

MENGHAM JUNIOR SCHOOL



Administration of Medicines Policy

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Ratified by Governors: Autumn 2020

Review: Every Two years

Review Date: Autumn 2022



Mengham Junior School Administration of Medicine Policy

Policy Statement

Mengham Junior School will undertake to ensure compliance with the relevant legislation and guidance in *Managing Medicines in Schools and Early Years Settings* published by the Department of Health with regard to procedures for supporting children with medical requirements, including managing medicines. Odele Davies and Edd Harrison, who are the responsible managers, hold responsibility for all administration of medicines at Mengham Junior School. Delegation for the day-to-day administration of prescribed medicines is given to Stephanie Latham. All new parents are required to complete a questionnaire regarding Medical Information.

It is our policy to ensure that all medical information will be treated confidentially by the responsible managers and staff. All administration of medicines is arranged and managed in accordance with the *Managing Medicines in Schools and Early Years Settings* document. All staff have a duty of care to follow and co-operate with the requirements of this policy. It should be read in conjunction with the policy Supporting Children with Medical Conditions.

The Headteachers will check record keeping each term and report back to the resources committee. The Health and Safety Governors' team will monitor this as part of their annual audit.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration

The administration of medicines is the overall responsibility of the parents. The Headteachers are responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the

parents. Inhalers are kept in the child's classroom cupboards in a named bag. A child may access these when required.

Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents.
- On occasions when children require paracetamol, it is our policy to administer providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in the *Managing Medicines in Schools and Early Years Settings* document.
- Before being administered, parents are contacted for verbal permission checking when they last had paracetamol and whether it may interact with other medication the pupil may be on. A record sheet is completed of the phone calls/text messages made, recording who was contacted, date, time, reason and phone number.
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor.
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned.

Controlled Drugs (CD's)

All schedule 2 controlled drugs must be kept in a non-portable locked container and only named staff should have access. The container should only contain controlled drugs. A second member of staff must provide witness to the drug being administered.

Parents/carers sign when the balance of drugs is returned to them.

The controlled drugs form is used for recording as it requires the balance of the drugs to be recorded.

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Oral medication for major fits
 - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

Oral syringes are the most accurate method of measuring liquids. They come with a plastic adapter. Both the syringe and the adapter can be washed in fresh warm soapy water for repeated use.

If a child refuses to take medication, the parents will be informed at the earliest available opportunity.

Staff sign all record sheets in full.

When administering medicines, staff will ask the pupil their name and then follow the following check list:

1. Touch the pupil's name on the pharmacy label and the administering medicine chart - do they match?
2. Touch the name of the medicine on the label and the administering medicine chart - do they match?
3. Touch the strength of the medicine on the label and the administering medicine chart - do they match?
4. Touch the form of the medicine on the label administering medicine chart - do they match?
5. Touch the directions on the label and the administering medicine chart - do they match?
6. Check the expiry date/discard-by-date - is the item in date?

Paperwork Retention

All paperwork relating to a child's medical needs including record sheets and permission forms etc. are to be sent with the pupil's other records when a pupil leaves our school.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Informing parents

Parents will be informed by phone if their child has been seriously injured or is unwell at school and requires collection. In the event of a head bump, or another more serious physical injury, a letter will be sent home to inform parents so they can monitor at the child at home (see appendix). For children who are looked after (LAC) a letter will always be sent home informing carers of injuries, even less significant injuries.

Medical Accommodation

The medical room will be used for medicine administration/treatment purposes. The room will be made available when required.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and

guidance from a competent source will be sought before commitment to such administration is accepted. A 'staff training record' sheet will be completed to document the level of training undertaken. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals. A standard risk assessment will be carried out annually.

Insurance

Staff at the school are indemnified under the County Council self-insurance arrangements. The County Council is self-insured and have extended this self-insurance to indemnify school staff who have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Storage

The storage of medicines is the overall responsibility of the Headteachers who will ensure that arrangements are in place to store medicines safely. The storage of medicines will be undertaken in accordance with the *Managing Medicines in Schools and Early Years Setting* document and product instructions. Medicines should be stored in the original container in which they were dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities. When receiving medicine from parents/carers, staff record the date the medicine is received and the date it is returned, the quantity and its expiry date.

When a medicine is opened for the first time it is best practice to record the date it was opened.

