



Arbour House

Administration of Medicines Policy

The purpose of this policy is to ensure that there is a plan in place for how the administration of medicines are managed, and to ensure that staff are aware of their responsibilities and arrangements.

Policy Review Date: **November 2017**

Policy Statement

Arbour House School will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools, Supporting pupils at school with a medical condition and Managing Medicines in Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Arbour House School is held by the appropriately trained staff. The school will use consent forms within the *Managing Medicines in Schools* to document and record medication given and stored at Arbour House.

It is our policy to ensure that all medical information will be treated confidentially by the responsible staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All parents/carers and staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine.
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration of Medication

The administration of medicines is the overall responsibility of the parents. Parents are required to provide writing confirmation of medicines to be administered to pupils. The appropriately trained staff are 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.

Routine Administration

Prescribed medicines

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

Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents
- On occasions when children require paracetamol it is our policy to administer providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in the *Health Guidance for Schools* document
- Children under 16 years old are never to be administered aspirin or medicines containing Ibruprofen unless prescribed by a doctor
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the Headteacher who may decide to administer under certain miscellaneous or exceptional circumstances . This information will be kept in the pupils's health records file.

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 the parents. On such occasions, a health care plan will be written by a paediatrician for the child concerned
- Staff will be trained to administer medication and records of their training will be kept in the school.

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Buccal for major fits
 - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted. A health care plan will be written by a paediatrician for the child concerned.
- Staff will follow paediatrician emergency protocol for the administration of emergency medication. This protocol may say that the calling an ambulance is part of the procedure.

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents 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 and kept on file.

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

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

The staff will record any medication administered on the Medication Administration Record Sheet (MARS) which can be found in the Managing Medication in Schools document and kept in the health records file.

Contacting 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. E.g. if a pupil has unstable epilepsy then calling an ambulance may be part of the child's emergency health care plan. Staff should follow this plan

Accommodation of Medication

The Medical Cabinet is located in the medical room and will be used for medicine administration/treatment purposes. Controlled drugs will be locked in the controlled drug cabinet also located in the medical room. There is also a fridge in the medical room to be used for any medication that requires re-fridgeration. Temperature checks on the fridge will be made in line with weekly H&S checks.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted. Records of professional training undertaken by staff will be kept in the school.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled on an annual basis.

Storage of Medication

The storage of medicines is the overall responsibility of the appropriately trained staff who will ensure that arrangements are in place to store medicines safely in the locked medical cabinets.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine bag is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Any medication supplied by parents which is out of date, will be returned immediately to parents and a note made in the pupils health care record. Medication will be signed back out to parents using the medication transit sheet.

Disposal of Medication

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

All medication will be checked at the end of each term and any out of date medication will be sent home for parents to dispose of. Medication returned to parents will be signed out of the school and parents will sign receipt of returned medication

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Medications during off-site activities

It is the responsibility of the visit leader to follow guidance and co-ordinate all arrangements for storing and administering medicines when off-site.

Medicines removed from school for off-site visits should be clearly detailed (pupil name, condition, medicine, time and dosage) on the emergency medical information section on the off-site visit list.

It is the responsibility of the visit leader to supervise the collection and return of all medicines directly to parent/pupil or stored in school locked medical cabinet.

Review and audit

The medication administration system will be audited by a member of the Senior Leadership Team or a suitable qualified manager each term on an unannounced basis. A report will be completed and supplied to both the Executive Head Teacher and forwarded to the Proprietors Board of Directors. If required an action plan will be implemented and monitored by the Senior Leadership Team.