



FOUNDED 1879

HALLFIELD SCHOOL

ADMINISTRATION OF MEDICINES POLICY

Head Master	Mr K Morrow	
Chairman of Governors	Mr T Venner	
Staff member with responsibilities	School Nurse	
Subcommittee with responsibilities	Compliance	
ISI Regulatory Policy	Yes	
Date adopted by Governing Board	signed	
	Date	Summer 2020
Date for policy review	Summer 2023 (unless new legislation requires amendment)	

*“Hallfield School promotes the safeguarding and welfare of children in its care;
all policies support the Safeguarding Policy”*

HALLFIELD SCHOOL ADMINISTRATION OF MEDICINE POLICY

SCOPE

All staff and children including EYFS and Out of Hours Care

AIMS

- to explain the procedures for managing medicines which need to be taken during the school day
- to explain procedures for managing medicines on school outings
- to outline the roles and responsibilities for the administration of medicines



HALLFIELD SCHOOL

ADMINISTRATION OF MEDICINE POLICY

MEDICINES THAT CAN AND CANNOT BE ADMINISTERED AT SCHOOL

Prescription medicine will be administered if it has been prescribed by a doctor, dentist, nurse or pharmacist. This includes antibiotics, eczema treatment cream, inhalers and auto injectors. Medicines containing aspirin will only be administered if prescribed by a Doctor.

Non-prescribed over the counter medicines for children (OTC) including paracetamol suspension medicines, cough medicines, mouth ulcer gel, barrier creams to treat nappy rash, Piriton/ antihistamine, eye drops to treat hay fever or viral conjunctivitis and sore throat lozenges may be administered in consultation and agreement with the School nurse.

The request from parents to administer non-prescribed medicines will be carefully monitored and recorded. The School reserves the right to not administer non-prescribed medicines, unless evidence is provided by a medical practitioner.

Alternative medicines including homeopathic medicine, herbal remedies, traditional remedies and food supplements will not usually be administered. The School Nurse will only consider agreeing to administer such medicines following consultation with parents. Parents must provide written evidence that such medicines have been recommended by a recognised health care professional such as a General Practitioner.

Medicines will only be administered to a child where written permission for that medicine has been obtained from the child's parent or carer.

MEDICAL INFORMATION REQUIRED ABOUT A CHILD WHEN THEY JOIN THE SCHOOL

Prior to admission parents are required to complete a Statement of health form detailing their child's medical history and stating any existing medical conditions that might affect their child's health and care, for example, details of any allergies.

Children are not permitted to attend Hallfield until the medical information form has been received. Parents are required to update this information annually by returning an updated form and at more frequent intervals if required for individual children.

On admission to Hallfield, parents are invited to give written permission for the administration of school provided paracetamol (oral suspension) in the event of pyrexia, Piriton (Antihistamine) in the event of an allergic reaction,

If asthmatic the administration of the school's emergency inhaler. The dosages administered will always be in accordance with the manufacturer's instructions.

Written permission for administration of school provided paracetamol, Piriton and the emergency Ventolin inhaler is required to be updated annually by parents thereafter.

RESPONSIBILITIES OF PARENTS/CARERS

Delivering Prescribed Medicines to School

It is the responsibility of parents or carers to deliver medicine to the school offices, Hallfield First, Foundation, or directly to the School Nurse. Children should not carry medicine into school.

Prescribed medicines must be delivered in the original packaging with the child's name and dosage clearly displayed as labelled when dispensed.

Parents and carers are required to verify that the child has previously been administered a dose of the type of medicine delivered and that no allergic reaction has occurred. This is not necessary in the case of emergency medicine such as auto injectors when the first time this is administered might be when the child is at school.

When long term medicines such as auto injectors, inhalers or diabetes medicines are delivered to school parents are required to complete a healthcare or allergy action plan in collaboration with the School Nurse.

Delivering OTC or Alternative Medicine

OTC and alternative medicines must be delivered to School in unopened original packaging with clear information about recommended dosage and the expiry date visible.

Parents and carers are required to verify that the child has previously been administered a dose of the type of medicine delivered and that no allergic reaction has occurred.

Paracetamol medicines will be administered for no longer than three consecutive days and are not administered for a head injury.

