



## **Administration of Medicines Policy Including Early Years Foundation Stage**

Aim: To ensure safe storage and administration of medication to pupils and staff by the nurses and secretarial staff.

### **Storage**

All medications are kept in a locked cupboard in the Medical Room. Medicines that require refrigeration are stored in the designated fridge in the Medical room.

### **Disposal of medicines**

Any unused prescribed medications and any out of date Over the Counter (OTC) medications are taken to the pharmacy for disposal. The cupboards are checked for surplus and out of date medications at the end of every term.

### **Non- Prescribed Medications**

These are available for pupils and staff. The secretaries have access and are trained, by the school nurse, to give the attached list of medications. They sign a homely remedies protocol as an agreement. An example of the homely remedies protocol (Administration of Medication Protocol) is attached – Appendix 1. Non-prescription medication e.g. pain and fever relief, may be administered but only with the prior consent of the parent and only when there is a health reason to do so. A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor. School will arrange who should administer medicines, either on a voluntary basis or as part of a contract of employment. If a child has a fever greater than 37.4°C, they should be sent home.

### **Prescribed Medications**

Medication prescribed by a doctor should be administered according to the instructions on the individual medication and **only given to the named pupil to whom it has been prescribed**. They should be kept in their original container. The original dispensing label must not be altered. The protocol should be the same as for non prescribed medications. A medication form is completed by the parent. The administration is recorded in the medication record book (Appendix 2).

The school should ask parents about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. If the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

### **Adverse reactions**

If a pupil experiences adverse reaction to a medication do not give any further doses until instructed to do so by the doctor. A medical incident form should be completed. See Appendix 3

**If a serious reaction occurs medical attention should be sought immediately.**

An adverse reaction should be reported the school nurse who will report to the Medicine and Healthcare products Regulatory Agency ([www.mhra.gov.uk](http://www.mhra.gov.uk))

### **Medicines given in error**

If an error is made with any medication advice must be sought immediately. During the day contact the school doctor 01752 205555 or Boots Pharmacy 01752 663590. A medical incident form should be completed explaining the error and any action taken. See Appendix 3.

### **Medication brought into school by the pupils**

There are risks that prescribed medications will interact with medications purchased over the counter which could cause harm. Herbal or traditional medications could interact with the prescribed or over the counter medications. **Over the counter medication should never be given to a pupil who has taken their own medicine.**

A record will be kept of any medications that the pupils bring into school. It is the school's policy that the pupils do not bring in their own medications unless they are prescribed.

### **Administration to save a life**

In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be given or supplied without the direction of a doctor, or without there being a patient group directive PGD, for the purpose of saving life. In an extreme emergency a medication e.g. adrenalin would be given. (Article 7 of the Prescription Only Medicines (Human Use) Order 1997).

From November 2014 the school, on both sites will keep a Salbutamol inhaler and spacer for the use of any child who has been diagnosed with asthma. This inhaler and spacer will be supplied by the school nurse. It will be kept at the main school in an inhaler box outside the health centre. The Prep school will have an inhaler and spacer stored at reception and at various sites around the school. There will be a list of students who can have the inhaler administered to them in the emergency box with the inhaler and spacer.

The Salbutamol inhaler can only be given to a child for whom a written parental consent for use of the emergency inhaler has been given. These children will both have been diagnosed with asthma and will have been prescribed an inhaler, or they will have been prescribed an inhaler as a reliever medication.

The government guidelines – Guidance on the use of emergency salbutamol inhalers in schools September 2014 will be followed.

From October 2017, both school sites will keep an Adrenalin Pen which can only be used for someone with a known anaphylaxis.

### **Recording**

Medications are recorded to provide a complete audit trail for all medications. Signatures are kept of every person who administers medication. The records are checked frequently by the school nurse. Any medication given should be witnessed by another member staff, if no one is available then this should be documented.

The Headmaster is aware of the methods used to keep records, and reviews the records himself on a monthly basis.

