



BARBARA SPEAKE SCHOOLS for PERFORMING ARTS

Administering Medication in Schools

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policies@barbaraspeake.com

Introduction

Legally schools are not compelled to administer medication to students because of the risks involved and possible legal consequences. However, it is the school policy wherever possible to assist the children and parents by administering prescribed medicines in school time in the school office's presence.

The school is responsible for monitoring and reviewing the policy in the light of further developments and it will be reviewed periodically.

The policy applies to students of the full-time school only.

The purpose of the policy is to ensure that students of the full-time school who have medical needs receive the proper care and support they require.

Implementation

The proprietor of the school and the head teacher are responsible for the implementation of the policy and must identify these staff that will be responsible for managing and administering prescribed medicines (the responsible persons). The above managers must ensure that such identified staff receives appropriate training in administering medication.

Arrangements

In general, the underlying principle adopted by the school is to **avoid administering medicines wherever possible** and to encourage parents or guardians to ensure medicines are administered to their children before arrival at the school and after they have left.

In circumstances where this is not possible for instance where it would be detrimental to a person's health if the prescribed medicine were not administered during the time that the person was in the care of the school, then the written consent of the parent(s) or guardian(s) must be obtained. Written consent must be obtained using forms issued by the school for this purpose. Where consent has been obtained for the administration of prescribed medicines by the school staff then the following will apply:

1. Only authorised staff may administer prescribed medicines.
2. Such authorised staff must be trained to an appropriate standard.
3. The member of staff administering prescribed medicines should check
 - a. Recipient name
 - b. Prescribed dose
 - c. Expiry date
 - d. Written instructions provided by prescribers on the label or container
 - e. Whether the student has taken any other medication that day

If there is any doubt about any of the procedures the member of staff should check with parents, guardians or a health professional before taking further action.

Staff involved must keep records each time they administer medication using the medication file which is kept in the school office. The record sheet that had to be completed is attached to show what information is recorded.

Wherever possible the required dose of medication should be brought each day. The prescribed medicine must be handed directly to the school office.

Where this is not possible medicines should be stored as follows:

- a. Large volumes should be avoided.
- b. In accordance with product instructions, paying particular note to temperature
- c. Containers should be clearly labelled with the student's name, name and doses of medicine and frequency of administration.
- d. Where a recipient needs two or more prescribed medicines each should be in a separate container and clearly labelled as above.
- e. Medicines should always be in their original container including the prescriber's instructions for administration and dosage.
- f. Medicines will be stored safely in a secure place, preferable locked and not accessible to unauthorised persons. The designated secure safe storage area is in a cupboard in the office.
- g. Where appropriate the student should know where their medication is stored and who holds the key.
- h. If medication that a student might need in an emergency is locked away all relevant staff should know where to access the key.
- i. Parents should collect medicines held at the end of each term (unless otherwise agreed e.g. for long term asthma medication) and parents are responsible for the disposal of date expired medicines.

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

All relevant staff should know where to obtain first aid and how to summon the emergency services.

Where a student is taken to hospital by ambulance they should be accompanied by a member of staff who should remain with the person until a parent or guardian arrives.

The proprietor of the school and nominated responsible person at the school will be responsible for coordinating and sharing any information on a student, having regard to any statutory limitations in relation to data protection and local rules with regard to confidentiality.

Where a recipient refuses to take prescribed medication school staff should not force them to do so but should inform the parent(s) or guardian(s) as a matter of urgency. If necessary the emergency services should be called.

Parents must fill in and return the medication consent form, giving permission for medicine to be administered at school.

No medication will be dispensed without a completed and returned Medication Consent Form.

On the advice of the National Asthma Campaign, we have decided to allow asthma sufferers to keep their medication with them at all times.

These rules must be followed:

1. All asthma medication must be kept on the student in either their blazer or tracksuit

- pocket. It must not be left in their school bag.
2. Spare asthma medication must be left with the school office in case the student leaves their medication at home.
 3. If asthma medication is used throughout the day the office must be informed of the time it was used.

