



Administration of Medicines Policy

Co-ordinator	Premises Administrator
Date of Completion	January 2023
Date of Adoption by Governors	April 2023
Date to be reviewed	January 2026

Introduction

Downs View School aims to effectively support children with medical needs and to enable pupils to achieve regular attendance. It is the policy of Downs View School to administer medicines and prescribed medication to pupils where doing so will enable the individual to participate school life. This is in line with our Special Educational Needs and our Equality Policy.

Any medicines stored and administered within school are handled in a safe and monitored environment. This policy has been written using guidance from the DFE [‘Supporting pupils with medical conditions at school’ guide](#) and Brighton and Hove City Council Administration of Medicines Standard HS–S-32.

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs e.g. finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled asthma, epilepsy or cystic fibrosis. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

Aims and Objectives

Our administration of medicines requirements are achieved by establishing principles for safe practice in the management and administration of:

- **prescribed medicines**
- **non-prescribed medicines e.g. over the counter**
- **maintenance drugs e.g. chronic or long term illness**
- **emergency medicines e.g. epilepsy, severe allergies**

Downs View School will

- provide clear guidance to all staff on the administration of medicines
- ensure there are sufficient numbers of appropriately trained staff to manage and administer medicines
- ensure there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure the above provisions are clear and shared with all who may require them
- ensure this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Known Medical Conditions

Parents / Carers have the prime responsibility for their child's health and as such, should provide Downs View with information about their child's medical condition, either upon admission or when their child first develops a medical need. Where a pupil is identified as having a chronic or long-term medical condition, a health care plan will be drawn up in conjunction with parents/carers and all health care professionals involved. A model Health Care Plan is provided at the end of this policy.

Communicating Medical Conditions to Relevant Staff

The following methods will be used to ensure all relevant staff are aware of the pupils medical condition

- All medical information is treated confidentially by staff in line with GDPR.
- All students medical information is stored online in student information folder and written emergency protocols are kept safely with medications.
- A list of all children within a class with any known medical condition will be placed in each classroom in a secure Class Information file.
- A central database will be kept on the shared drive to ensure that all staff have access to the information.
- When supply staff are asked to cover a class, it will be the responsibility of the member of staff showing them, to explain the medical needs of the students in their care and any emergency procedures to follow e.g. assistance alarm.

School Staff

At Downs View, the Executive Head Teacher is responsible for the management of meeting the medical needs of pupils and administration of medication, but delegated to the Deputy Head of each site.

The Executive Head Teacher also maintains the overall responsibility for implementing the Administration of Medicine Policy.

Each class teacher has responsibility for the management of medication within their class. See table below for areas of responsibility:

Role	Job Title
Administration of medication	Individually trained staff in class team
Managing storage of medication	Individually trained staff in class team
Returning medication to parents/ guardians for disposal	Individually trained staff in class team
Checking that medication has been removed at the end of each half term	Individually trained staff in class team

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it, however some staff may be trained to administer medication:

- Staff should understand the basic principles and legal liabilities involved and have confidence in dealing with any emergency situations that may arise
- Regular training relating to emergency medication and relevant medical conditions are provided and should be undertaken
- Have a duty of care to follow and co-operate with the requirements of this policy

Parents / Carers

- Parents should not send a child to school if they are unwell or infectious
- Where medication is required to be administered by school staff, this must be agreed and the Parent / Carer must sign a Consent Form (verbal instructions need to be confirmed in writing)
- If it is known that pupils are self-administering medication in school on a regular basis, a completed Consent Form is still required from the Parent / Carer (verbal instructions cannot be accepted)
- All medicines must be in their original packaging with the pharmacist's dispensing label
- Parents / Carers need to ensure there is sufficient medication and that the medication is in date
- An appropriate medicine spoon, medicine pot or oral medicines syringe must be provided by the Parent / Carer
- Medication must be replaced by Parents / Carers at the request of relevant school/health professional
- Parents should collect medicines held by the school at the end of each term and are responsible for ensuring that expired or out of date medicines are returned to a pharmacy for safe disposal

Procedures for the Administration of Medicines

The administration of medicines is the overall responsibility of parents/carers. The Executive Head Teacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

When deciding upon the administration of medicine needs for pupils, we discuss this with the parents/carers concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment consent form completed by the parent/carer and kept on file.