Completion of the Administration of Medicine Authorisation Form

Parents and carers must complete and comply with the administration of medicine authorisation form, providing their written consent at the time the medicine is delivered. A separate authorisation form is required for each medicine.

Administration authorisation forms can be downloaded from the school website or hard copies can be obtained when the medicine is delivered from the front office or the School Nurse.

Following the administration of medicine, parents and/or carers will receive a notification email via Medical tracker, or will be given written confirmation detailing the dosage administered and the time of administration on the same day or as soon as is reasonably practicable.

Procedures for Replacing Long Term Medicines such as Auto Injectors and Inhalers

Parents and carers must ensure that long term medicines, for example inhalers, auto injectors and lotions are replaced before the expiry date. The School Nurse keeps an electronic record of all medicine expiry dates and aims to inform parents and carers when a replacement is due.

Keeping the School Informed of any Changes to Medicines Supplied

Parents must notify the School Nurse in writing if medicine is discontinued before completion of the course. For example, if prescribed eczema cream treatment is no longer required but there is still a supply of cream for that child held at school.

RESPONSIBILITIES OF STAFF RECEIVING MEDICINE

Staff receiving and administering medicines to a child must ensure that the following is checked and recorded as necessary on the administration of medicine authorisation form prior to accepting the medicine:

- That prescribed medicine is in its original container and that it has been prescribed by a doctor, dentist, nurse or pharmacist;
- That prescribed medicine clearly bears the child's name;
- That prescribed medicine clearly states the dosage;
- That non prescribed (OTC) medicines or alternative medicines are presented to school in, original packaging;
- That the dosage requested by parents/carers for non-prescribed (OTC) medicine and alternative medicine does not exceed the recommended dosage as directed on the packaging and that school has been informed of any previous doses taken;
- That the prescribed medicine, OTC medicine or alternative medicine has not exceeded its expiry date;
- That the child has been administered the medicine previously without any allergic reaction. (This is not the case for emergency medicine for example an auto injector, as the first time a child requires this they could be at school.); and
- That the parent/carer has given their written consent for administration.

STORAGE OF MEDICINES

All medicine is stored safely in the medical room accordance with the instructions on the label paying particular note to temperature. Medicines are kept in a locked medical cabinet , medication requiring refrigeration is kept in a designated locked medical fridge.

All medicine that is stored at school, is recorded on Medical tracker. The date that a course of medicine is complete, or when long term medicine expires and need replacing, is also recorded here.

Storage of Emergency Medicine

Emergency medicines e.g. auto injectors, inhalers and diabetes medicines are stored safely in designated areas inside transparent individual packets. They are stored in accordance with the manufactures instructions and they are not locked away.

Emergency medicines are clearly labelled with the child's name and photograph and include information about the child's condition and administration of the medicine.

Older children are made aware of places where their medicine is stored.

Arrangements are made for immediate access to any emergency medicines:

- Auto injectors belonging to children who attend Hallfield*first* and Foundation are stored safely in an accessible place within the setting and taken outdoors as required. An emergency auto injector is also kept in the setting.
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- Auto injectors belonging to children attending Prep-Prep are kept in the medical room located in the Pre-Prep Department and a second one is kept in the Bistro if the child eats lunch there. These are taken outside to the field by staff (for Pre-Prep children).
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- Prep children carry their own auto- injectors, this is to ensure one is within easy reach at all times. A second auto-injector is kept in the bistro. Emergency medication is also taken by staff to the school field during any lessons. They must be returned to the medical room promptly at the end of the lesson / activity.
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- A supply of emergency auto injectors are kept in the medical room for both Prep and pre Prep children.
- Inhalers belonging to children Hallfield*first* and Foundation are stored safely in an accessible place within the setting and taken outdoors as required. Inhalers belonging to Pre-Prep children are kept in the child's form room. Prep children carry their own inhalers. All Children are required to have a second inhaler at school which is kept in the medical room in the Pre-Prep Department, Hallfield*first* or Foundation as appropriate.
- Emergency inhalers are kept in the medical room for use by Prep and Pre Prep and Foundation and in Hallfield *first* is kept in the setting.
- Diabetes medicines are stored safely in an accessible place in the medical room or in a safe accessible place at Hallfield*first* or Foundation as appropriate.

