

## Policy for Managing & Administering Medication

Date	Review Date	BoM	Co Author
Sept 19	Sept 20	Peter Mepsted	Nicky Keyes

### Definitions

'Medication' for the purposes of this policy includes:

- any medicines and drugs that have been prescribed for the pupil by a qualified medical practitioner or nurse prescriber, which includes legally-controlled drugs
- medication that might be administered through different routes other than orally, e.g. by injection or intravenously
- any over the counter medicines and drugs obtained from a pharmacy and recommended by the pharmacist
- any homely medicines such as pain relief tablets or cold remedies that the user has bought of their own accord
- any homeopathic medicines that the pupil might be taking with or without professional advice
- creams, ointments and lotions that might be prescribed or bought over the counter

'Medical Practitioner' refers to a regulated licenced medical professional e.g. GP, dentist, pharmacist.

### Rationale

This document explains the policy of the Quest School in respect of the management and administration of medication for pupils.

### Scope

All employees, consultants and parents are required to comply with this policy and its related procedures. *See Procedure for Medication administration*

There is no legal or contractual obligation for teachers to administer medication. Staff at the Quest School will undertake this on a voluntary basis.

All staff, parents and pupils are made aware of this policy and the related procedures to be followed in the different circumstances in which they are expected or asked to assist in medication administration.

The requirements of an Individual Health Care Plan (IHCP) may supersede this policy.

For policy and procedures on staff medication refer to Health & Safety policy.

## Equal Opportunities and Inclusion

The procedures set out within this policy are free from bias, stereotyping and generalisation in respect of gender, gender reassignment, disability, sexuality, age, religion and belief.

All pupils can be given medicines provided by a medical practitioner. Medical advice may be sought for pupils with conditions where staff feel they need further knowledge to feel confident when administering medication - parents will be informed when such advice is being sought.

## Aims

The aims of the policy are:

- To protect pupils with medical needs from discrimination
- To ensure that pupils with medical needs receive proper care and support in school
- To enable regular attendance for all pupils
- To give clear guidance to school staff involved in medicine management and administration for pupils
- To ensure all staff and parents understand and follow the legal framework governing medication and drugs.

## The Policy & Integrated Procedures

Parents, as defined in the Education Act 1996, are a child/young person's main carers. They are responsible for making sure that their child is well enough to attend school and able to participate in the curriculum as normal. However, General Practitioners (GPs) may advise that children/young people should attend or recommence school while still needing to take medicines. In other cases, to enable children/young people with a chronic illness to lead as normal and happy a life as possible, it may be necessary for them to take prescribed medicines during setting hours. The school cannot plan effective support arrangements unless parents provide sufficient information about their child's medical condition and any treatment or special care needed at the school, at the admission stage, and keep the school informed of any new or changing needs.

It is the Quest School policy to maximise inclusion for children and young people with medical needs in as full a range of educational opportunities as possible. To promote this aim, the school will assist parents/carers and health professionals by participating in agreed procedures to administer medicines when necessary and reasonably practical.

## Medication

- Medication will not be given to pupils without written consent from parents/carers. A Medication Request and Authorisation form (available on school website and from school administration) must be completed for each medicine.
- Parents must not send any medication into school without prior notification to the School Office.

- The school will not keep medication on-site for general use i.e. pain relief medication such as Calpol or Paracetamol.

## Carriage of Medication to and from School and the Disposal of Medication

- Medication must be brought to school by parents/carers or sent securely via a responsible adult.
- Unused/expired medication will be returned to parents either directly or via the pupil's transport provider or passenger assistant. Parents are responsible for the safe disposal of date-expired or unused medicines.
- Parents must provide any equipment required to administer the medicine e.g. medicine spoons, oral syringes, syringes for injections, sharps containers.
- All medication brought/sent to school will be signed in and out on the Medication Administration Sheet (MAR). The school will not accept responsibility for the medication whilst in transit between home and school.
- Any contaminated medication (e.g. dropped on the floor) will be disposed of safely by staff and the MAR sheet will be amended.

## Non-prescribed Medicines

- The Quest School will not administer non-prescribed medication for longer than 48 hours without authorisation from a medical practitioner.
- Non-prescribed medication must be in the original container with the label intact.
- Non-prescribed medication will be administered according to the manufacturer's instructions or the written instructions of a GP/medical practitioner.

## Prescribed Medication

- Medication will only be administered in school when essential; that is where it would be detrimental to a child/young person's health if the medication were not to be administered during the school day. Parents/Guardians are therefore requested to try to arrange the timings of doses accordingly.
- Where prescribed medication is required on a daily basis at school parents are encouraged to get two prescriptions one for home and one for school to avoid transporting medication between school and home.
- Prescription medication must be in the original container labelled by the pharmacist or prescriber & be prescribed by a UK medical practitioner.
- Prescription medication must clearly state the dosage, frequency and/or time that the medication is to be administered, cautionary advice and instructions for administration.
- Prescription medication will be administered according to the pharmacy label instructions.

- Aspirin and medication containing ibuprofen will only be given to pupils under the age of 16 if prescribed.

