

## **REDBRIDGE HIGH SCHOOL THE ADMINISTRATION OF MEDICATION POLICY**

### **CONTEXT:**

This policy is based on current practice, guidance from L.A. polices and consultation with Health Agency partners within the school.

By the very nature of our pupils needs the administration of medication is a regular feature of the holistic approach to pupils' education. Many pupils require regular and emergency medication in school to safeguard their health.

The school works in an integrated way in partnership with the School Nursing Service in recognition of the pupils' complex medical needs.

The policy and procedures have been developed in recognition of the particular needs and resources of the school. The governors are fully committed to supporting pupils with complex needs and will support school staff through training and resources to ensure pupils can access the curriculum regardless of their health needs. The Head teacher will put in place arrangements to monitor the operation of those procedures and review the policy with all appropriate partners on a regular basis.

The school recognises that being responsible for dispensing medication can be a cause of anxiety for many staff. However, if staff complete the relevant training and comply to the Redbridge High School for 'The Administration of Medication Policy' it will ensure safe practice minimising the possibility of errors and enabling the pupils to access the curriculum and community safely.

### **PROCEDURES**

#### **School Nursing Team responsibilities**

- All regular prescribed medication should be given to the School Nursing Team as it arrives in school.
- Parents are instructed to send medication to school via bus escorts in its original containers/packages. All medication is labelled with the child/young person's name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- The School Nursing Team will ensure that all the relevant consent forms are completed by themselves and administration is documented in compliance with the Merseycare policies.
- Medication will be stored on site in the medical room following the policies and procedures of the School Nursing Service.

## **School Staff responsibilities**

- When pupils are in school education staff will administer specific prescribed and non-prescribed medication i.e. inhalers, Epipens, nebulisers (education 1:1 carers employed by the school) topical creams and ointments, seasonal e.g. hayfever and non-regular medication, such as, antibiotics or cold remedies. Please check with Senior Management Team or Nursing team if unsure.
- Parents are instructed to send medication to school via bus escorts in its original containers/packages. All medication is labelled with the child/young person's name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Written consent should always be gained prior to administration for both prescribed and non-prescribed medications.
- Consent forms should be obtained from their Base Leaders or Pastoral Office (See School Improvement Liverpool Annex B).
- Each class will have a 'Record of medicine administered to an individual child form' (Annex C) and should be completed and recorded by two members of staff. One staff to administer and one to witness administration of the medication in compliance with Redbridge High School for The Administration of Medication Policy.
- Medication will be stored in accordance with instructions, paying particular note to temperature.
- At the start of each school term it is the responsibility of the class teacher to check the expiry dates for all medication stored at school and documented.
- At the end of each term all completed administration forms should be put in the Pupil's Progress file.
- **All medication must be taken out in a locked container (available from Pastoral Office if needed).**

## **Agency 1:1 Support Staff responsibilities**

- For the pupils with provision from agency 1:1 support staff the medication is stored in a locked cabinet in Base 1. It is essential that this cabinet is locked at all times and agency staff as key holders ensure keys are in school and kept safely.
- It is the 1:1 support staff's responsibility to administer, record and store all medication in compliance with their own individual employer's policy.
- It is essential that agency 1:1 support staff follow all protocols to protect all members of the school community and eliminate any potential situations that may cause risk or harm.

## INHALERS

- For pupils who have been diagnosed with asthma and been prescribed an inhaler, the inhaler will be stored in a 'bum bag' with their Asthma Care Plan and a recording sheet (Annex C).
- The pupils' name should be clearly labelled on their inhaler and the 'bum bag' carried round school by the Class Teacher, unless the pupil has capacity to carry it themselves.
- Each night it will be secured in a designated place.
- **If the pupils require an inhaler to be administered follow the Asthma Management Plan.**
- **In an emergency only ask for First Aiders/Nursing Team over the school Tannoy system to support - call 999 if there is no improvement.**
- **The First Aiders and Nursing Team will assist staff but getting immediate help is paramount if a child/young person is in crisis.**
- If a pupil does not have their inhaler available there is an emergency inhaler stored in a bum bag at the front office by the defibrillator.
- When going off-site the inhaler stored in the 'bum bag' must be taken with the pupil by the class teacher and the Asthma Management Plan followed.
- Teachers need to check the pupils have a working, in-date inhaler at the start of every term and document it.
- Staff need to record administration and inform the parents on that day.

