

<b>Policy Name:</b>	<b>Administration of Medication</b>
<b>Policy Number:</b>	<b>H17</b>

<b>Staff member responsible</b>	<b>Revision Date</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Reason</b>
Claire Reed (School Nurse)	Sept 2023	Jonathan Slot	Sept 2023	Annual Update
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*This policy is applicable to the whole school including Early Years*

## **Shaping Brighter Futures**

***We provide an inspiring and joyful education that will be remembered for a lifetime and which empowers our children with the confidence, knowledge, skills and character to thrive. We are shaping brighter futures.***

### **School Aims:**

*At St Neot's education is full of fun and good humour. We want every child to enjoy their time at school, to feel part of a community that holds family values at the core. We are determined that our children not only learn outdoors but learn about the outdoors. We want to create well-rounded, independent thinkers that are not only confident in their academic ability but hold the soft skills necessary for Senior School and the world ahead.*

### **The St Neot's Way is:**

- *Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.*
- *Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.*
- *Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.*
- *Where the children's character, contribution and service is as valued as their academic success.*
- *Where the children's physical wellbeing is surpassed by their mental wellbeing.*
- *Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.*

### **St Neot's Values**

*Happiness Kindness Self-Belief Honesty Respect*

**This policy ensures that all the aims of the school are relevant to and available to all students regardless of an individual's race, ethnicity, religion, sexual orientation, disability, learning difficulty, body image or social background.**

**Respect for all people implies Equal Opportunities and an awareness of all abilities and cultural diversity.**

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**Aim:**

This is to ensure safe storage and administration of medication to pupils.

**Introduction:**

St Neot's Preparatory School recognises that many pupils will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and we will do all that is reasonably possible to safeguard and promote children's health and welfare. All staff in the school have a duty to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency. (E.g. Administering an EpiPen)

St Neot's Preparatory School has a strict procedure for administering medication of any type and must be adhered to by all members of staff. The procedure is outlined in this policy and is available on the St Neot's School website.

**1. Responsibilities and Training:**

- St Neot's Preparatory School has a designated area named The Health Hub, where pupils' health and welfare needs are supported by the Schools NMC registered Nurse.
- The School Nurse carries a mobile phone whilst on duty and can be contacted by staff for advice even when staff are off site.
- For children in Reception to Year 8, the School Nurse takes responsibility for the safe administration of both prescribed and over the counter medications, having taken due consideration of all relevant standards, policies and guidelines.
- For children in the Nursery (Tiny Tuskers and Tuskers) any required medication can be administered to them by the School Nurse or a Nursery staff member. In the school holidays, where Tiny Tuskers remains open, a member of the Nursery team will administer medication.
- The School Nurse will ensure that procedures are understood and adhered to, that any relevant training is provided and that there is effective communication and consultation with parents, children and Health Professionals concerning pupils' medical needs.
- In the absence of the School Nurse, an appropriately trained member of staff is permitted to administer both prescribed and over the counter medication providing parental consent has been obtained, they must complete A Record of Visit and Administration of Medication Form (Appendix 1).

**2. Consent for the administration of Medications**

On admission, parents complete a series of Medical Forms on the Parent Portal. These form include:

- Emergency Contact Information
- Dietary Information
- Health Information
- Health Hub Stock Medications
- GP Prescribed Medicine Form

The School Nurse then liaises with parents and teaching staff to ensure these needs are met.

The Medication Consent Forms give the School Nurse, and appropriately trained staff, consent to administer medications to children. It is parents responsibility to inform the school of any medical or dietary changes. Parents may be asked to complete new forms at different stages of the school i.e. entering pre-prep, entering main school, as well as upon any changes.

#### **Over the Counter Medications:**

- The Health Hub stocks the following over the counter medications: Paracetamol, Ibuprofen, and antihistamines (variety of brands).
- Parents can sign consent for the administration of these medications on the Parent Portal.
- A copy of the British National Formulary (BNF) for Children is available in the Health Hub for reference if required. This is also available on the nurses phone and easily accessible online.
- A record of administration of any medication is made on the child's electronic notes ISAMs and parents are informed via email.

