

## Administration of Medicines

*Approved by Governors: 13 December 2017*

*Review: 13 December 2020*

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### 1. POLICY STATEMENT

The purpose of this policy is to ensure the safe and appropriate administration of medication to students with special provision for students with medical needs within the school. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with cystic fibrosis. Other children may require medicines in particular circumstances, for example severe allergies or asthma.

Allowing students to take medication at school will minimise the time that they need to be absent and look after their wellbeing.

This policy has been written in line with the DfE “**Supporting pupils at schools with medical conditions.**”

### 2. PURPOSE

This policy seeks to support students with both long-term and short-term health needs. The school will aim to minimise any disruption to the student’s learning as far as possible and work with parents/carers and health professional to ensure this.

This policy covers ALL students at Torquay Girls’ Grammar School.

### 3. SCOPE

#### Non-Prescription Medicines

Staff should never give a non-prescribed medicine to a child unless there is a specific prior written permission or (in some cases verbal permission may be required) from the parents/carers. **A child under 16 years should never be given painkillers (eg paracetamol or ibuprofen) unless prescribed by a doctor or directed by a parent/carer.**

#### Prescribed Medicines (including Controlled Drugs)

Prescribed medicines or controlled substances which have not been prescribed by a medical practitioner will **not** be administered in school. Prescription medicines should only be taken during the school day when essential. School will only accept prescribed medicines that are in date, labelled and intact, provided in the original container as dispensed by a pharmacist and include instruction for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Medicines will only be administered according to the instructions on the pharmacy label and with written parental consent (Appendix 1).

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Qualified school staff may administer a controlled drug to the student for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

A student who has been prescribed a controlled drug may legally have it in their possession. It is permissible for school to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed. Prescription medication cannot be administered to any other individual than that named on the medicine label. School should keep controlled drugs in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes. The medicines and relevant paperwork will be kept in a locked cupboard in the Main Reception Office.

A controlled drug, as with all medicines should be returned to the parent/carer when no longer required. At the end of each school year ALL medicines will be returned home with the appropriate paperwork. In the instance that a medicine becomes out of date parents will be notified.

## **Short-Term Medical Needs**

The school will administer medicines, for example, to finish a course of antibiotics. Allowing students to do this will minimise the time that they need to be absent however such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day. Antibiotics required three times a day can be given in the morning, after school and at bedtime.

## **Long-Term Medical Needs**

It is important to have sufficient information about the medical condition of any child with long-term medical needs. This information should be shared with school via an Individual Health Care Plan (IDP) which can be obtained from the School SEND Team.

Long-term absences due to health problems can affect a student's educational attainment, impact their ability to integrate with peers and affect their general wellbeing and emotional health. Where a student is absent from school for a period of time or is on a phased return appropriate and timely school work will be sent to the student. This will be in consultation with the student, parent/carer, teacher(s) and relevant healthcare professionals.

## **Administering Medicines**

No child under 16 may be given medicines without their parent's written consent (See Appendix 2) and this must be completed by the parent giving permission for medicine to be administered by staff. Any member of staff giving medicines to a child must check:

- The student's name.
- Prescribed dose.
- Expiry Date (where available, if no dispensing date, should not be more than 12 months ago).
- Written instructions provided by the prescriber on the label or container or as directed by the parent/carer.

The information on the printed container label must correspond with information provided by parent(s)/prescriber. If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue

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should be discussed with the parent, if appropriate, or with a health professional attached to the school (School Nurse).

Staff must complete and sign a record (See Appendix 2) each time they give medicine to a student.

## **Self-Management**

Wherever possible, students should be allowed to carry their own medicines and relevant devices. Students, who are able, will be encouraged to manage their own medicines this will generally apply to relief of treatments such as asthma, diabetes etc. Other medicines must be kept in secure storage in the Main School Reception Office.

## **Epipens and Other Emergency Medication**

All staff will be given appropriate training in the administration of emergency medication where necessary in conjunction with the School Nurse or other medical professionals.

Arrangement will be made for immediate access to any emergency medications, eg. Epipens. Emergency medication is held with the locked cupboard held in the Main School Office. The key is held in the key cabinet in the same office and can be obtained from a Reception Staff member or the Head's PA.

## **Records**

School will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted (Appendix 2). This will then be reported back to the parent/carer who in turn should report any side effects back to the manufacturing pharmaceutical company.