Item	Shelf life once opened
Oral liquids	6 months
Creams packed in tubes	3 months
Creams in jars/pots	1 month
Ointments packed in tubes	6 months
Ointments packed in jars/pots	3 months
Eye drops (that contain preservatives)	28 days

Fridge

Due to storing insulin and antibiotics in the Medical Room fridge, daily minimum and maximum temperatures are recorded.

Disposal

It is not Mengham Junior School's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal. 'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be arranged locally as appropriate.



Medicines Administration Record Mengham Junior School

First name	Surname	D.O.B	Class

Medicine name	Strength	Form (e.g. syrup/tablets)	Amount needed	At which time(s)

Date	Quantity received	Quantity returned	Expiry date	Signature*

Day	Month:		Year:	Month:		Year:
	Time	Amount	Signature	Time	Amount	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

* Medicines received/returned. Staff signature with optional co-signature from parents/carers/the pupil. If the pupil refuses their medication then please inform their parents/carers on the same day (or as soon as is practical) and record 'refused' in the amount column.



Parental agreement for setting to administer the medicine overleaf.

Dear parent/carer,

We require your written permission to administer any medicines in school.

Please do not decant medicines into other containers. We can only accept medicines in their original container as dispensed by the pharmacy, otherwise we might miss important instructions and warnings.

If your child refuses to take the medicine, we will make every effort to inform you on the same day.

Please hand the medicine over to a member of staff personally.

For any medicines required on a long-term basis, ask the pharmacy if they can supply a separate labelled supply just for the school (they might need another prescription to do this). We can then keep a separate supply at school without the need for you to send medicines in each day.

What type of help does your child need with this medicine (mark as appropriate):	
<input type="checkbox"/> I need someone to administer this medicine to my child	
<input type="checkbox"/> They can take the medicine themselves, but need the following supervision from staff:	
Are there any side effects that the school/setting needs to look out for?	
Parent/carers name	
Signature	
Relationship to pupil	
Daytime (mobile) telephone no.	



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Signature	
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Daytime (mobile) telephone no.	

First Aid Report Sheet

Date: Child's Name:

Incident Time: Before/After school Break Lunch PE Lesson Time

Illness/minor injury.....

Football related –

Other equipment related –

Trim Trail –

Bumps/falls/trips -

Other -

Treatment

Follow up action: Letter Home Phoned parents for advice Other:

Full Name of First Aider (NOT Initials).....

Date: Child's Name:

Incident Time: Before/After school Break Lunch PE Lesson Time

Illness/minor injury

Football related –

Other equipment related –

Trim Trail –

Bumps/falls/trips -

Other -

Treatment

Follow up action: Letter Home Phoned parents for advice Other:

Full Name of First Aider (NOT Initials).....

Staff Training Record – Administration of Medicines

Name of school	MENGHAM JUNIOR SCHOOL
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Mengham Junior School

Palmerston Road, Hayling Island,
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Tel: 023 92462162

E-mail: adminoffice@mengham-jun.hants.sch.uk

Website: www.menghamjunior.co.uk

Date:

Dear Parent/Carer

We regret to advise you that sustained the following
injury at school today:

.....
.....
.....

The incident happened at:

**We were unable to contact you for advice or to collect your child and given below
are details of the treatment that was given.*

**We did not feel it necessary to contact you during the day and given below are
details of the treatment that was given.*

.....
.....
.....

If you have any worries or concerns please contact your family doctor for further
advice.

Yours sincerely

Signed:

Post held:

Parent/Carer Communication Record Sheet for Medical Reasons



Date & Time	Name of Child	Parent/Carer Name Contacted	Phone / Text number	Medicine	Time Medicine Last Administered	Verbal Permission	Reason for Communication
			Phone:				
			Text:				
			Phone:				
			Text:				
			Phone:				
			Text:				
			Phone:				
			Text:				
			Phone:				
			Text:				
			Phone:				
			Text:				
			Phone:				
			Text:				

Informing parents

- A record sheet is completed of the phone calls/text messages made, recording who was contacted, date, time, reason and phone number.
- Parents will be informed if their child has been unwell at school.
- Sometimes pupils say they feel unwell and come to the medical room but later they feel better and return to class. If this should happen, the school will text home to let their parent/carers know and record it on the Communication Record sheet.