



Monkhouse
Primary School

Administration of Medication
Policy



Monkhouse Primary School Administration of Medicine Policy

Policy Statement

Regular school attendance is vital for every child and Monkhouse Primary School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until their symptoms are reduced enough that attending school is possible or course of treatment is complete.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.
- Where a child has an allergy and needs to have anti allergenic medicine or epipen administered in emergency or blood tests taken in the case of diabetics. These children will have a Protocol devised by the Community Nurse and signed by parents. Protocols are displayed in the First Aid Room.

Duty of Care

Local Authorities and staff in schools, have a 'duty of care' to make sure that all children in their charge are healthy and safe. The duty of care also extends to administering medicines where necessary and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site e.g. visits, field trips.

Whilst there is no legal duty that requires schools to administer medicines we have built this into support staff job descriptions. This will also support school in meeting our 'reasonable adjustments' duties in relation to the Disability Discrimination Act 2005, School Accessibility Plans and Disability Equality Schemes.

As a school we are particularly cautious when agreeing to administer medicines where:

- The timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed;
- Where a degree of technical or medical knowledge is needed.

Staff who administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs.

Under no circumstances must any medication, even non prescription drugs such as *paracetamol*, be administered without parental consent.

Safety checklist.

- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Details of this policy and procedures will be publicised widely and available from the school website.
- Will medication be stored in a same place and at a suitable temperature?
- Staff must be aware of the policy on infectious diseases
- Two members of staff (at least one First Aider) to administer medicines. One to check dosage and prescription information and one to confirm. Each member of staff to sign pro-forma.
- Medication given must be logged on the Medication consent form.

Residential Visits

- For any child receiving regular prescribed medication, the parent / carer must meet with the First Aider accompanying the trip to discuss individual needs and record information accurately. Two members of staff (at least one First Aider) to administer medicines. One to check dosage and prescription information and one to confirm. Medication given must be recorded in the medication log for the residential trip.

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken. Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Record Keeping

The following information must be completed by the parent:

- Name and date of birth of the child
- Name of parents/guardian, contact address and telephone number
- Name, address and telephone number of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parents/guardian for staff to administer these medicines.
- Expiry dates of the medicines
- Storage details

The Parent Consent form, providing all the information above, will be copied and retained in a central file as a record for future reference.

Safe storage and disposal of medicines

- Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record book unless they have personally administered, assisted, or witnessed the administration of the medicines.
- When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.
- All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.
- Medicines should only be kept while the child is in attendance.
- Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.
- Any unused or outdated medication will be returned to the parent for safe disposal.
- Medications will be returned to the child's parent/carer when labels on medications become detached or unreadable

Accidental failure of the agreed procedures

Should a member of staff inadvertently fail to administer any medication as agreed they will inform the parent as soon as possible

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and / or the School Nurse or local health authorities.

Children carrying and taking their medicines themselves

Staff training in administering medication

Record keeping

Safe storage of medicines

Disposal of medicines - emergency procedures

- Risk assessment and management procedures
- Arrangements for monitoring and reviewing the policy

Staff Guidelines re medications kept in school eg epi pens, inhalers and insulin (see sep care plan)

Short Term Prescribed Medication

- All prescribed medication (except ongoing medications eg diabetes, asthma) – parents complete a form at the office. Slip placed in register alerting class teacher to medicine needs. Medication is given at appropriate time by 1 first aiders and another member of staff – 1 to give and 1 to check dosage. First Aid staff sign off when medication has been given. Every lunch time first aid staff check that medicine has been given. Medicines are kept centrally (in fridge if required or medical cupboard in First Aid Room)

Ongoing Medication

A list will be provided for all class teachers with the medicine requirement and when it should be taken. This will be updated every term where appropriate. It should be kept in the medical box. Any child who takes daily medicine as a preventative measure must have a plan for this which is known to all staff who work with that child. An individual care plan should be completed for any child who required daily ongoing medication (see ind care plan) Where possible the medication should be taken at appropriate breaks in the school day e.g. play time or lunch time

- Class Medical box for inhalers. All inhalers must be named. All medication must be kept in a named box in the open cupboard of the classroom where all staff know its location. But out of reach of children.
- Inhalers must go with children to the various places they work in eg hall or the field for PE – staff to take the box with them. At Play times and lunch times they should accompany the children to the yard or field.
- Epi Pens are kept in the First Aid Room
- Epi pens must go with children to the various places they work in school during school hours. During playtime and lunch time an epi pen will be kept in the relevant medical bag which all playtime and lunch time duty staff must take with them. All staff will have regular epi pen training.



MONKHOUSE PRIMARY SCHOOL

MEDICATION CONSENT FORM

Please complete and sign.

Child's Name: _____ D.O.B. _____

Parent's emergency contact details: _____

Doctor's Surgery: _____ Tel. No. _____

Medication and storage required: _____

Dosage: _____

Expiry date of medication: _____

Any special guidance/time of administration: _____

(Note * Medicines must be in the original container as dispensed by the pharmacy)

PARENT/GUARDIAN CONSENT Please read and sign.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medication is stopped.