A full itinerary of all medicines held at school is maintained by the School Receptionist on a spreadsheet held on a secure drive. This information can also be accessed by other key members of staff.

### a) Individual Healthcare Plan (IHP)

Where a student needs to take medication in school for an extended period or has an ongoing condition, an IHP will be put in place. This will be agreed jointly by the school and parents/carers with the advice of health professionals where appropriate. Parents should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication. IHP's are kept on SIMs.

### b) SOE3

ALL students (Year 7-13) are required to complete this form. The purpose of the Form is to provide staff with essential medical and Health and Safety information about every student. This form will be taken on any off-site school trip(s) which a student is involved with. This form can be accessed from the school website:

<http://www.tggsacademy.org/sites/all/themes/footprints/downloads/SOE3.pdf>

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## Storing of Medicines

Medicines should be stored in their original containers and refrigerated where necessary in the dedicated locked fridge held in the Main School Office.

All other Medicines will be stored in a locked cupboard held in the Main School Office to which named staff will have access. Records of medicines received, administered and return to parent/carer will be maintained by staff. Fridges used to store medicines should have temperatures (between +2°C to +8°C) monitored and alarmed where possible.

Students need to be aware of where their medicines are kept.

## Educational Visits

All medicine required by students on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by students will be in the safe care of a nominated adult. Complex medical needs for specific students may necessitate a health plan for the visit. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. The staff member in charge of the trip/visit is responsible for making enquiries regarding emergency medication for students from the Educational Trips Administrator.

## Sporting Activities

Risk assessments of medical needs of individual students will be required and awareness of relevant medical conditions and any preventative medicine that may be needed to be taken, knowledge of emergency procedures and immediate access to their medicines (such as asthma inhalers).

## Contacting Emergency Services – Request for an Ambulance

Dial 999. Ask for an ambulance and be ready with the following information:

- Location: **Torquay Girls' Grammar school**
- Telephone number: **01803 613215**
- Postcode: **TQ2 7DY**
- Address: **30 Shiphay Lane, Torquay, Devon**
- Patient's Name, Date of Birth, location within school and brief description of symptoms (if known).
- Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient on arrive.

Remember, to speak clearly and slowly and be ready to repeat any information if required.

**DO NOT END THE CALL UNTIL TOLD TO DO SO BY THE EMERGENCY SERVICES**

## Roles and Responsibilities

### a) The Governing Body:

- *Must* ensure that arrangements are in place to support pupils at school with medical conditions.
- *Should* ensure that school leaders consult health and social care professionals, pupils and parents/carers to ensure that the needs of students with medical conditions are properly understood and effectively supported.

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b) The Headteacher

The Headteacher will ensure that all staff receive appropriate support and training and be aware of this policy. Also, to inform parents of the policy and its implications.

c) Teachers and Support Staff

All staff should be aware of the possible medical risks attached to certain students and be aware of how to deal with an emergency. All staff will undertake the required training within school to support the implementation of this policy. The member of staff administering the medication must inform the student's parents.

d) Parents/Carers

Parents must supply school with sufficient up-to-date information about their child's medical needs. Parents must be aware that medicines will ONLY be accepted by school with a completed and signed "Administration of Medicines in Schools" green form (which can be downloaded from the TGGS website) with the medicine in the appropriate condition.

e) Pupils

It is the responsibility of the students to follow all medical protocols within school. All school staff hold a responsibility for ensuring that students comply.

f) First Aiders

It is the role of the school First Aider to help an injured or ill students, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or go to hospital, preferably with their parent/carer. A First Aider must hold a valid and current certificate (See Appendix 3).


g) SEND Department

The SEND department are responsible for keeping an up-to-date list (at the end of the SEND register) of all students with medical needs. This information is taken from IHP's which parents are responsible for updating as appropriate. IHP's are stored centrally on SIMs.

