

Sir James Knott Nursery School



Administering Medicine Policy

“Resilient, reflective, respectful”

Certified as reviewed and approved by the Curriculum and Safeguarding Committee:	23rd May 2022
Adoption by Full Governing Body:	11th July 2022
Designated member of staff's responsibility:	Mr Croft- Headteacher
Next review date:	September 2024 or earlier if new guidance becomes available



Administering Medicine Policy

Policy Statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is important for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in school. If a child has not had medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there is no adverse effect as well as to give them for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'. The Headteacher is responsible for ensuring all staff understand and follow these procedures.

Written agreement from parents/guardian is required prior to administering any medication (form A).

Written confirmation of instructions from a health practitioner is required prior to administering prescribed medication.

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer

The school will have a system of record keeping. Records of all administration and disposal of medications must be kept in a bound book to prevent falsification. (form B)

This policy applies to: All Pupils

The purpose of this policy is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency.

Main Policy

1. All medication must be in the original container.
2. All medication **MUST** be clearly labeled with:
 - the child's name

- the name and strength of the medication
 - the dosage and when the medication should be given
 - the expiry date
3. All prescribed medication (including homeopathic medicines) must be accompanied by a written confirmation by a health practitioner (e.g. GP, clinical nurse specialist, nurse practitioner) including the time/dose to be given in school.
 4. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer
 5. If two medications are required, these should be in separate, clearly and appropriately labeled containers.
 6. On arrival at school, all medication is to be handed to the designated member of staff by the parent, unless there is prior agreement with school and pupil for the pupil to carry medication (e.g. asthma inhalers) and details of this are entered in the medication record.

Storage of Medication in school

1. Medication must be stored in a locked, cabinet with the key stored in an accessible but restricted place known to the designated members of staff.
2. If refrigerated storage is required this must be lockable and in a designated area of the school and used solely for that purpose
3. Once removed from the cabinet, medication should be administered immediately and never left unattended.

Documentation

1. Samples of documentation are included in the appendices.
N.B *verbal and text messages are not acceptable.*
2. Each pupil receiving medication will have the following documentation:
 - Written request and permission by Parents/Guardians for school to administer medication (Form A - appendices)
 - Written confirmation of administration from a health practitioner for prescribed medicines
 - Pupil record of medication administered. (Form B - appendices)
 - Parental/guardian consent for school trips
3. In addition, pupils with complex medical needs will have an Individual Health Care Plan (IHCP). (Form C – Appendices).

Administration of Medication

Employees who undertaken within their role the administration of medication and health care:

- Shall receive training and advice from the appropriate health practitioner through the Local Authority
- Training will be updated appropriately and recorded (form E - appendices).
- Are responsible for notifying the school when their training requires updating and for ensuring this is arranged.
- Staff involved in specific complex procedures e.g. medication via gastrostomy tube, oxygen therapy, will receive a certificate following training accreditation confirming their ability to perform the procedure.
- Medicine should be administered in an appropriate/confidential room.
- Before medication is administered, the child's identity must be established by checking with another competent adult, who should also confirm the correct medication is being administered and countersign the administration record
- Staff will follow directions for administration provided in writing by the health practitioner.
- Staff will record details of each administration (Form B - appendices).
- A child should never be forced to accept medication and where medication is refused parents will be informed.

Self-Administration of Medication

Parents/guardians must complete a written request form for a child to self-administer medication. (Examples of medication include; Insulin or asthma medication). This will only be permitted where a child has been trained and is competent to administer their own medication. (Form D - appendices)

Record Keeping

1. A system of record keeping will include:
 - Records of parental/guardian consent and or health practitioner instructions including those for self-administration consent, which should be reviewed and confirmed annually (September) in addition to ongoing updating.
 - Record of administration of medication including amount administered and amount remaining (running total) is to be kept in a bound book.
 - Record of medication returned to the parent/carer wherever possible.
 - Record of medication disposed of and the form of this disposal
2. A parent/guardian request form should be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions.
3. The request form must include:
 - Child's name, class, date of birth
 - Reason for request
 - Name of medication, timing of administration and dosage of medication
 - Emergency contact names and telephone numbers

- Name and details of Doctor and/or health practitioner
4. Reasons for not administering regular medication (e.g. refusal by pupil) must be recorded and parents informed immediately/within the timescale agreed by the health practitioner.
 5. The school must keep records of administration of medication in a bound book. This bound book must be kept in the storage cabinet.