#### **Prescribed Medications:**

- Schools can only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions 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
- For all prescribed medications, such as Antibiotics, the parent must complete a Medicine Consent Form (Appendix 2) at the time it is issued. These are available: on the school website; from reception; or from any pre-prep classroom.
- The Medication Consent Form Contains the following information
  - Name of pupil.
  - Name and strength of medication.
  - Dose and time to be given.
  - The reason for the medication to be administered. *i.e. Ear Infection*
  - End date.
  - Signature of the parents requesting the medication be administered.
- The consent form and medication must be handed in to the School Nurse for administration. The school nurse is available at the school reception area most mornings.
- 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.**
- For children who have been prescribed an Auto Injector or Inhaler by their GP, parents must sign consent for these to be administered, this also includes stock Autoinjector/Inhaler being used if their child's own medication is unavailable.

**Other medication**

- The school insurance does not allow the school nurse or any member of staff to administer medication that is not prescribed or available over the counter from a pharmacy with clear direct instructions regarding dosage and side effects. e.g. Homoeopathic medication.
- If your child is taking homoeopathic medication and this is required throughout the school day or during a trip, please discuss this with the school nurse. The medication can be stored in the health hub under the safety of the school nurse and the child can self administer, but they must be deemed competent to do so and under the guidance of their parents.

**Inhalers/Autoinjectors (Epipen/Jextpen):**

- All children who are prescribed an Inhaler or Autoinjector, are required to have one in school.
- In Tiny Tuskers, Tuskers and Pre-Prep: their inhaler/Autoinjectors are kept in their classroom.
- Children in Year 3 – 8 are responsible for their inhalers and autoinjectors and must have these with them at all times in school. Staff, particular for specialist subjects i.e. games, music, will check children have these on them. Children without their emergency medication in school may not be allowed to participate in certain activities, such as sports/matches. If parents wish, they can store spare supplies in the Health Hub, but this should be in addition to the one kept in the class or with the child.
- St Neot's School also keeps a number of emergency Salbutamol inhalers and Spacer devices throughout the school, which can be given in the event of an emergency should the child's own inhaler or be unavailable or too far away.
- There are also 4 x spare Autoinjectors stored in the KITT Anaphylaxis box at Main Reception which can be used for anyone suffering from an Anaphylaxis attack.
- In the event of an anaphylactic reaction (considered an extreme emergency) the administration of adrenaline by injection (1:1000) can be given or supplied without the direction of a medical practitioner or a PGD (patient group directive), for the purpose of saving life.
- The administration of adrenaline by injection (1:1000) is among the drugs listed under Article 7 of the Prescription Only Medicines (Human Use) Order 1997 for the administration by anyone in an emergency for the purpose of saving life.

**Medications on School Trip:**

- On School trips a member of staff is nominated as the designated First Aider, and is responsible for the health and well-being of the Children while away. They will meet with the School Nurse to discuss health, dietary and medication requirements of all pupils on the trip.
- Staff are given a folder which contains pupils' medical & dietary requirements, medicine consents and parents' contact details.
- The school nurse issues a School Medication Bag which contains: Paracetamol, Ibuprofen and Antihistamine as well as a Salbutamol inhaler. Parent sign to say they agree to all prior consent applying on the school trip. Any over the counter medication administered on the

trip will be recorded on an “As required medications” sheet and uploaded onto ISAMS by the school nurse on return.

- If children are taking any prescribed medication, parents are to complete a Trip Consent Form (new form required each trip)
- If any children on the trip have been prescribed an Autoinjector or Inhaler this is taken with them. It is the staff members responsibility to ensure the child has this prior to the trip and carry it with them at all times.
- All trip medications must be received from parents by the School Nurse **at least two days** before the trip so they can be checked and logged. For safety reasons staff are advised not to accept any medications on the morning of the trip without the agreement of the School Nurse.

### **Sports Fixtures**

- Staff taking pupils off site for matches/fixtures take a first aid kit which includes first aid supplies and a stock salbutamol inhaler and spacer.
- Children with emergency medicines in school are annotated on the team sheets. Games staff in charge of the team are responsible for ensuring children have their Inhalers/Autoinjectors with the child to games, matches and all trips.
- In the rare situation where medication is required whilst away, this will be planned in conjunction with the School Nurse and the staff member taking the child on the fixture.

### **3. Self-Administration of Medications**

- No pupil is to self-administer, as the majority of the pupils at St. Neot’s Preparatory School are less than 12 years of age.
- The only exception to this rule would be in a life threatening situation where a child is competent enough to administer their inhaler or Autoinjector themselves. They must inform a member of staff at the time who will inform the School Nurse and seek further medical care if required.

