

Administration of Medicines

Statement of Intent

The Castle School will undertake to ensure compliance with the relevant legislation and guidance with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at The Castle School is held by the appropriately trained staff.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with this policy and in consultation with NHS partner staff. All parents/carers and staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine.
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

The administration of medicines is the overall responsibility of the parents. Parents are required to provide writing confirmation of medicines to be administered to pupils. The appropriately trained staff are responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Administration

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

- It is our policy not 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. This is the advice of NHS. The exception to this is for residential trips. This is outlined below.

- Parents who require non-prescribed medication to be administered at school can obtain a letter from the school nurse to issue to the child's doctor requesting the medicine to be prescribed.
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the Headteacher who may decide to administer under certain exceptional circumstances.
- For residential trips, staff will be able to administer non-prescribed medications limited to Calpol/paracetamol. To enable us to do this, written permission will be sought prior to the trip. We will also seek verbal permission on the day.

Maintenance drugs

- It is our policy to manage the administration of maintenance prescribed drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned.

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Buccal for seizures
 - 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 for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child 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 child refuses to take medication the parents will be informed the earliest available opportunity.

Two members of staff will check all medication; that it is the correct medication for that child; that the correct dose is given and that the medication is in date. Two members of staff will sign any paperwork relating to the administration of medicines or storage of any emergency medication.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Key Action for all administration of medicines

All staff **MUST** follow the guidelines below with regard to all medicines:

- Always make sure the Pharmacy label is intact and can still be read easily.
- Ensure that when someone is transcribing the details of the medication onto the school medication forms from the pharmacy label that a second person is overseeing/checking that the correct information is written down.

- School staff should never copy the information from the old medication form onto a new one. They should always check and use the Pharmacy label instructions/medication itself.
- When giving medication, staff should be going from the medication Pharmacy label itself and checking the medication form correlates with it.

Medical Accommodation

Medical Cabinets are located in the classrooms as appropriate. The cabinets are locked and the keys held by the responsible manager (Class Teacher or Class Teacher Assistant).

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.

A staff training record sheet will be completed to document the level of training undertaken. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Storage

The storage of medicines is the overall responsibility of the appropriately trained staff who will ensure that arrangements are in place to store medicines safely in the locked cabinet.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Children should know where their medicines are at all times and be able to access them immediately, where appropriate. Where relevant, they should know who holds the key to the locked cabinet.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away.

Disposal

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

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

Medicines for off-site activities

It is the responsibility of the visit leader to follow guidance and co-ordinate all arrangements for storing and administering medicines when off-site.

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.

It is the responsibility of the visit leader to supervise the collection and return of all medicines directly to parent/pupil or stored in school locked medical cabinets.

The visit leader will have small supplies of non-prescribed pain relief medication (Calpol/Paracetamol). Written permission for administering this will be sought from parents prior to the trip and verbal consent will be sought on the day.

Rights Respecting Schools

This policy adheres to the principles of the United Nations Convention of the Rights of the Child (UNCRC) specifically articles: 1, 2, 3, 5, 6, 12, 13, 18, 23 & 24.

Last review: Autumn 2023

Next review: Autumn 2026