Emergency Medication

6. Emergency medication is subject to the same request and recording systems as non-emergency medication, with additionally signed CONSENT and written Individual Care Plan (form C - appendices).
7. This type of medication will be READILY AVAILABLE.
8. Consent and Care Plan to be kept with the medication.
9. The Care Plan must be checked and reviewed TERMLY.
10. It is the parents'/guardians' responsibility to notify school of any change in medication or administration.
11. Procedures in the Care Plan (sample in appendix) should identify:
 - Where the medication is stored
 - Who should collect it in an emergency
 - Who should stay with the child
 - Who will telephone for an ambulance/medical support
 - Contact arrangements for parents/carers
 - Supervision of other pupils
 - Support for pupils witnessing the event

Monitoring of Impact:

The Headteacher and Health & Safety Officer shall monitor the policy.

Attached appendices relating to this policy

Form A	Agreement to adminster medicine
Form B	Record of Medicine/s Administered
Form C	Health Care Plan (Managing Medicines)
Form D	Request for child/young person to carry own medicine
Form E	Staff training record

Form A

PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

School cannot give your child medicine unless you complete and sign this form **and** the Headteacher has agreed that school staff can administer the medication.

Personal details

Name of pupil:
Contact telephone number:
Condition or illness:

Medication

Name/type of medication: (as described on the container)
Special storage requirements:
Date dispensed:
How long will your child take this medication?

Full directions for use

Dosage:
Frequency/timing:
Method:
Any particular problems with administration?
Side effects:

Parental declaration

I will ensure that the appropriate staff members are aware when medicine arrives at school. I will complete another form if any of the above information changes.

Signature:

Date:

Relationship to child:

Form B

SCHOOL RECORD OF THE ADMINISTRATION OF MEDICATION

Name of pupil:
Name of medication:
Dosage:

Date and time of administration (or refusal)	Administrator	Alteration to medication (if any)	Side effects (if any)	Signature (of staff member or pupil if self-administering)

Form C - Health Care Plan (Managing Medicines)

Name of School/Setting	
Child's Name	
Group/Class/Form	
Date Of Birth	
Address	
Medical Diagnosis or Condition	

Family information/Emergency Contact

Name of Parent/Carer	
Phone No (Home)	
(Work)	
(Mobile)	
Name of Emergency Contact	
Phone No (Home)	
(Work)	
(Mobile)	
Name of Health Contact	
Phone No	
Name of GP	
Phone No	

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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

Daily management of medication (including emergency care e.g. before sport/at lunchtime)

Additional advice from relevant health care professionals (e.g. specialist nurse etc)

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:

Section 2 - Authorisation for the administration of emergency medication

To be completed where administering of emergency medication may be required

Name of School or Setting	
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Child's Name	
Date of Birth	
Home Address	
Name of G.P.	
Name of Hospital Consultant (if applicable)	
Details of administration of medication	

Doctor's Signature: _____ Date: _____

Parent/carer Signature _____ Date: _____

Section 3 – Individual Epilepsy Plan

To be completed where there is a known history of epilepsy

Name of School or Setting	
Child's Name	
Date of Birth	

Emergency Contact	
Name	
Relationship to child	
Phone No.	

<u>Are there any triggers or warnings prior to a seizure?</u>

<u>Description of usual seizures:</u>

<u>Frequency of seizures – Please specify</u>	
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Usual Care during a seizure

- Observe time at start of seizure
 - Stay with (name)_____ and reassure them
 - Summon help
 - Protect head from injury
 - Maintained privacy & dignity through removing other students from the area
 - Other care
-
-

Emergency care/medication:
(please write name of medication and individual action i.e. when to give, when to repeat dose)

The emergency procedure may be repeated, if necessary, 4 hours after first initiated and twice in any 24 hours period.

Post Seizure
Usual behaviour (e.g. disorientated/vomiting/sleepy/aggressive).

Note: Place in recovery position if sleepy

Model letter inviting parents to contribute to individual Healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the School's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils and the relevant healthcare professional who can advise on your child's case.

The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for (date). I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend.

The meeting will include (add details of those who will also be present). Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I would be happy for you contact me by email or to speak by phone if this would be helpful.

Yours sincerely,

Form D – request for child/young person to carry his/her own medicine

Note: This form must be completed by the parent/carer:

(If staff have any concerns then the request should be discussed with the healthcare professionals)

Name of school/Setting	
Name of Child	
Group/Class/Form	
Name and strength of Medicine	

I would like my Son/Daughter to keep his/her medicine with him/her for use as necessary

I confirm that my Son/Daughter has received suitable information, instruction and training and is competent to administer their own medication

Signature Of Parent/Carer: _____ Date: _____

Signature Of Young Person: _____ Date: _____

Note: if more than one medicine is to be given then a separate form should be completed for each one.

Form E – Staff training record

Name of school or Setting	
Name	
Type of training received	
Date training completed	
Training provided by	
Profession & title	

I confirm that _____ (name of member of staff) has received the training detailed above and is competent to carry out necessary treatment aligned to this training. I recommend the training is updated (please state how often).

Trainer's signature: _____ Date: _____

Update of training: _____

I confirm that I have received the training detailed above

Staff signature: _____ Date: _____

Suggested review date: _____