

Administration of Student Medication

Education Service Policy & Procedure



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Person Responsible	Headteacher
Approval/Review Body	Executive
Frequency of Review	12 months - Policies will be reviewed more frequently if legal changes or good practice require

Purpose

Staff of Esland school want to ensure that pupils with medication needs receive appropriate care and support at school.

A locked medication cabinet for the storage of all medication brought into school is provided. The Headteacher/Authorised Person has oversight of all medication and its administration. Only members of staff trained in the administration of medication at school are able to administer.

Principles

Esland pupils

Esland School will provide secure storage for medication brought into school for all students.

The Headteacher/Authorised Person will accept responsibility, in principle, for members of the school staff administering medication to, or supervising pupils taking prescribed medication during the school day

The school will keep records of all medication administered to any pupil, which will be available for parents/carers to view.

Procedure

Parents/carers are responsible for providing the Headteacher/Authorised Person with comprehensive information regarding the pupil's condition and medication. A photocopy of the box (including the prescription label) and information leaflet will be taken and stored with the medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer.

Staff will not give a non-prescribed medicine to a young person unless there is specific prior written permission from their parent/carer and they provide written instructions about when the young person should take the medication eg paracetamol. (Please see Student Consent Form)

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To ensure safe administration, if medication is prescribed to be taken more than once a day and has to be spaced throughout the day a parent/carer must make the school aware of when the last dose was given.

Medication is to be booked in and out of school for each young person using the Record of Medicine administered to an individual child form. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time, if dosage is one at lunchtime there should be no more than 20 held in school).

Each item of medication must be delivered to the Headteacher/Authorised Person, in normal circumstances by the parent/carer, **in a secure and labelled container as originally dispensed with the patient information leaflet (if supplied)**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Quantity and strength
- Dosage
- Frequency of administration
- Route of administration/how to be used
- Date of dispensing
- Name and contact details of dispensing chemist
- Storage requirements (if important)
- Expiry date
- Any cautions or warning messages that apply to the medication

The school will not accept items of medication in unlabelled containers.

Where medication is a controlled drug as identified by the Misuse of Drugs Act 1971 or the Misuse of Drugs Regulations 2001 (A list can be found at <https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation>) the medication must be handed to the school directly by a parent carer and cannot be sent to school via taxi drivers or the pupil.

Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

If a child refuses to take their medication, staff will not force them to do so. Staff may try certain behavioural strategies such as change of face, explanation of the impact, allow take up time. In all incidents of refusal, school will inform the parent/carer as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed. School staff will never administer medication covertly.

It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.

It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental/carer instructions, new administration instructions will be needed from the pharmacist.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal. If the school has used medication for a pupil who has left school and parents/carers are unable to collect, then medication will be taken by the Headteacher/Authorised Person to the nearest pharmacy for disposal. A receipt for this must be gained to ensure a clear audit trail.

For each pupil with long-term or complex medication needs, the Headteacher/Authorised Person will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

All medication must be recorded on the child's medication form with the time, dosage and staff members' signature. A witness must also counter sign on the administration form.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed. A medical risk assessment of need will take place.

Self-Administration of medication

For pupils who are under 16, looked after, and wish to self-administer medication during the school day, a risk assessment written by the placing social worker has to be in place. As part of the risk assessment process school must be consulted to understand any specific issues that may be encountered in the school environment. For pupils who are not looked after, a risk assessment would be completed by school in conjunction with parents / carers.

Medication Errors

A medication error could include an incorrect dose, incorrect medication, or given at the wrong time. Should an error occur then the following procedure should be followed;

1. Record precisely the error on the medication administration form
2. Immediately speak to the Headteacher / designated safeguarding lead
3. Contact parents / carers to notify them of the error.
4. Contact NHS for advice via 111
5. Monitor the pupil for adverse reactions or side effects.
6. Ensure that the incident is fully recorded so that lessons can be learned to avoid a repeat error.