## Storage of Medication

Medication will be stored in its original packaging in a locked Medication Cabinet or where appropriate a secure refrigerator at all times when not being administered or, in the case of emergency medication, will be locked in a classroom storage box or carried in a secure container by a member of staff.

NB: Under no circumstances should any medication be transferred into another container for keeping/storage.

## Arrangements for Administering Medication

### Self-administration by Pupils

- Parents must indicate and give written consent on the Medication Request and Authorisation form if they wish their child to take responsibility for self-administering medication. A medication risk assessment will be completed for all pupils to identify the level of support they require.
- Due to the vulnerability of pupils, self-administration of medication by pupils will always be supervised by staff.

### Administration by Staff

- Quest will ensure that staff who are involved with medication administration will be trained and competent in the technique for which the medication is to be given and familiar with the identity and needs of the pupil receiving the medication.
- Administration of medication will be witnessed by a second member of staff.
- Unless it is an emergency situation, medication will be administered in a location where the privacy and confidentiality of the child/young person may be maintained. The medical room should be used if the child/young person needs to rest and recover.
- Staff will take standard precautions to minimise the risk of infection and contamination when administering medication (i.e. wash hands before and after administering medication). See *Hygiene & Infection Control procedures*
- Before administering medication staff will check:
  - the identity of the child/young person
  - the written parental consent form for administration of the medication
  - that the written instructions received from the parent and the medication administration record match the instructions on the pharmacy dispensed label of the medication container i.e. name of the medication, formulation, strength and dose instructions

- the name on the pharmacy dispensed label matches the name of the child/young person that the medication is to be administered
  - any additional or cautionary information on the label which may affect the times of administration, give information on how the medication must be administered, or affect performance e.g. an hour before food, swallow whole do not chew, or may cause drowsiness
  - the medication administration record to ensure the medication is due at that time and it has not already been administered
  - the expiry date of the medication (if one is documented on the medication container or the pharmacy dispensed label)
  - all the necessary equipment required to administer the medication is available e.g. medication spoon, oral syringe, injecting syringe.
- Staff must not interfere with the medicine formulation prior to administration (e.g. crushing a tablet) unless there are written instructions / information provided from the parent and advice from a health professional. This must be documented.
  - Immediately after the medicine has been administered the appropriate written records will be completed, signed and dated. Staff will record on the Medication Administration Record if they are supervising a pupil self-administering the medicine.
  - If for any reason the medicine is not administered at the required time, the reason for non-administration will be recorded, signed and dated. Parents will be informed as soon as possible on the same day.
  - In case of administering intimate or invasive treatment (i.e. administering rectal diazepam) staff will ensure the pupil's dignity as far as possible.

## **Pupils Refusing Medication**

All efforts will be made to administer medication a pupil required according to the agreed procedures. However, if a pupil refuses to take a medicine staff will not force them to do so. Medication refusal will be documented and agreed procedures followed. Parents will be informed of the refusal as soon as possible on the same day.

Staff should never mix medicine with food or drink if the intention is to deceive someone who does not want to take medication. This is called 'covert' administration.

The exception to this is when there is a written instruction and agreement from parents, or from a medical practitioner for pupils aged 16 and over.

## **Record Keeping**

All staff involved in managing and the administration of medication will complete the relevant documentation.

The school will ensure that the following documentation and records will be completed and kept up to date:

- Names of trained and competent staff responsible for medicines storage, including access, and medicines administration
- Training records of all staff involved in managing and administering medication including information on: who provided the training, what type of training was provided, provenance, those trained, date trained, date of expected update of training and date carried out. The records and medication will be checked monthly by nominated person
- Individual Health care plans for pupils with long term conditions such as diabetes, epilepsy, including a medication profile and an action plan in case of a medical emergency
- Completed written parental consent form each time there is a request for a medicine to be administered or there is a change to previous instructions
- Medication administration record for each pupil requiring medicines during school hours
- Risk assessments and medication guidelines for individual pupils which highlight the level of support a pupil requires and the details of instructions for administering medicines
- Records will be kept on the quantity of medicines received by staff and the quantity of medicines returned to the parent
- A register of all medication kept on-site.

## **Educational Visits and Residential Trips**

The school will ensure that safe and secure procedures are in place for managing and administering medication (including emergency medication) during educational visits and residential trips.

## **Staff training**

The Quest School will ensure that staff will receive the appropriate training for the administration of basic medication. All staff will receive training on the school's policy and procedures for managing and administering medication and on how to call emergency services.

Parents/carers should bear in mind that additional training will need to be organised for specialist medication or treatment which includes: eye drops, ear drops, nebulisers, pessaries, suppositories, auto-injectors, injections, emergency medication. Therefore, the Quest School will not be able to administer these medications until such training has been carried out and alternative arrangements for the administration of these medications will need to be put in place.

## **Staff Indemnity**

All staff members who have responsibility for the management and administration of medication must act within the remit of their job and responsibilities. The school's insurance will indemnify staff against allegations of negligence as long as they acted within their remit and responsibilities and followed policy and procedures.

## Monitoring and Evaluation

The implementation, monitoring and evaluation of this policy is the responsibility of the School Principal.

This policy will be reviewed by the BoM and agreed by the Board of Management on an annual basis.

Policies and procedures are subject to change in light of new legislation or guidance.