THE ADMINISTRATION OF MEDICINE

Administration of Medicines Delivered by Parents or Carers

At Pre-Prep and in the Prep School medicine is usually administered by the School Nurse, with the exception of when a child is attending an off-site visit, or in the event of emergency medicine being required.

All new staff undergo induction training with the School Nurse prior to administering medicine to a child.

At Hallfield*First* and Foundation medicine is usually administered by the school nurse or setting staff and witnessed by a second member of staff. Prior to administering medicine, the person responsible will:

- refer to the parent/carer authorisation form to check the child's identity, the medicine administration requirements and ensure that the administration of the medicine has been authorised in writing;
- check the maximum dosage and the time when any previous dosage was administered to ensuring that a child does not receive an overdose;
- administer the medicine in accordance with the written instructions; and
- Complete the administration record afterwards.

ADMINISTRATION OF SCHOOL SUPPLIED PARACETAMOL AND PIRITON

Prior to the agreed administration of school provided paracetamol medicine or school provided Piriton (Antihistamine), the School Nurse will:

- assess the child's current condition measuring and recording the child's temperature and any symptoms including an allergic reaction/rash;
- contact parents/carers if possible to inform them of their child's condition and agree the intended administration of school provided medicine;
- check records to ascertain whether any previous doses of any medicine have been administered and if so how much and at what time ensuring that the child is not administered an overdose;
- Ensure that the maximum dosage for the medicine is not exceeded according to the manufactures instructions and adhere to the manufacturer's instructions and warnings which accompany the product.
- Complete the administration record afterwards and inform parents and/or carers of dose and the time of administration via email notification , in writing or by telephone as soon as is reasonably practicable.

Paracetamol medicines supplied by school or parents/carers will be administered for no longer than three consecutive days and will not administered for a head injury.

Administration of Emergency Medicines

Emergency medicines will usually be administered by the School Nurse, but may be administered by First Aid trained staff. They must be administered in a timely fashion.

All teaching staff and some support staff receive training to enable them to administer auto injectors and inhalers if they find themselves in the position of the first responder and the medicine is required immediately. Training is updated annually and a record of staff who have successfully completed training is kept by the School Nurse and can be accessed via medical tracker.

Staff will administer emergency medicines in accordance with the manufacturer's instructions and the instructions on children's individual healthcare plans.

Emergency medicines always accompany children attending an outing. Staff leading outings are required to liaise with the School Nurse to ensure that all required medicines are packed, named and stored securely with clear directions about administration.

In the event of a continued emergency, for example if a child does not respond to emergency medication in the expected time period, the School Nurse / Designated Person will follow the School emergency aid procedure which includes calling for an ambulance.

Parents will be informed immediately, or as soon as reasonably possible, if emergency medicine has been administered to their child. The School Nurse will create a written report detailing the incident (including date, time, child's condition and actions taken) following the event. This will be supplied to the Health and Safety coordinator with a copy to parents.

School Supplied Auto injectors for use in an Emergency

Additional school supplied auto injectors are stored in the medical room for use in the event of a prescribed auto injector failing during use or in an emergency where a second dose is required. In this instance, school would endeavor to seek advice from the emergency paramedic service or another healthcare professional prior to administration.

KEEPING A RECORD OF MEDICINES ADMINISTERED

An electronic record is kept of each time medicine is administered to a child. It includes the name and type of medicine, the dosage given, the date and time it was administered and the name of person who administered it.

Records of administration of medicines is part of the child's medical profile stored on Medical Tracker.

INFORMING PARENTS OF THE ADMINISTRATION OF MEDICINE

Parents and/or carers are informed when medicine has been administered either via email notification via medical tracker, written notification, or telephone call .

SUPPORTING CHILDREN WITH MEDICAL CONDITIONS AND CREATING A HEALTHCARE PLAN

Staff work in partnership with parents and/or carers and professionals in accordance with the DFE guidance "Supporting Pupils at School with Medical Conditions 2017" when making arrangements to support children at school with medical conditions.

An individual healthcare care plan is created, implemented and subsequently reviewed, at least annually, by the School Nurse with parents, healthcare professionals and the child.