### **4. Storage**

- In the Health Hub, medications are kept securely in a locked cupboard, or in the fridge if required.
- Tiny Tuskers and Tuskers each have their own locked medicine cupboard where the medication of children under their care as well as stock medications can be safely stored.
- A stock check of all medications in all areas is carried out at the start of every term. During this all expiry dates are checked and any expired medications disposed of safely. This information is stored on ISAMS.
- If staff need to bring in their own personal medication, they must ensure it is kept securely and out of the reach of children.

### **5. Documentation**

- Records should be accurate, legible and current. They should provide a complete audit trail for all medications.
- All medicines administered by the School Nurse are recorded on the electronic system iSAMS.
- In the absence of the School Nurse, and following assessment by a first aider, medication may be given. However it is strongly encouraged that staff contact the School Nurse for advice prior to administration.
- Any medication given by a nominated person must be documented on the child's Medicine Consent Form (if a planned medication). Or on paper, the School Nurse will then upload this information onto iSAMS (electronic record)
- Any medication given whilst on a trip is recorded on a paper Administration of Medication sheet. On the child's return this information is entered into the child's electronic notes.
- If a child refuses to take medication they cannot be forced. The School Nurse should be informed and she will advise what action is to be taken. The parents should be informed.

### **6. Side Effects**

- Medications can cause side effects in some people.
- If a pupil experiences adverse side effects to a medication then no further doses should be given.
- The child's parents will be contacted and further medical advice sought.
- A Medical Incident Form will be completed.
- If a serious reaction occurs then immediate medical help must be sought by dialling 999.

### **7. Medicines Given in Error**

If a medication error is made then advice must be sought immediately. Medical advice can be sought by dialling 111 or in an emergency dial 999. A Medical Incident Form should be completed. The child's parents will be informed. An investigation will be carried out as to the cause of the error and every effort made to ensure lessons are learnt and policies are reviewed to prevent further errors.

### **8. Disposal of Medications**

- At the end of the academic year parents are asked to collect any unused medicines belonging to their child. Any medication not collected by the parent will be disposed of at the end of the summer term unless there has been prior agreement with the School Nurse. No medication should be left in the fridges over the school holidays as these will not be checked during this time.
- All expired medication is disposed of in the yellow Medicinal Waste Bin which is collected and disposed of safely and responsibly by a company contracted by St Neot's Preparatory School to remove medical waste.



### **9. Controlled Drugs**

Good practice dictates that the storage of controlled drugs should comply with the *Misuse of Drugs (Safe Custody) Regulations (1973 as amended)*.

- A secure, lockable cupboard (locked within another cupboard) should be used which contains nothing else.
- Only those with authorised access should hold the keys to the cupboard.
- Separate records for the administration of controlled drugs should be kept in an appropriate, bound record book with numbered pages.
- Controlled drug registers must be kept for 2 years from the date of last entry, in line with [Regulation 23 of the Misuse of Drugs Regulations 2001](#) (NICE Guidelines).
- The balance remaining should be checked at each administration and monthly.
- There should be a clear protocol for the disposal of unused controlled drugs which should be returned to the pharmacy.
- No child should have access to or self administer controlled drugs. Parents are responsible for handing the medication to the School Nurse.
- In the event of a child requiring Controlled Drugs on a trip, an appropriate storage place will be identified and a trained member of staff will be responsible for the storage, administration and recording of the medication. Parents will be required to provide a letter from the GP confirming the prescription of the Controlled Drug including the child's name, DOB, Drug name and dose.

### **10. Useful References**

- ISI Handbook for the Inspection of Schools – The Regulatory Requirements. (September 2014)
- ISI Checklist for the Early Years Foundation Stage (September 2014)
- Department of Education Boarding Schools National Minimum Standards (January 2013)
- Department of Education – Supporting Pupils at School with Medical Conditions (September 2014)
- Department of Education and ACPO Drug Advice for Schools (September 2012)
- Nursing and Midwifery Council (2010) *Guidelines for the administration of medicines*. London: NMC.
- Medicines Act (1968)
- National Institute for Health and Care Excellence (2022) *Controlled drugs: safe use and management* (April 2016)

**Appendix One****Record of Visit to the Health hub / Administration of Medication**

**Record of Visit to the Health Hub  
Accident / Injury / Illness / TLC**

(This form is double sided - side two is for the recording of administration of medication)