Signature: _____ Parent/Guardian

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|---------------------------------|-----|-----|-----|
| DATE | / / | / / | / / |
| TIME GIVEN | | | |
| DOSE GIVEN | | | |
| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

| | | | |
|---------------------------------|-----|-----|-----|
| DATE | / / | / / | / / |
| TIME GIVEN | | | |
| DOSE GIVEN | | | |
| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

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|-------------------|-----|-----|-----|
| DATE | / / | / / | / / |
| TIME GIVEN | | | |
| DOSE GIVEN | | | |

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| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

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| TIME GIVEN | | | |
| DOSE GIVEN | | | |
| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

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| TIME GIVEN | | | |
| DOSE GIVEN | | | |
| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

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| DATE | / / | / / | / / |
| TIME GIVEN | | | |
| DOSE GIVEN | | | |
| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

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| TIME GIVEN | | | |
| DOSE GIVEN | | | |
| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

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| DATE | / / | / / | / / |
| TIME GIVEN | | | |
| DOSE GIVEN | | | |
| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

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| DATE | / / | / / | / / |
| TIME GIVEN | | | |
| DOSE GIVEN | | | |
| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

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| DATE | / / | / / | / / |
| TIME GIVEN | | | |
| DOSE GIVEN | | | |
| MEMBER OF STAFF NAME x 2 | | | |
| STAFF INITIALS x2 | | | |

Monkhouse Primary School



Regular Medicine in school

Name Child's DOB

Date

Reason for the medication:

Medication to be given – name, dosage -

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Medication will be kept in the main office and school will inform parents when medication is running out. School to ring parents at least 1 week before this happens in order for a new prescription to be provided. Parents to inform school when medication changes or stops.

Time medication to be given, who is responsible for ensuring medication is provided and any information (eg with food, after food etc)

Signed(parent) Date

Signed(HT) Date

Signed(First Aid) Date

Name of Child..... Child's DOB

Record of Long Term Medication Administered in School

| Date | Day | time | Staff initials x2 | Date | Day | time | Staff initials x2 |
|------|-----|------|-------------------|------|-----|------|-------------------|
| | Mon | | | | Mon | | |
| | Tue | | | | Tue | | |
| | Wed | | | | Wed | | |
| | Thu | | | | Thu | | |
| | Fri | | | | Fri | | |
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| | Wed | | | | Wed | | |
| | Thu | | | | Thu | | |
| | Fri | | | | Fri | | |
| Date | Day | time | Staff initials x2 | Date | Day | time | Staff initials x2 |
| | Mon | | | | Mon | | |
| | Tue | | | | Tue | | |
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| | Fri | | | | Fri | | |
| Date | Day | time | Staff initials x2 | Date | Day | time | Staff initials x2 |
| | Mon | | | | Mon | | |
| | Tue | | | | Tue | | |
| | Wed | | | | Wed | | |
| | Thu | | | | Thu | | |
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| | Tue | | | | Tue | | |
| | Wed | | | | Wed | | |
| | Thu | | | | Thu | | |
| | Fri | | | | Fri | | |

| STAFF NAME | Certificate | How Many responsible for | Refresher, if required | Renewal of Certificate |
|--|---|---|--|--|
| FIRST AID AT WORK CERTIFICATE | | | | |
| Deborah Hughes | CERTIFICATE – dated 26 June 2014 | 100 people – all ages | 1 year later – 3 hour 2 years later – 3 hours | Before the 26 th June 2017 |
| Brian Cole | CERTIFICATE – dated 26 June 2014 | 100 people – all ages | 1 year later – 3 hour 2 years later – 3 hours | Before the 26 th June 2017 |
| Colleen Stephenson | CERTIFICATE – dated 16 th October 2014 | 100 people – all ages | 1 year later – 3 hour 2 years later – 3 hours | Before the 16 th October 2017 |
| PEDIATRIC FIRST AID CERTIFICATE | | | | |
| Deborah Hughes | CERTIFICATE – dated 2 nd May 2014 | Up to the age of 8 years. One Pediatric. Requirement for children on visits up to 8 years old | | Before 1 st May 2017 |
| Beverley Broomfield | CERTIFICATE – dated 16 th March 2016 | Up to the age of 8 years. One Pediatric. Requirement for children on visits up to 8 years old | | Before 16 th March 2019 |
| Colin Banks | CERTIFICATE – 29 th September 2015 | Up to the age of 8 years. One Pediatric. Requirement for children on visits up to 8 years old | | Before 29 th September 2018 |
| EMERGENCY FIRST AID AT WORK CERTIFICATE | | | | |
| Holly Scott | CERTIFICATE – 16 TH Nov 2015 | 50 people – all ages | | Before 16 th November 2018 |
| Nicola O’Neill | CERTIFICATE – 16 th Nov 2015 | 50 people – all ages | | Before 16 th November 2018 |
| DEFIBRIALLATOR TRAINED | | | | |
| Brian Cole, | Hannah Gilroy, Admin | Nicola O’Neill, TA | Located in First Aid Room | |

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|-----------|--|--|--|
| Caretaker | | | |
|-----------|--|--|--|