The following information is given to all parents:

School Medication policy & Procedure

As a general rule and following DCSF recommendations we prefer not to be involved with dispensing any form of medication in school. Legally, schools are not compelled to administer medication to students because of the risks involved and possible legal consequences. However, we realise there are times when students would be prevented from attending school if they were not allowed to take certain medication during the school day. Our policy and procedure has been drawn up with regard to the fact that many of our students have very long journeys to school and it is simply not practical or possible to ask parents to come into school to administer medication to their own child whenever required or for students to go home to take medication during the school day.

We ask for your help and support of our policy in the following ways:

1. Prescribed medication: if it is possible to arrange that all doses of a prescribed medication are taken at home, before and or after school then this should be done. If this is not possible and one or more doses or a prescribed medication have to be taken during school hours please could you adhere to the following guidance:

The prescribed medication must be handed into the school office and must be in the original container as dispensed by a pharmacist who includes the prescriber's instructions for administration and dosage. This must also be accompanied by a note from you explaining exactly what dosage needs to be taken at what times during the school day. The student is then responsible for going to the school office at the appropriate times to take their medication.

Thank you for your cooperation over these issues.

Educational Visits

In accordance with the *Code of Practice for Safety in Site Visits and Fieldwork* it is necessary to undertake an assessment of the risks to the health and safety of those taking part and also those who might be affected by the activity. It will be necessary therefore that as part of the planning process for educational visits and trips away from the school that the medical needs of students are taken into account. Specific measures may be necessary to support students who take medication.

All staff participating in the educational visit must be aware of the medical needs of the students and any agreed medical emergency procedures. A member of staff should be trained where necessary to administer medication and take the lead in the event of a medical emergency.

The parent or guardian of the student must provide the following details well in advance of

the educational visit:

1. Details of the medical condition
2. Emergency contact numbers
3. GP details – name, address and phone number
4. Written details of any medication required (instructions on dosage/times and written permission for staff to administer)
5. Written permission if the student will administer their own medication
6. Information on allergies or phobias
7. Special dietary needs

Dance Activities

Most people with medical conditions will be able to participate in dance commensurate with their own abilities. Any restriction on a student's ability to take part in dance should be held on record. Staff supervising any physical/sporting activities should be aware of medical conditions and emergency procedures.

EpiPen

A student with this medical need should be able to enjoy all the benefits of school attendance. This policy also relates to any person regularly in the building. At the beginning of each school year the parent should meet school staff to document and review each student's needs and write an action plan which specifies each parents and staff member's responsibilities.

Parents must supply two fresh EpiPens for the school. Periodically these must be checked by the school office for the expiration date and discoloration and parents must replace them as necessary.

Students can carry their own EpiPen after appropriate training and with a parent's and doctors' authorisation.

Medicines legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there's is an exemption to this restriction which means in an emergency, a layperson is permitted to administer it by injection for the purpose of saving life. The use of an EpiPen to treat anaphylactic shock falls into this category.

Therefore, first-aiders may administer an EpiPen if they are dealing with a life threatening emergency in a casualty who has been prescribed and is in possession of an EpiPen and where the first aider is trained to use it.

Staff should be reassured that they understand the practices and procedures and know what to do.

Staff should receive the information and training the enables them to identify allergic students, take necessary precautions, recognise an allergic reaction, use an EpiPen properly and to take steps for emergency follow up for the student in the class room, on a school trip or out working.

There should be frequent retraining of staff, especially new staff. In each class with a student at risk of anaphylaxis, a member of the office staff should arrange a training session to discuss food allergies, bee stings and EpiPens. The Yellow Cross Company supplies

holders, for example, with a very solid tube, which holds one EpiPen. Using this, or one similar style, can avoid risk by preventing accidental damage to the pen by the student or by others in the class. It is very important that the pen is kept intact. If a person is accidentally injected by the EpiPen there could be serious consequences so immediate visit to hospital is essential.

Anaphylaxis shock and the administration of adrenaline were covered during 2019 first aid training. All new staff will be trained during their induction period, or as soon as possible after induction.