



# Medicines in School Policy

**Persons Responsible: Janet Cox H&S  
Kat Lee Specialist Medical T/A**

Review Date: September 2023  
Next review date: September 2024

## **Rationale:**

To ensure the safe and efficient administration of all medicines to pupils in our school.

## **Introduction**

This policy offers detailed guidance to staff and parents on the storage and administering of medicines in school. It offers information about our staff training.

This policy should be read in conjunction with the Health and Safety Policy.

Further information on this area is contained in:

- Department for Education Supporting Pupils at school with Medical Conditions (Dec 2015)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)
- Department of Health Guidance on the use of emergency salbutamol inhalers in school (Sept 2014)
- Managing Medicines in Schools and Early Years settings (DFE 2005)

Further guidance and advice has come from the school medication trainer: Opus Pharmacy Services.

## **Parental Involvement**

Parents/carers are responsible for providing school and nursing staff with full information regarding their child's health needs.

Where a child or young person requires medicines during the school day, parents/carers are responsible for providing the medicines (Medicine Consent Form – Appendix ONE) Written consent for the administration of medicine by school staff must also be obtained (Appendix ONE).

Where there are concerns about partnership working these should be addressed in an open and transparent way in discussion with all parties.

## **Our pupils and their curriculum**

At The Avenue School, we are fully committed to ensuring that our pupils with medical needs have access to an appropriate curriculum.

This is achieved through:

- Personalising and adapting the learning as necessary
- Liaising with families and medical professionals to gain a clear understanding of individual needs
- Identifying the impact of mental health conditions on pupils' ability to face certain situations
- Identifying the impact of medication condition on pupils' readiness to learn
- Providing activities which will encourage pupils to stay alert and participate actively
- Making practical adaptations to the learning environment
- Identifying and planning for risk
- Being aware of signs that pupils are feeling unwell or are in pain and supporting pupils

to communicate to those around them

- Being aware of possible triggers affecting particular conditions
- Where appropriate, including content which will give pupils an insight into their condition and skills in which to manage them

## Permission

No medicines can be given without the **prior written permission** of the parent/carer. A medicine consent form (Appendix ONE) should be completed and signed by the parent/carer. This applies to regular and occasional medicines. Parents are expected to be proactive in ensuring this written permission form is completed prior to the medication arriving in school. This permission form can be downloaded from the school website: <https://www.avenue.reading.sch.uk/page/?title=Medication&pid=90>

In order to administer any medication in school we require:

- Completed medicine consent form (Appendix ONE)– parent to complete, medication trained person to check – 2<sup>nd</sup> trained person to oversee.
- Medication administration record and 2 members of medication trained staff
- The medication required, in its original packaging with a pharmacy label. The label must state the child's name and the correct preparation and dose information. **Staff can only administer medication in line with the pharmacy label.**
- All medications must be in date.

## Medicine Consent Form

The Medicine Consent forms are completed by parents and inform the class why the medication is being given to the pupil. This form cannot be amended: any changes including timing, dose, etc. must be sanctioned in writing and a **new form** must be completed.

The Avenue School adheres to the 6 Rights of Administering Medication:

- Right pupil
- Right medicine
- Right dose
- Right time
- Right route
- Right to refuse

**The Avenue School will not administer medication if the child refuses.**

## Pharmacy labelling

Medication will not be given if the pharmacy label is not present or if the information is not legible or not correct or not in date. Parents / carers will be required to come into school to administer the medication until this is rectified.

Medicines which are expired should be returned to parents and a new supply requested (Appendix THREE). It is considered best practice that once creams, ointments and bottles of

Paracetamol have been opened they will be out of date after a year. Eye drops expire after 28-days.

It is unnecessary for medicines, which require three doses a day (over 24 hours) to be administered at school, however this can be overruled if stated by the prescribing doctor. Long term medications must be reviewed yearly, either through school based medical appointments or by visiting their GP. It is the parent's responsibility to ensure this happens immediately and inform the class lead of the appointment and of any changes.

### **Prescribed Medication:**

#### **The first time a pupil has taken a medication must be at home.**

This means that they have never had the medication before.

This is to ensure that any potential side effects or allergic reactions are managed within the safety of the home environment. This does not mean that they have never had the medication in school. Medication can be given in school if it has previously been given at home i.e. Asthma inhalers that are given as prescribed.

### **Antibiotics:**

If a child is prescribed antibiotics, the child must receive their first dose of the course at home. If the antibiotics are to treat an infection, such as a chest infection, **then the pupil must stay at home for the first 48 hours of treatment.** If the antibiotics are being given to treat a minor infection, such as a wound or infected toe, then they do not need to be at home for the first 48 hours. If parents/carers are unsure whether to keep their child at home, they can seek advice from the school.

### **Non-Prescription Medication**

Paracetamol (Calpol) can be administered without a pharmacy label at school.

**Paracetamol** can be given **for pain** for up to 3 days (in-line with the manufacturers usage directions). A parental consent form and medication form must be completed as per policy guidance. Medicine must be administered by a staff member who has completed medication training.

**If paracetamol is required to reduce a fever/temperature, the child must return home.**

Non-prescription anti histamines can be administered without a pharmacy label. Anti-histamines which are taken once or twice a day should be administered at home.

Ibuprofen (Nurofen) can only be administered by school staff if it has been prescribed for the child. This must have a pharmacy label.

The Avenue School will allow parents to come into school to administer non-emergency pain relieving medication, such as Ibuprofen, to their child if required.

### **Administration**

Medications are to be administered by two adults, both of whom have received **specific medicine training.** These two staff must remain the same during the administration procedure.

## Administering oral medications

- Both adults will have received Medication Awareness for Schools training.
- Both members of staff are required to be immediately present when medication is taken from packaging. Both members of staff are required to check the **name, dosage and expiry date** (Medication Record – Appendix TWO)
- One adult must check the **6 Rights** (as stated on the Medication Record)
- Staff member one administers the medication. Staff member two countersigns.
- All parts of the medication record must be filled in. It is the class lead's responsibility to ensure this.

Supporting a pupil with a medical condition is not the sole responsibility of one person. As a school we will provide an effective team of professionals that can help and support each other. Collaborative working arrangements between the class teams, the school nurse and the school paediatricians result in the medical needs of the pupil being met effectively.

## Administering medications via gastrostomy

- Both adults will have received Medication Awareness for Schools training.
- The adult administering the medication via gastrostomy must have received specific training to the child from the school nursing team in addition to attending external Medication Awareness for School training. A list of staff members who have been trained to administer medication via gastrostomy can be found in our gastrostomy competency database which is in the class medication file and kept with the School Nurse. If a student wasn't on any medications at the time of their team's initial gastrostomy training, then re-training will be required from the nursing team.
- Both members of staff are required to be present when medication is taken from packaging. Both members of staff are required to check the **name, dosage and expiry date** (Medication Record – Appendix TWO)
- One adult must check **6 Rights**.
- Staff member one administers the medication. Staff member two countersigns.
- All parts of the medication record must be filled in. It is the class lead's responsibility to ensure this.
- Please refer to the Infection Control policy to ensure safe practice.

## Administration of controlled drugs.

There are circumstances in school where we will be required to administer a controlled drug. **Controlled drugs that are subject to high levels of regulation as a result of government decisions about these drugs that are especially addictive and harmful.** NHS England

The controlled drugs we are most commonly required to administer are Buccolam and Morphine. Morphine in its liquid form is commonly called Oramorph. We need to take extra safety precautions when administering these drugs to ensure our safety and the safety of the child.

Please adhere to the following recommendations **in addition to the procedures of administering any medication.**

- Controlled drugs we are must be locked away in a medicine cabinet, in a cupboard

at all times. There are some instances where you need to carry the controlled drug on your person. This must be risk assessed on an individual basis with a member of SLT and H&S in line with the schools Health & Safety Policy.

- You must have a witness available from the moment the medication is taken from the cupboard, prepared, administered, recorded and locked away again.
- All recording of the administration of medication must be clear, concise and accurate.
- Do not walk around the school with Morphine without another witness. Do everything you can to administer Morphine in a safe classroom environment.
- All controlled drugs must be checked **every day** to ensure the drug is in date and has not been tampered with.
- Morphine expires 3 months after opening, ensure you are aware of this date and have requested more from parents/carers as soon as possible.
- As with all administration of medications, you must engage your full attention for the entirety of the administration and recording of controlled medication.

If you are unsure about anything in relation to the storing, administration and recording of controlled drugs, find a member of SLT and call The Specialist Medical T/A.

## **Emergency Medication**

Pupils needing emergency medication (Midazolam Buccal, Rectal Diazepam, Epi Pen, Salbutamol inhaler) must have a completed care plan (Appendix FIVE). These are to be followed and are available in pupil class medication files. Copies are also kept with the School Nurse, electronically.

Adults working with pupils who have an Emergency Medication Care Plan must have read and been signed off by the nurse when working 1/1. The school will provide regular training for staff in administering emergency medication.

This emergency medication must be readily available by the member of staff assigned to the child. The emergency medication can be stored within a labelled, lockable medicines cabinet in the student's classroom, and carried in a red bum bag when necessary. This is dependent of the individual need of the student.

If a child has a seizure in school and we are unable to administer emergency medication, then an ambulance will be called and parents/carers informed.

**It is the parent's/carers responsibility to inform the school if emergency medication (such as Buccal Midazolam) has been administered out of school within the past 24 hours.**

## **Emergency Use Inhaler**

**We have `Emergency Salbutamol Inhaler in School`**

**Permission forms have to be completed by parents for it to be administered.**

If a child's own Salbutamol inhaler is not available, we have an Emergency Use Inhaler in school. This is located at reception. Parents must have completed a separate permission form for this inhaler. All permission forms and administration records are kept with the inhaler.

## **Prescribed creams and ointments (including ear drops, nasal sprays and eye drops, nappy rash cream, vitamins):**

If a GP has prescribed any of the above medicines, they must be labelled with a pharmacy label. This must include the child's name, date of birth and dose/ regularity information. The school will only administer this medication following the pharmacy guidelines only.

Where possible, pupils will be encouraged to apply this medication themselves with staff prompting.

As with all medication, 2 members of staff need to complete the relevant forms.

## **Food and dietary supplements:**

Many of our pupils receive nutrition via enteral feeds such as Paediasure or Ensure. When school receive these feeds, the class staff will label each bottle with the student's name to illustrate ownership.

Any food supplements such as Procal, Duocal, Thick and Easy, Fortini products etc. must be clearly labelled by class staff and, where possible, a pharmacy label. Only dietary foods or supplements prescribed by the Dietician or Medical Practitioner can be given, not vitamins bought over the counter.

## **A supplement record must be completed each time a child receives a dietary supplement and/or food supplement**

Sachets often come without any labelling. All the labelling from the pharmacist is on the sachet box. If this is the case, check the batch number on the sachet is the same as the sachet box. Then write the number on the form with the name and dose.

Stocks should be monitored carefully and new supplies requested from parents/carers to ensure continuity of treatment.

## **Medication Folder**

Each class has a Medication file. Each student in the class must have their own section within the folder. This folder contains:

- Signing medication in & out of school record (Transporting Medication)
- Parental consent forms
- Medication administration records
- Supplement administration records
- Any additional records required for specialist care within school

This folder will also contain, where applicable, care plans and correspondence from medical professionals relating to the child's medication / supplement needs.

Completed records are to be given to Janet Cox (H&S Manager). For legal reasons records of all medicines administered must be stored until the pupil reaches 21 (this includes medicine administered on educational visits). For this reason, when a pupil leaves school all medicine forms should go into archive files which securely stored for seven years.

## **Transport**

All Medicines must be transported in childproof containers, zippy wallets, and be fully labelled. Class staff are required to complete the Transporting Medications Form (Appendix FOUR) to say the medication is leaving the school, then witnessed by another member of staff. This form is kept in school. The class staff must make the escort aware the pupil is carrying medication in their bag.

If medication needs to be transported to or from school or respite provision, a Transporting Medication to and from School form must be completed. (Appendix FOUR)

## **Storage**

All medicines must be stored in a marked, locked cabinet. This includes any medication adults are bringing into work for personal consumption. Classes who have controlled drugs (Buccolam, Diazepam, Oramorph) will have a separate cabinet for these medications. These must be clearly labelled and locked at all times. Class leads should ensure that everyone in the class team knows where the keys are kept. Medications must not be placed on the heated floor.

Some medications need to be stored in the fridge. There are specially designated fridges for medication around school.

## **Off-site activities**

It will be necessary to take and administer medicines to some pupils when out of school. This may be the pupil's regular medication or medication needed for an emergency condition such as epilepsy or anaphylactic shock. The same principles will apply and within the bounds of practicality, the same procedures regarding: storage, transport, recording, etc. It is the responsibility of class staff to ensure that any pupil medications are taken with them if they are going out on a school trip or outing.

Any emergency medication for pupils on an off-site activity must be kept in a red bum bag. This is to be carried by the adult working with them at all times. Within the red bum bag there is a copy of the medication care plan along with any other information needed to administer the medication.

For residential activities a specific medical consent form will be sent, as it is likely that medication over a 24-hour period will be different from that during the school day.

## **Start and end of term**

At the end of the school term (6 times a year) all medication should be returned to parents and carers. Class Lead should send home a new form with the medication at the end of every term. This is to ensure the medicines are the most up to date.

The parents or carers of pupils who are joining The Avenue School will be sent a copy of the Medicines Policy when the pupil is accepted at the school.

When medication is sent home at the end of each term a Transporting Medication to and from School form must be completed (Appendix FOUR).

A new consent form is to be completed annually or when meds change.

## Procedure and recording of Misadministration of medication

**SLT, Medical TA, H&S and parents / carers must be informed immediately when medication has been given in error.**

When a misadministration of medication has occurred follow these procedures:

1. If emergency medication such as Midazolam Buccal is given in error **dial 999** and observe the pupil.
2. If non-emergency medication is given in error, observe the pupil at all times and inform SLT, H&S and Specialist Medical T/A immediately.
3. Ring 111 for advice.
4. A 'Procedure and recording of Misadministration of medication' form will be completed. Forms are kept with Janet Cox
5. Call parents and notify them of the error. Record this call to parents
6. A debrief will start immediately/at the earliest possible opportunity.

## Infectious Illnesses.

If a child experiences diarrhoea or vomiting, the child must remain at home for **48 hours** from the last diarrhoea or vomiting incident. If a child experiences diarrhoea or vomiting as a result of a previously diagnosed illness, this will be managed on a case by case basis, in discussion with the class teacher and the Senior Leadership Team.

If a child has an infectious illness, The Avenue School will refer to the document from 'Guidance on Infection Control in Schools and other Childcare settings' from the Public Health Agency. (Appendix SEVEN).

## General anaesthetic

Any pupil who has had a general anaesthetic will need to remain at home for the first **48 hours**, as per NHS guidance.

## Review

This policy will be reviewed in the light of practical experience and additional guidance will be issued as appropriate. This may mean the policy is updated earlier than stated.

Any difficulties with the operation of this policy should be discussed with the Head or Deputy Head Teachers immediately.

## This policy also links to other policies on:

Health and Safety Policy