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## Appendix 1

### PARENT/CARER CONSENT FOR ADMINISTRATION OF MEDICINES TO STUDENTS

<p><b>NOTES OF GUIDANCE</b></p> <ol style="list-style-type: none"><li>1. The Head Teacher (or his/her nominee) will only administer medicines prescribed by a doctor.</li><li>2. This form should be completed by the parent or guardian of the pupil and be delivered personally, together with the medicine, to the Head Teacher or his/her nominee.</li><li>3. The medicine should be in date and clearly labelled with:<ol style="list-style-type: none"><li>(a) its contents;</li><li>(b) the owner's name;</li><li>(c) dosage;</li><li>(d) the prescribing doctor's name.</li></ol></li><li>4. The information given overleaf is requested in confidence, to ensure that the Head Teacher is fully aware of the medical needs of your child.</li></ol> <p>While no staff member can be compelled to give medical treatment to a pupil, it is hoped that the support given through parental consent, the support of the Council through these guidelines, and the help of the School Medical Service will encourage them to see this as part of the pastoral role. Where such arrangements fail it is the parents' responsibility to make appropriate alternative arrangements.</p>	<p> EDUCATION SERVICES DIRECTORATE <span style="float: right;">EDIS 94</span></p> <p style="text-align: right;"><b>ADMINISTRATION OF MEDICINES IN SCHOOLS</b></p> <p>Name of school .....</p> <p>Name of pupil .....</p> <p>Address .....</p> <p>.....</p> <p>Medical condition of pupil .....</p> <p>Name of prescribing doctor.....</p> <p>Medicine .....</p> <p>Dose ..... Frequency of dose .....</p> <ol style="list-style-type: none"><li>1. I confirm that the above medicine has been prescribed by a doctor, and that I give my permission for the Head Teacher (or his/her-nominee) to administer the medicine to my son/daughter during the time he/she is at school.</li></ol> <p>Signed ..... (Parent/Guardian/Person with parental responsibility)</p> <p>Date .....</p> <ol style="list-style-type: none"><li>2. I give my permission for my son/daughter to carry their asthma inhaler with them whilst at school and to manage its use.</li></ol> <p>Signed ..... (Parent/Guardian/Person with parental responsibility)</p> <p>Date .....</p> <ol style="list-style-type: none"><li>3. I give my permission for my teenage son/daughter to manage the use of his/her own pen injector for diabetes</li></ol> <p>Signed ..... (Parent/Guardian/Person with parental responsibility)</p> <p>Date .....</p> <p>(See notes of guidance overleaf).</p>
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## Appendix 2

### Record of medicine administered to an individual child

Name of school/setting  
Name of child  
Date medicine provided by parent  
Group/class/form  
Quantity received  
Name and strength of medicine  
Expiry date  
Quantity returned  
Dose and frequency of medicine


Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


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## Appendix 3

### LIST OF QUALIFIED FIRST AIDERS



#### LEVEL 3 FIRST AIDERS

*Three Day First Aid at Work Training*

<b>Name</b>	<b>Type of Certificate</b>	<b>Expiry</b>
Miss Zoe Beard	Level 3	July 2020
Miss Sophie Bucklar	Level 3	July 2020
Dr Nigel Coles	Level 3/ 2 day Outdoor	September 2019
Miss Lucy Fray	Level 3	July 2020
Mrs Sadie Greaves	Level 3	July 2020
Mr Gordon Neighbour	Level 3	February 2018
Ms Christina Oyo	Level 3	May 2018
Miss Chloe Prince	Level 3	July 2020
Mr Andrew Strachan	Level 3/Outdoor	July 2019
Miss Ruth Thompson	Level 3	July 2020
Mr Nat Twelves	Level 3	July 2020

#### LEVEL 2 FIRST AIDERS

*One Day Emergency First Aid Course*

<b>Name</b>	<b>Type of Certificate</b>	<b>Expiry</b>
Mr Juan Castillo	Level 2	July 2020
Miss Luci Coles	Level 2	July 2020
Mr David Cross	Level 2	May 2020
Dr Debbie Halliday	Level 2	July 2020
Miss Bernadette Hamlyn	Level 2	July 2020
Mrs Alison Heathcote	Level 2	July 2020
Mrs Linda Keiller	Level 2	June 2019
Mrs Nicolette Leflaive	Level 2	July 2020
Mrs Danielle Mead	Level 2	December 2017
Mrs Laura Parfitt	Level 2	July 2020
Dr David Rowbury	Level 2	July 2020
Ms Anita Saunders	Level 2	July 2020
Mrs Wendy Seville	Level 2	May 2020
Miss Naomi Shaddick	Level 2	June 2019
Mrs Pascaline Smedley	Level 2	July 2020
Mr Steve Smedley	Level 2	July 2020
Dr Ann Sullivan	Level 2	July 2020
Mrs Jillian Wilce	Level 2	July 2020
Mr Simon Zimmermann	Level 2	September 2019

**The First Aid Room is located in the Main School within the Main Reception Office.**