### **Controlled drugs**

In the unlikely event of this situation controlled drugs (CDs) would be stored in the medical room in a locked cupboard. The drugs are brought in by the parents or pupil for day pupils. It is not always practical for two staff members to be present when a CD is administered, but a record of the amount given and the balance remaining is kept in a bound record book with numbered pages. There is a separate page for each person. CDs are disposed of by returning them to the pharmacy and a record of the returns kept in the CD record book. The school nurse would be advised.

### **School trips**

When a group of students goes off the school site, a first aid bag should be taken. The contents will be adapted to the type of trip the students are attending. The Prep school will take Liquid Paracetamol and Chlorphenamine (Piriton), the Teacher must phone Reception to obtain authorisation before any medication is given. Reception staff will contact the parents to get the authorisation & then let the Teacher know. It must then be recorded on the forms held at Reception.

### **Morning Care and Aftercare**

The above procedures should be followed.

### **Holiday Club**

All medicines are stored in a locked cupboard and any requiring re Fridgeration are kept in the fridge in the Medical Room. Medicines are brought into school each day as necessary and are not stored overnight. The Team Leader or Deputy should administer medicines. All medications are recorded in a book kept in the locked cupboard. All other practices and procedures are followed as during the school day.

Mrs N Lane  
School Nurse

Reviewed: November 2017  
Review Date: November 2018

## Administration of Over the Counter Medication Protocol

### Medications available and reasons for administration

The medications kept in a locked cupboard at reception are as follows:-

Medication	Reason for administration
Paracetamol 500mg -	Headaches, period pains, pyrexia, toothache, migraine, muscular aches and pains, neuralgia, colds and flu. <b>To staff only.</b>
Ibuprofen 200mg -	Taken preferably with or after food. For relief of rheumatic and muscular pain, pain of non-serious arthritic conditions, back ache, neuralgia, migraine, headache, dental pain, period pains, relief of feverishness, colds and influenza. <b>To staff only.</b>
Liquid paracetamol 2 Months + -	For pain relief and fever relief to pupils between 3 years and 6 Years
Liquid Paracetamol 6 + Years -	For pain relief and fever relief to a pupil 6 years and over.
Piriton	Antihistamine for hay fever/allergic reaction
Generic Epipen - & Asthma inhaler	Either are only to be used on existing pupils know to have conditions that require them. <b>N.B: If you suspect either could be useful in another emergency situation – you must dial 999 and gain authorisation from the paramedic to administer.</b>

### Procedure

When issuing a medication the following procedure should be followed:-

- The reason for giving the medication should be established.
- The parents contacted by phone for permission to administer medication. (If the parents are not available, other contact numbers should be tried). In the event of not being able to make any contact by phone the first aider should use their judgement and check for written permission on the joining papers.
- Allergies are checked for on the administration system.
- The medication is in date.
- The student should be seen to take the medication by the person issuing it.
- The student's name, the reason for the medication, the medication issued, the dosage, the date and the time should be noted immediately in the record book.

**Staff administering medication**

**Name**

Signature sample

Initial sample

**Trained by**

**Date**

## PARENTAL PERMISSION FOR MEDICATION

\*\*To be completed before medication can be given\*\*

Pupil's name & form	
Name of the medication & reason for medication	
Possible side effects	
Start date and Expiry date	
Dosage to be given	
Time to be given	
Time of last dosage given at home	
Parent signature	
Date	
Parents please note: the school should not give the first dose of new medication to a child because of possible allergic reactions	
<p><b>EYFS Parents must be informed when collecting their child that medication has been given, and sign the medication record to this effect.</b></p> <p>Signed.....</p> <p>Date &amp; time.....</p>	

# Medical Incident Form

This form is to be used when a medication has been given in error or when a pupil has had an adverse reaction to a medication.

**Pupils Name**

**Date**

**Medication given**

**Explanation of the incident**

**Action taken**

**Outcome**

**Follow up**