Parents are informed of the storage arrangements for medicine and any information that it is necessary to display in the storage areas/kitchens relating to their child's medical needs. Parents are required to give written consent for agreed information to be displayed. Display of personal medical information is discussed with older children.

The Head Master has overall responsibility for the development of individual healthcare plans.

Staff are trained by qualified health professionals to competently support children with medical conditions including the administration of medicine that requires medical or technical

knowledge. Training is overseen and monitored by the School Nurse training is updated at least annually.

MANAGING AND ADMINISTERING MEDICINES ON OUTINGS

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make, to enable children with medical needs to participate fully and safely on outings. This will include conducting a risk assessment and if specialist medical training or knowledge is required to administer medication during the outing, ensuring that a trained member of staff accompanies the child.

Specific consent is obtained from parents and/or carers with regard to the transportation, safe keeping and administration of the medicines for outings.

ACTION IN THE EVENT OF STAFF CONCERN RELATING TO THE ADMINISTRATION OF MEDICINE

Staff with concerns about administering medicine and/or supporting children with medical conditions must consult the School Nurse or their line manager.

If the School Nurse Designated Person has any concerns about administering a particular non-emergency prescribed or OTC medicine then, it will not be administered until parents and/or carers have been contacted. Parents/carers will be contacted as soon as is reasonably practicable.

Emergency medicines will always be administered if they are required.

ACTION IN THE EVENT OF A CHILD REFUSING MEDICINE

If a child refuses prescribed or non-prescribed OTC agreed medicine the School Nurse Designated Person will contact the parents and/or carers. Staff will not restrain a child to administer medicine (except in the event of an emergency e.g. use of an auto injector).

ACTION IN THE EVENT OF AN INCIDENT INVOLVING THE ADMINISTRATION OF MEDICINE

In the event of an incident involving medicine for example, the wrong dose is administered, the medicine is not administered or medicine is given to the wrong child, the School Nurse will advise the course of action which may include seeking immediate advice from the child's GP/relevant healthcare professional or in the event of a medical emergency seeking paramedic assistance.

In the event of an incident, parents and/or carers will be informed as soon as possible.

A written account of the incident will be provided by all staff parties involved. The written account will be given to the Head Master and staff responsible for Health and safety at the School to enable an investigation to take place.

RETURNING MEDICINE TO PARENTS/CARERS

Medicine is returned as necessary directly to the parents and/or carers by the School Nurse or a member of staff:

- When the course of treatment is complete;
- When instructions have changed;
- When the expiry date is reached; or
- When a label becomes detached or unreadable.

The School Nurse conducts a check of all medicine storage areas at the end of each term. Any medication that has not been collected by parents/carers is disposed of .

DISPOSAL OF MEDICINES

The School Nurse is responsible for the safe disposal by return to a community pharmacist of empty medicine containers and stock that has expired or is no longer required that it has not been possible to return to parents and/or carers.

Medication is not disposed of into the sewage system or into refuse.

STAFF TRAINING

Training opportunities are identified for staff with responsibilities for administering medicines.

Training is provided for staff where the administration of medicine requires medical or technical knowledge.

Training is provided to staff that is relevant to the children in our care and has included epilepsy, anaphylactic shock, asthma and diabetes treatment training.

The School Nurse keeps a record of training which is held on Medical Tracker ,a record is also kept by the HR Manager.

ARRANGEMENTS FOR STAFF TAKING MEDICINE

Staff are responsible for ensuring that their medicine is stored securely and safely out of the reach of children.

Staff who have been prescribed emergency medicine for example inhalers, diabetes medicine or auto injectors should discuss storage and administration with the HR Department/School Nurse.

If staff are taking medicine which may affect their ability to care for children, they should seek medical advice.

The school will ensure that staff only work directly with children if medical advice (this might be sought from the school occupational health professional) confirms that the medicine is unlikely

to impair that staff member's ability to look after children safely and in accordance with their duties.

If a member of staff is deemed to be under the influence of alcohol or other substances, they will not be permitted to work with children.

THE MONITORING AND REVIEW OF THIS POLICY

The monitoring and evaluation of this policy is completed through regular annual review by the named responsible persons who are responsible for ensuring that this policy is applied effectively throughout the school.