



## Administration of Medicines Policy

Staff at the Woodside Group of schools wish to ensure that children with medication needs receive appropriate care and support at school. There is no legal duty that requires school staff to administer medication, however, we will agree to administer medication as part of maintaining a student's health and well-being or when they are recovering from an illness. The school will accept responsibility for members of school staff administering medication, or supervising children self-administering inhalers, during the school day **where those members of staff have completed the 'Level 1 Managing Medication in a Childcare Setting' course (or equivalent)**. The nominated staff per base/school are as follows:

Woodside Group school base	Medicine administrators
Vale	Ruth Stewart/Andy Taylor/Ben McDermott
The Forge	Adam Allcock/Simon Tebbit/Stacey Bollard
The Oaks	Tony Louca-Weston/Rebecca Mason/ Amy O'Neil
Stonehurst Lodge	Alex Hayter/Clare Thorpe
Brickyard Barn	Sunita Evans/Danielle Hunt/ Amber Stone/Becky Grice
Starbold Farm	Sunita Evans/Georgina Wills/Andrea Mitchell
Salford Farm	Victoria Cooke/Meggie Uren
Sycamore Meadow	Craig Giblin/Beth Lawlor
Longdale Lodge	TBC

Administration of medication is the responsibility of parents/guardians and any help given by school is on a voluntary basis. Only essential medication with a dosage that cannot be taken outside school hours should be sent to school. In many cases, it is possible for a student's GP 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 student's health



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if not given in the setting. Carefully designed prescribing can sometimes reduce the need for medicine to be taken during school hours or when they are attending services. To help avoid unnecessary taking of medicines at school/ services, parents should:

- be aware that a three times daily dosage can usually be spaced evenly throughout the day and taken in the morning, after school hours and at bedtime;
- ask the prescriber if it is possible to adjust the medication to enable it to be taken outside the school day.

If a student has not had a medication before, it is advised that the parent keeps the student at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

Staff who have completed the *Level 1 Managing Medication in Childcare Setting* course, are responsible for the correct administration of medication to students. This includes ensuring that medicines are stored correctly and that records are kept according to procedures.

### PROCEDURES

#### General

- Students taking medication must be well enough to attend school. Parents/ guardians should keep their children at home if acutely unwell or infectious.
- Medication must be handed to a member of staff as soon as the student arrives in school.
- Parents/carers must include written permission for the administration of the medication with clear instructions of dosage, time to be taken and when medication was last taken. If this is not done a member of staff will contact Parent to give verbal consent.
- Medication must be in-date, stored in its original container, clearly labelled with the administration instructions and kept inaccessible to students, unless advised otherwise by a healthcare professional (eg; inhaler).



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- The administration of the medication must be recorded accurately each time it is given and signed by the member of staff.
- Parents must be informed if/when medication has been administered

### Storage of medicines

- All medication should be stored in accordance with product instructions. Medicines should be placed in a locked medicine cabinet or refrigerated. Where the refrigerator is not used solely for storing medicines, they must be kept in a marked plastic box.
- All medication must be clearly labelled with the child's name
- The student's Head of Base is responsible for ensuring medicine is handed back to the student at the end of the day to take home.
- For some conditions, medication may be kept in school. Key persons should check that any medication held is in date and return any out-of-date medication back to the parent.
- Emergency medicine such as asthma inhalers, spare insulin or Epi-pens should be stored so that they are easily accessible and known to all staff.

In most cases students may not self-administer. However where it is appropriate to do so, children will be encouraged to administer their own medication (e.g. asthma inhaler), under staff supervision. School staff will not force children to take medication. If a child refuses to take his/her medication, the parent/carer will be informed immediately.

### Students who have long term medical conditions and who may require on ongoing medication

- If appropriate, an individual health care plan (IHCP) for the child should be drawn up based upon information from the parent and advice from the student's doctor.
- The individual health care plan (IHCP) should include the measures to be taken in an emergency.
- The individual health care plan (IHCP) is reviewed annually or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. Any changes to the health care plan are discussed with parents.



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- A list of any children needing Epi-pens must be displayed in the Staff Room

### **ADVERSE REACTIONS TO MEDICATION/VACCINATIONS**

Should a child suffer a significant adverse reaction in any way to medication/vaccination:

- The medication shall cease to be administered with immediate effect
- School staff will seek immediate medical advice by calling 999
- First aid will be administered as necessary, and the child kept under constant supervision, until the arrival of medical professionals
- Parents will be contacted immediately to inform them of the incident. They will be advised to speak to their GP/healthcare professional as soon as possible, in order to confirm next steps/change of medication
- Full details of the adverse reaction should be recorded by the Head of Base/Headteacher, and shared with medical professionals as required

If the adverse reaction/unwanted side effect appears to be mild/minor:

- The medication shall cease to be administered with immediate effect
- School staff will seek immediate medical advice by calling 111
- First aid will be administered as necessary, and the child kept under constant supervision, whilst seeking advice from medical professionals
- Parents will be contacted immediately to inform them of the incident. They will be advised to speak to their GP/healthcare professional as soon as possible, in order to confirm next steps/change of medication
- Full details of the adverse reaction should be recorded by the Head of Base/Headteacher, and shared with medical professionals as required

### **NOTIFIABLE DISEASES**

The Headteacher will ensure they are aware of and make available the Health Protection Agency document 'Guidance on infection control in schools and nurseries', available from the Health Protection Agency website

### **EDUCATIONAL VISITS/OUT OF SCHOOL ACTIVITIES**

The school will make every effort to continue the administration of medication to a



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child during trips away from school premises. If a child has been prescribed an inhaler, this will be taken on all activities which take place out of school. If a child is diabetic, they will take their 'diabetes kit/equipment' with them and have to hand at all times.

### **NON-PRESCRIPTION MEDICINES**

Non-prescription medicines are those which can readily be bought "over the counter" and children may take them to school for conditions such as hay fever or period pains. These must still be stored in accordance with the guidance provided on p.2 (storage of medicines).

### **HYGIENE AND INFECTION CONTROL**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

### **NB: Employee Medicines**

An employee may need to bring their medicine into school. All staff have a responsibility to ensure that their medicines are kept securely and that children will not have access to them. Adequate safeguards must be taken by employees, who are responsible for their own personal supplies, to ensure that such medicines are not issued to any other employee, individual or pupil. Staff medicines must not be stored in a cabinet intended for the use of children's medicines.