<b>Name of Pupil:</b>	<b>Form/Year:</b>
<b>Date:</b>	<b>Time:</b>

**1. Reason for Visit (description of accident / incident / illness etc) :**

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**2. Assessment:**

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**3. Diagnosis:**

<b>Injury</b>		<b>Illness</b>	
<b>Tick</b>	<b>Description</b>	<b>Tick</b>	<b>Description</b>
	Head Injury		Headache
	Graze / Wound		Vomiting and/or Diarrhoea
	Bruise		Abdominal Pain
	Redness		Sore Throat
	Swelling		Earache
	Burn		Cold / Cough
	Sprain		Asthma / Wheeze
	Possible Fracture / Broken Bone		Allergic Reaction
	Nosebleed		High Temperature

	No Injury Seen		Rash
	Upset / Anxious / Worried		
	Other: please state		Other

4. Action Taken:			
	Cleaned		Hot Pack
	Plaster / Dressing		TLC
	Ice Pack		Throat sweet
	Medication (please complete chart overleaf)		Water / Snack
	Other (please give details):		

5. Outcome:			
	Back to class		Observe in the medical room
	Home (please note time collected and who by)		Referred to other professional (please give details)

6. Details of Nurse / First Aider	
Name of Person Completing the Form:	Signature of Person Completing the Form:

Form seen by School Nurse <input type="checkbox"/>	Entered on ISAMs <input type="checkbox"/>	Copy of form given to parent Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Part 2 - Administration of Medication (As Required)**

As per our Administration of Medication Policy if the School Nurse is absent and you are giving a medication to a child that is **NOT** a planned routine medication you must complete the following sheet prior to administration.

		Yes	No
<b>1</b>	Have you checked the child's name and age?		
<b>2</b>	Have you completed a "Visit to the Medical Room" form which details why the medication is needed?		
<b>3</b>	Have you checked that the child is not allergic to the medication? (please check with the child, on ISAMs or in the pupil information file in the Medical Room)		
<b>4</b>	Have you checked that the child hasn't already had the medication today or if they have that the dose was given long enough ago so that another dose can be given? (For example paracetamol is 4-6 hrs. Care should be taken with paracetamol containing products such as Lemsip. If there is any doubt contact the child's parents)		
<b>5</b>	Have they had any other medications today that could interact with the medication that they are taking? (If there is any doubt the medication should not be given.)		
<b>6</b>	Have you checked if the dose is correct for the child's age? (follow dosage instructions on the bottle/package)		
<b>7</b>	Have you checked if the medication is still in date?		
<b>8</b>	Once given have you recorded it on the chart below?		
<b>9</b>	Once given have you contact the child's parent to inform them? (this can be done via email)		

Name of Medication	Dose Given	Time Given	Please Initial

Form seen by School Nurse <input type="checkbox"/>	Entered on ISAMs <input type="checkbox"/>	Copy of form given to parent Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Appendix Two**

**Health Hub Stock Medicine Consent Form**

Complete this form if your child has been prescribed medication that needs to be given in school. Once completed please return it, along with the medication in its original packaging, to the School Nurse.

<b>Date:</b>	<b>Childs Name:</b>	<b>Form:</b>
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<b>Medication Name and Strength:</b>	
<b>Dose to be given:</b>	<b>Time the medication to be given:</b>
<b>Reason why the medication is needed:</b>	<b>End Date:</b>
<i>I give consent for the School Nurse, or an appropriately trained member of staff, to administer the above named medication to my child in accordance with this consent form and the school's Administration of Medication Policy.</i>	
<b>Parent Name:</b>	<b>Parent Signature:</b>

**For School Nurse use only:**

Date:						
Time:						
Signed						
Initial & Print surname						

Date:						
Time:						
Signed						
Initial & print surname						

**Appendix Three**

**Administration of Regular Medication Chart for trips:**

**Name of Trip:**

**Trip Date:**

Morning Medication

Name	DOB	Medication	Dose	Notes				
					Date / Time	Sign / name	Date / Time	Sign / name
<i>First and last Name of child</i>	<i>01/01/11</i>	<i>Name of medication and strength</i>	<i>i.e. 5mls 1 tablet</i>	<i>To be taken with food</i>				

Evening Medication

Name	DOB	Medication	Dose	Notes	Thursday		
					Date / Time	Sign	
<i>First and last Name of child</i>	<i>01/01/11</i>	<i>Name of medication and strength</i>	<i>i.e. 5mls 1 tablet</i>	<i>before bed</i>			

As Required Medication

Name	DOB	Medication	Dose	Notes	Monday		Tuesday	
					Date / Time	Sign	Date / Time	Sign
<i>First and last Name of child</i>	<i>01/01/11</i>	<i>Name of medication and strength</i>	<i>i.e. 5mls or 1 tablet</i>	<i>if becomes wheezy - see care plan.</i>				