Individual health care plans are completed for children where required and reviewed periodically in discussion with the parents/carers to ensure their continuous suitability.

All administration of medicines is recorded. If a child refuses to take medication, parents/carers are informed at the earliest available opportunity.

Storing Medicines

The storage of medicines is the overall responsibility of the Executive Head Teacher who ensures that arrangements are in place to store it safely. Secure storage is situated in classrooms as needed.

- All medicines will be stored in a lockable cabinet or a fridge in a lockable office where necessary
- When items such as asthma inhalers and automatic adrenaline injectors (AAIs) need to be readily available to pupils at all times, these will be kept in the pupils medical box within the child's classroom.
- Where children need to have an AAI on their person at all times (as advised by healthcare professionals) they will be kept with supporting staff or if appropriate with the student.
- Controlled medication (e.g. Class 1 and 2 drugs such as "Ritalin" prescribed for Attention Deficit Syndrome) are kept in a lockable cabinet and a written stock record is kept to comply with the Misuse of Drugs Act legislation.
- It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.
- The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.
- It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities. An appropriate reminder needs to be put in place by each class to ensure the date of medicines is checked.

Administering Medication

- The dose of a liquid medicine must be carefully measured in an appropriate medicine spoon, medicine pot or oral medicines syringe provided by the parent
- Tablets or capsules must be given with a glass of water
- The record of medication administered will be completed each time medication is given including the time and dose given.
- A second member of staff will check medications are accurately measured before administration.

Prescribed Medicines

It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from, the parents/carers.

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day
- Downs View can only store medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration – the following must be clearly shown on the label as follows:
 - Child's name, date of birth
 - Name and strength of medication
 - Dose
 - Expiry dates whenever possible
 - Dispensing date/pharmacists detail
- Some medicines, such as antibiotics, must be taken at a specific time in relation to food – this will be written on the label, and the instructions on the label must be carefully followed
- The Parent / Carer should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. The medication in/ out log will be completed to document that medication has been removed/ disposed of.
- Medicines will not be handed to a child to bring home unless agreed as in Self-Management below.

Non-prescribed medicines

Non-prescribed medicines will only be administered in exceptional circumstances at the discretion of the Executive Head Teacher, or the deputy Head Teacher in their absence.

- The requirements for consent and the procedure for administering non-prescribed medication is the same for prescribed medication with the exception of the need for a pharmacy dispensing label.
- Dosing and frequency of the medication must be instructed in writing by the parent and documented on the consent form. The dosage and frequency of dosing will follow that outlined on the original packaging of the medication.
- School staff will not administer non-prescription medication outside of the dosing and frequency periods given by the parent/ carer.
- The school will not keep a store of medication for general use (e.g. Calpol, paracetamol)

Maintenance drugs

It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from parents/carers. On such occasions, a health care plan is in place for the child concerned.

'Sharps boxes' are always be used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate through clinical waste supplier.

Non-Routine Administration (Emergency medicine)

We manage the administration of emergency medicines such as:

- injections of adrenaline for acute allergic reactions
- emergency seizure medication
- injections of Glucagon for diabetic hypoglycaemia

In all cases, professional training and guidance from an appropriate source will be received before commitment to such administration is accepted.

Schedule Two Drugs

These drugs, which include Buccolam Midazolam, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine. Keys are kept to a minimum and are held only by class teacher. A register of controlled (schedule two) drugs is kept which records:

- medication provided
- medication administered
- the name of the person for whom they were supplied.
- the name and quantity of the drug/medication supplied
- the amount administered each time and the amount left each time.
- the type of medication i.e. tablet/liquid and expiry date.
- two signatures for each dose of medicine given.
- two signatures for each time the medications are counted and checked. This is done once a week. The second signature is a witness.

