropriate paperwork to be signed by the parent/ carer and for a check to be made of the medication details.

- Non-prescription medicines must be supplied in their original container, have instructions for administration, dosage and storage, and be in date. The name of the child must be written on the container by the parents/ carer to help with identification.

- Only authorised staff who are sufficiently trained will be able to administer non-prescription medicines.

Paracetamol

The school is aware that paracetamol is a common painkiller that is often used by adults and children to treat headaches, stomach ache, ear ache, cold symptoms, and to bring down a high temperature; however, it also understands that it can be dangerous if appropriate guidelines are not followed and recommended dosages are exceeded.

The school is aware that paracetamol for children is available as a syrup from the age of 2 months; and tablets (including soluble tablets) from the age of 6 years, both of which come in a range of strengths.

The school understands that children need to take a lower dose than adults, depending on their age and sometimes, weight. The school will ensure that authorised staff are fully trained and aware of the NHS advice on how and when to give paracetamol to children, as well as the recommended dosages and strength.

Staff will always check instructions carefully every time they administer any medicine, whether prescribed or not, including paracetamol.

The school will ensure that they have sufficient members of staff who are appropriately trained to manage medicines and health needs as part of their duties.

The written consent of parents/ carers will be required in order to administer paracetamol to pupils.

For pupils' health and safety, the school will only administer one dose of paracetamol, regardless of age, within the school day and will ensure staff adhere to the following protocols:

- Before giving paracetamol, affected pupils will be encouraged to get some fresh air, and have a drink or something to eat. Paracetamol will only be considered if these actions do not work.

- Parents and carers will be contacted by phone before any paracetamol is given to obtain verbal consent and to confirm whether any medicines have been taken before attending school.

- Following consent, paracetamol may be administered by authorised members of staff in the event of a headache, toothache, period pain or any type of mild to moderate pain.

- Paracetamol will not be issued without prior written consent, and verbal consent from the parent/ carer on the day. **If verbal consent cannot be obtained, then paracetamol will not be given.**

- When a pupil is given medicine, the authorised member of staff will administer the paracetamol and record details of this on Medical Tracker.

- Only standard paracetamol will be given, not combination medicines which may contain other drugs.

- If paracetamol does not alleviate symptoms, the pupil's parents/ carers will be contacted again.

- Paracetamol will not be given following a head injury, or where a pupil has taken paracetamol containing medicine within the last four hours.

Medical devices

Asthma inhalers

Due to the age of our pupils, school staff will be responsible for the storage and transportation of all medical devices. The school will ensure that spare inhalers and AAIs for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

AAIs

Spare AAIs are not located more than five minutes away from where they may be required. The emergency AAIs can be found in the first aid room.

There will be a stock of AAIs, that are replenished when used, within locations where there is a greater risk of anaphylaxis occurring, e.g. the dining hall. The school will ensure that risk assessments regarding the use and storage of AAIs on the premises are conducted and up to date.

Medical authorisation and parent/ carer consent will be obtained for all pupils believed to be at risk of anaphylaxis for the use of spare AAIs in emergency situations. The spare AAIs will not be used on pupils who are not at risk of anaphylaxis or where there is no parent/ carer consent. Where consent and authorisation has been obtained, this will be recorded in the pupil's IHP.

Pupils' and spare AAIs will be obtained, stored, and administered in line with the school's Allergen and Anaphylaxis Policy.

Individual Health Care Plans (IHP)

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parent/ carer, the headteacher, the SENCO and any relevant medical professionals. When deciding what information should be recorded on an IHP, the following will be considered:

- The medical condition and its triggers, signs, symptoms, and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements.
- The specific support needed for the pupil's educational, social, and emotional needs.
- The level of support needed and whether the pupil will be able to take responsibility for their own health needs.
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role.
- Which staff members need to be aware of the pupil's condition?
- Arrangements for receiving parent/ carer consent to administer medication.
- Separate arrangements which may be required for out-of-school trips and external activities.
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised?
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for.

The governing board will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by a designated staff member.

Educational trips and visits

In the event of educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may include pupils carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

If the medication is of a type that should not be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they cannot self-administer, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out of school trip or visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

Medical emergencies

Medical emergencies will be handled in line with the First Aid Policy.

For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the pupil who requires it and is not locked away. For all emergency medication, e.g. AAIs, the school will ensure that pupils are told to always keep the appropriate instructions with the medication. A spare copy of these instructions will be kept by the school in the school office.

Monitoring and review

This policy will be reviewed annually by the governing board and headteacher. The next scheduled review is date June 2027.

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents/ carers.

Administering medication parent/ carer consent form.

Staff at Ravensdale Infant and Nursery School **will not** give your child medication unless you complete and sign this form. You **must** return the form to the school office prior to your child receiving any medication.

Name of child	
Date of birth	
Class	
Medical condition or illness	
Medication – Name/ type of medicine/ strength (as described on the container)	
Prescribed (please tick relevant box)	Yes ☐ No ☐
Date dispensed by the pharmacy	
Expiry date/ use by date	
Dosage, timing, and method of administration	
Timing (when to be given)	
Review date (if long term condition)	
Any other instructions	
Are there any side effects that the school may need to be aware of?	

Is the child able to administer the medication themselves?	
Procedures to take in case of emergency	
Parent/ Carer details Name	
Daytime telephone number	
Relationship to child	
Home address	
Name and phone number of GP	

The above information is, to be the best of my knowledge, accurate at the time of writing and I give consent to Ravensdale Infant and Nursery school staff to administer medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage and/ or frequency of the medication or if the medicine is no longer required.

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

I understand that I must deliver the medicine to the school office unless requested to do otherwise.

Signature of parent/ carer: PRINT NAME:

Date:

For office use only:

Medication to class:

Medication to fridge:

Medical tracker noted.

Signed: Print Name: Date: