

## THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION

### POLICY AND PROCEDURE FOR ADMINISTRATION OF MEDICATION AND FIRST AID AT SCHOOL

NAME OF POLICY: ADMINISTRATION OF MEDICATION & FIRST AID		<b>FEDERATION</b> KSSS ONLY BPRU ONLY		POLICY NUMBER: H&S 2	
EFFECTIVE DATE: RATIFIED BY MC OCT 2021			*REVIEW DATE BY SLT: SEPT 2025 REVIEW DATE OF POLICY BY MC: OCT 2025		
AUTHOR OF POLICY: A.MALONE/KER			PERSON(S) RESPONSIBLE FOR REVIEWING/UP DATING:AM/KER		
DATE OF CHANGE	AUTHOR OF CHANGE	DESCRIPTION OF CHANGES		PAGE NUMBER OF CHANGES	NEW REVIEW DATE*
4.10.21	KER	CHANGE OF FIRST AIDER NAMES		2	
4.10.21	KER	ADDED IN USE OF EMERGENCY INHALERS DOC		3	

#### **POLICY STATEMENT:**

**‘At KSSS & Burton PRU we believe that everyone has the right to be safe, happy and respected in a friendly and stimulating environment. We promote high standards of teaching and learning with clear expectations of courtesy and behaviour. We value individuality and encourage all to achieve their full potential. Through working together and open communication we strive to prepare children to succeed in society.’**

#### **Introduction**

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

#### **Management and Organisation**

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When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a 'Permission to Dispense Medication 2014-2015' form available from the school office giving the child's name and date-of-birth, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication **must** be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the school office for reference by staff involved. In cases where the child's medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan be prepared if applicable by the school Nurse. In such cases, consultations on the Plan will include the school, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

The Head of School will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines. (AM is the lead on First Aid over the Federation – ensuring that all first aid supplies are up to date with the first aiders in each school. AM will offer advice to staff if and when required.)

Only those members of staff who have current First Aid qualifications will be required to give first aid on a regular basis; BUT in an act in of emergency – other staff will be asked to volunteer their services.

It is the responsibility of the Head of School/EHT and SLT to ensure that new members of staff receive appropriate training.

Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures.

A record should be kept of all the medicines and drugs administered by the members of staff responsible i.e. in the Medication Record Book. All medication administered must be recorded and witnessed by members of staff. IF a child refuses to have first aid treatment – it is also logged and shared with p/c. all first aid phone calls home are logged in Arbor.

**Members of staff available for administering medicines and drugs are the first aiders: (names may change over time – but all staff have completed first aid at work course)**

**KSSS: CH, LR, LH & KS**

**BPRU: AM; EK**

**Members of staff available to administer emergency medication: as above per site.**

### Advice on medication

Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Head of School can request that parents or carers keep the pupil at home if necessary.

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If the parent or carer requests that the school administer medication (prescribed and nonprescribed), the Head of School will allow this on the condition that the school's Permission to Dispense Medication form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent / carer to obtain verbal consent. A record will be kept in the medicine record book.

A telephone permission slip will also be completed by the member of staff.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff already named should administer the medication and a record kept. Staff will not under any circumstances administer drugs by injection and parents would be expected to attend to the pupil in school hours in such cases.

### School Trips

It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise. Additional RA will be required and placed in EVOLVE.

### Taking Medication on School Trips

It may be necessary to take medication for pupils on a school trip, i.e. Epipen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication **must** be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

### Inhalers for Asthma

Spare, individually named inhalers can be kept in the school office but parents should complete the school's Permission to Dispense Medication form, though it is for the student to personally take responsibility for the storage and use of these inhalers. **It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year / when the student leaves school to move on towards another setting.**

**Both schools have an emergency asthma inhaler to be used. Staff follow these guidelines:**



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n\_schools.pdf

### Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this case, the Headteacher is willing for named staff to administer the antibiotics supplied by the parent or carer. A Permission to Dispense Medication form should always be completed giving full instructions for

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administration of the medicine. **It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.**

### Diabetes

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes **must not** be left unattended if feeling unwell, or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's GP or Paediatrician and returned to the parents/carers when full for replacement.

### Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form is completed giving clear instructions to staff at the school. A record of all doses administered is kept in the first aid cabinets located in the staff rooms.

### Unusual Medications

In the case of unusual prescribed medicines, i.e. use of an **EpiPen**, this will be at the discretion of the Headteacher and Governors. In all cases, proper training will be provided by the Child Health service and parents will need to complete a Medication form accepting responsibility.

In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

### Nut Allergies/Anaphylaxis Procedures

Medication for the treatment of nut allergies will be kept in easily identifiable containers in the school office or individual classrooms. Each container should be clearly labelled with the child's name and class. (This is dependent on the care plan per student).

All medicines are stored on site in the first aid medical locked cabinet located in the Staff Room. Only accessible to staff & NHS staff.

**All staff are to be made aware of students who have nut allergies and their individual care plan requirements (i.e. No nut products onsite / No cooking with nut products).**

### Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should never take children to hospital in their own car - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

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### Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

### Storage of Medication

All medication must be stored in the designated medication areas i.e. the safe in the school office or the office fridge (depending on prescriber's instructions.) EpiPens and Inhalers should be readily available and not locked away (within designated first aid medical cabinet within school staff room.) Some children have EpiPen/Inhalers in their classrooms in accordance with the recommendation of their care plan.

### Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

### Summary of Procedure to Dispense Medication

- Permission to dispense medication form **must** be completed by the parent / carer.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- 1 member of staff to check that the other member of staff who is administering the correct medicine, dosage, time, taken etc to the student. BOTH members of staff to sign that the medication has been taken.
- Recommended / prescribed dose will **not** be exceeded without written permission from a medical professional.
- All medication given must be recorded and witnessed on the Student's Medical forms. It will be the parent / carers responsibility to collect medication at the end of each school day where necessary.
- Medication being taken out of school on trips or visits must be logged in and out with the school office and be the responsibility of a member of staff at all times.

### STUDENTS WHO HAVE ON GOING DAILY MEDICAL NEEDS:

Students who need to have access to any form of drugs/equipment etc on school sites – that are used on a daily basis – will have a care plan record signed by Head of School, Student, Next of Kin.

### SCHOOL NURSE:

Head of School will contact the School Nurse to seek other medical guidance / support / training as required.