



Administering Medication Policy

2023-24

RATIONALE

This policy sets out the circumstances in which we may administer medicines within school, and the procedures that we will follow.

Whilst there is no legal or contractual duty on teachers to administer medicines or supervise students taking their medication, governing bodies have a statutory duty, under the Children and Families Act 2014, to ensure schools make arrangements to support pupils with medical conditions.

Teachers and support staff are in loco parentis and may need to take swift action in an emergency, both in college and off site, for example during college trips.

The prime responsibility for a student's health lies with the parent or carer who is responsible for the student's medication and should supply the college with all relevant information in advance.

The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming in to school at lunch time to administer the medication. However, this might not be practicable and in such a case parents/carer may make a request for medication to be administered to the child at school. Students must not carry their own medication without college permission.

If medicine needs to be administered during school time, then a parent or carer must bring it to the school office and fill in the 'Record of medicine administered to an individual child' form (Appendix 1). Medication must not be given to the class teacher, or brought into school by the child themselves. If medication is for a short-term condition, any remaining medication must be collected from the office by a parent or carer at the end of the school day.

Where parents have asked college to administer prescription medication for their child we expect them to ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for college use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. College staff will not accept any medications not presented properly.

Where parents have asked college to administer non-prescription medication we expect the medication to be presented in the original packaging with manufacture guidelines and we will only administer for the advised time scale.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container. Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

The college will liaise with the School Health Service for advice and information about a student's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the student. Students may be referred to or be requested to consult with the School Nurse and Healthcare Officer.

If a student is found to have brought medication into school then it must be given to the staff member, parents will be contacted and the medication must be collected or 'Record of medicine administered to an individual child' (Appendix 1) form completed.

Long Term Medical Needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils, involving the parents and the relevant health professionals. Refer to the "Supporting Students with Medical Conditions Policy" for more information.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an EpiPen, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore, it is imperative that controlled drugs are strictly managed between the school and parents. Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply and the amount of medication handed over to the school should always be recorded.

Controlled drugs should be stored in a locked non-portable container, such as a safe, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, including if the child refused to take it. If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services. The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines, any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to a dispensing pharmacist who will dispose of it securely (e.g. Boots the Chemist on Crown Point North). It should not be thrown away in school.

Non-Prescription Medication

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.

If non-prescription medication is to be administered, then the parent/carer must complete a 'Record of medicine administered to an individual child' form (Appendix 1), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

Administering Medicines

Medicines will only be administered by members of staff who have been trained in the safe administration of medicines. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an EpiPen, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all staff trained in administration of medicines will be maintained by the Healthcare Officer. The SENCO will maintain a record of staff trained in specialist medication for children with Education & Health Care Plans.

When a member of staff administers medicine, they will check the child's 'Record of medicine administered to an individual child' form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form.

Emergency Inhalers

In line with "Guidance on the use of emergency salbutamol inhalers in schools" DfE, 2014, the school will keep emergency reliever (blue) inhalers for the emergency use of children whose own inhaler is not available for any reason. They will be stored in the Medical Room, along with appropriate spacers. Parents must give consent to their child being allowed to use the emergency inhaler. These will be kept in the Asthma file in the Medical Room.

Self-Management

It is important that as children get older they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils.

Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action). Children should know where their medicines are stored.

Refusing medication

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

Offsite visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma and trip leaders should check that students have them with them before they leave.

Residential visits

All medicines which a child needs to take should be handed to the teacher in charge of the visit. The only exception are asthma inhalers, which should be kept by the child themselves. The parents will sign a consent form for any medicines which they need to take during the visit, plus consent of emergency treatment to be administered.

Disposal of Medicines

The school will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal by the Healthcare Officer.

Sharps boxes should always be used for the disposal of needles. There is a sharps box in the Medical Room. If any child requires regular injections (e.g. Insulin), they will have their own sharps box which can be taken offsite with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.

RESPONSIBILITIES

- The Headteacher is responsible for ensuring that sufficient staff are suitably trained
- The Deputy Headteacher/DSL/SENCO/Healthcare Officer will ensure that all relevant staff are made aware of a child's long-term medical condition via the Medical Needs register
- The Deputy Headteacher/DSL/SENCO/ Healthcare Officer will arrange suitable cover for staff absence/turnover to ensure someone is always available to administer medication
- The cover manager will ensure that supply teachers are briefed on the relevant policies and the needs of specific students
- The Healthcare Officer will monitor all the individual healthcare plans and advise staff completing risk assessments for college visits, holidays and anything outside the normal timetable for students with medical needs
- The SENCO will carry out risk assessments for college visits, holidays and anything outside the normal timetable for students with medical needs on an Education & Health Care Plan
- All staff will ensure that any student found with medication on them will be followed up in line with this policy
- The I.E.B. will ensure that this policy is regularly reviewed



Record of medicine administered to an individual child

Denton Community College will not give your child medicine unless you complete and sign this form.

Name of child:	
Date of birth:	
Form:	
Medical condition/illness:	
Medicine/s:	
Name/type of medicine (as described on the container):	
Date dispensed:	Expiry date:
Agreed review date:	
Review to be initiated by:	
Dosage, method and timing:	
Special precautions:	

Are there any side effects that the school needs to know about?

Self-administration: Yes/No (delete as appropriate)

Parents / carers are responsible for the collection and disposal of medicines when they are no longer needed.

Date	
Time given	
Dose given	
Staff name	
Staff initials	

Date	
Time given	
Dose given	
Staff name	
Staff initials	

Date	
Time given	
Dose given	
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