Register entries are made in ink and in chronological order.

This register is kept for at least two years from the last entry made.

All pupils with ongoing medical needs have a care plan. This includes pupils with diabetes, Epipen, heart problems, epilepsy and very severe asthma.

Self-Management

Older pupils with a long-term illness should, whenever possible, assume complete responsibility for their medication, under the supervision of their Parents / Carers.

It should be noted, however, that children develop at different rates and so the ability to take responsibility for and to manage their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made.

There may be circumstances where it is not appropriate for a child of any age to self-manage. Health Professionals need to assess, with Parents / Carers and children, the appropriate time to make this transition.

Where it is appropriate for pupils to self-manage, Parents / Carers will be required to complete a "Self-Management" form which will detail where the medicines are to be stored during the school day.

Refusal of Medicine

If a child refuses to take medicine, we will not force them to do so, but this will be recorded on the 'Record of medication administered' and the parents /carers will be informed as soon as possible, on the same day. If a refusal to take medicines results in an emergency then emergency procedures will be followed.

Contacting the Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity and parents/carers informed to accompany the pupil to the hospital if at all possible.

Staff Training

- Any staff required to administer medicines will receive appropriate training.
- Where applicable (e.g. for some intimate medical interventions) a nurse/ medical practitioner will deliver the training and sign off a 'Confidence to practice' statement (See the councils 'Delivery of Medical Interventions by Non-Medical Staff Guidance' available on the health & safety resource pages on BEEM for further information)
- Staff will receive annual refresher training where required (e.g. as indicated in the care plan or confidence in practice statement).

Educational Visits

In line with the requirements of the Equalities Act, Downs View will make reasonable adjustments so far as is reasonably practicable, to enable children with medical needs to participate fully and safely on visits. Educational Visits include any outing from school, both residential and non-residential, for the purposes of this policy.

- Risk assessments will be undertaken and will allow for children with medical needs. Where necessary an individual pupil risk assessment will be completed.
- Staff supervising excursions will be aware of any medical needs and the relevant emergency procedures that need to be followed.
- A copy of any Health Care Plans will be taken on visits in the event of the information being needed in an emergency.
- If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and

medical advice from the School Health Service and/or the child's GP/ specialist (in consultation with the parent/carer.

Sporting Activities

In line with the Equalities Act, Downs View will make reasonable adjustments to enable children with medical needs to participate fully and safely in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being.

- There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities
- Any restrictions on a child's ability to participate in physical activity and sport should be recorded in their individual Health Care Plan
- The school is aware of issues of privacy and dignity for children with particular needs
- Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as Asthma inhalers.

Equality, Diversity and Inclusion

At Downs View, we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

Confidentiality

Medical information will be kept secure in line with Data Protection requirements and will only be shared with those staff that need to know i.e. those that provide day to day support and/or medication to the individual and those that may be required to act in the event of an emergency.

Medical information will be kept secure but readily accessible in the event of an emergency.

B**HEALTH CARE PLAN**

Name of Child	
Date of Birth	
Condition	
Date	
Class/Form	
Review Date	

Contact Information**Family/Carer Contact 1**

Name	
Phone: Work	
Mobile	
Home	
Relationship	

Family/ Carer Contact 2

Name	
Phone: Work	
Mobile	
Home	
Relationship	

Clinic/Hospital Contact

Name	
Tel. No	

GP

Name	
Tel. No.	

Describe condition and give details of pupil's individual symptoms:

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Daily care requirements (e.g. before sport/at lunchtime):

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Describe what constitutes an emergency for the pupil and the action to take if this occurs:

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Follow-up Care (e.g. after a medical episode such as a seizure, fainting, vomiting etc):

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Who is responsible in an emergency: (state if different on off-site activities):

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Form copied to:

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