## EPIPEN

- For pupils who have been diagnosed with a severe allergic reaction and been prescribed an Epipen, the parent should supply 2 Epipens, which will be stored in a bum bag with their own Individual Care Plan.
- The pupils' name should be clearly labelled on their Epipens and the bum bag carried round school by the Class Teacher, unless the pupil has capacity to carry it themselves.
- Each night it will be secured in a designated place.
- **If the pupil requires the Epipen to be administered follow the Care Plan.**
- **In an emergency ask for First Aiders/Nursing Team over the school Tannoy system to support - call 999 immediately.**
- **The First Aiders and Nursing Team will assist staff but getting immediate help is paramount if a child/young person is in crisis.**
- When going off-site the pupil's Epipens must be taken by the class teacher and the individual Care Plan followed.
- Teachers need to check the pupils have a working, in-date Epipen at the start of every term and document it.
- Staff need to record administration and inform the parents on that day.

## **PROCEDURES FOR RESCUE MEDICATION**

- In school rescue medication will be administered by the nursing staff to all pupils (except the pupils with 1:1 Support Staff from agencies who should follow their company care plan).
- If a pupil is leaving the premises and requires rescue medication, a member of school staff will collect the appropriate medication from nursing staff in the medical room and fill in the signing out book.
- On return to school the medication is returned to the Nursing Team and the record signed accordingly.
- If a pupil is attending an after-school club that finishes prior to 3.30 pm and requires rescue medication medical staff are on the premises to administer. School staff need to give a written list to the nursing staff of pupils attending the club.
- If a pupil is attending an event or after-school club after 3.30 pm and requires rescue medication a designated member of staff will sign out the medication as usual and return it to a locked cupboard in their Base.

## **ACTIVITIES OFF THE SCHOOL PREMISES**

- If pupils are taking part in activities off site then school staff will administer any prescribed/non-prescribed medication.
- The designated member of staff who will be administering the medication will collect the medication, sign it out if needed and collect a 'Record of medicine administered to an individual child form' (Annex C).
- The medication should be stored in a suitable, lockable container (check the temperature storage).
- Administration details should be checked and recorded by two members of staff together at the time of administration.
- On return to school the designated member of staff who administered the medication returns both the medication and completed form to the appropriate place and inform the School Nursing Team.

## **RESIDENTIALS**

- The names of the pupils going on a residential trip will be finalised at least 6 weeks prior to the trip taking place.
- The Group Leader will send a consent form with a request for medication details to parents. It will notify parents to ask their GP for a prescription for medication for the residential, therefore this should be in sealed containers.

- Medication will be sent into school by the parents 2 weeks prior to the residential
- All medication will be clearly labelled with;
  - the child's name
  - the name and strength of the medication
  - the dosage and when the medication given
  - the expiry date
- The Group Leader of the residential will contact the pharmacist to arrange a meeting - giving 4 weeks' notice.
- The pharmacist will transcribe the medication for each pupil onto an individual M.A.R. sheet (Medication Administration Record) and go through all medication for each pupil.
- During the residential the team leader and another designated staff member will check and dispense the medication and both staff must sign the mar sheets.
- A separate medication risk assessment should be completed at the time of submitting the relevant paperwork to the Local Authority (Evolve).
- Medication must be stored in a suitable, lockable container.
- If rescue medication is required by any pupil it should be available at all times wherever the pupil may be. A designated member of staff should be assigned to carry the medication.

The policy and procedures will be reviewed in the light of any guidance received nationally or locally from the L.A., and in consultation with Health Partners or as a result of any recorded incident.

Policy reviewed: **July 2019**

To be reviewed: **July 2020**

