

# LEICESTER GRAMMAR SCHOOL TRUST

## STONEYGATE SCHOOL

# POLICY AND PROCEDURES ON THE ADMINISTRATION OF MEDICINES

This policy should be read with regard to the First Aid Policy. It refers to Stoneygate School including Early Years Foundation Stage (EYFS).

### **Introduction**

The Trust Nurse and the Principle First aider are the designated people responsible for the storage and administration of medicines within the School. For EYFS pupils the responsibility for administration will be shared by a paediatric first aider. Together, with several appropriately trained first aiders, medicines are administered to pupils under a homely remedy protocol. Parents are asked for their written permission for the administration of certain medicines in school.

### **Practice for administering medication to pupils**

The Trust Nurse or designated first aider (PFA for EYFS) will only administer the medication to a pupil if they are aware of:

- The pupils medical history which is provided by parents when their child joins the School and is updated at least annually
- Any allergies
- Any other medication the pupil is currently taking
- Any possible side effects
- A signed administration of medicines form completed by a parent/carer.

Medicine will not usually be administered unless it has been prescribed for a child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin will only be administered if prescribed by a doctor and the Trust Nurse has spoken to the parents to ascertain the pupil's medical history.

The Trust Nurse or designated first aider (PFA for EYFS) will also establish and check:

- The pupils identity
- The pupils age
- The reason for giving the medication
- If the pupil has taken that particular medication before and, if so, whether there were any problems.
- Dose of the medication
- Frequency of the medication
- Expiry date
- Any specific instructions relating to that medication.

The pupil must take the medication under the supervision of the Trust Nurse or designated first aider.

Parents will be contacted to gain consent for the administration of medication in circumstances where the School Nurse deems it necessary. For example the administration of paracetamol if the child develops a temperature or is in pain. The School Nurse will administer the medication and also arrange for the child's condition to be monitored and assessed.

For EYFS pupil's verbal consent cannot be accepted. In order to administer any medicine, including paracetamol, there must be written consent. Consent via email is acceptable.

### **Record keeping**

Once a medicine has been administered an accurate and legible record is made to provide a complete audit trail for all medicines. This will be completed on the 'Request to administer Medicine' form and kept in a file in the First Aid Room.

This record should include:

- Name of the pupil
- Date and time
- Name, strength and dosage of drug.
- Signature of the member of staff administering the medication.

This document should be kept for all drugs administered and retained for 15yrs after the last entry.

### **Prescribed Medicines**

Stoneygate will administer prescribed medication, if it is in the child's best interests whilst they are in School. If possible, dispensing times should be planned to avoid the administration of medication in school. The following principles should be followed when administering short term prescribed medicines to pupils:

- The pupil or parent must bring the prescribed medicine into school each day and hand it to the class teacher or the designated first aider.

- Parents of all pupils, including EYFS children, must provide written permission stating details of time, date, dose and medication using the appropriate “Administration of Medicines” form. (Appendix 1)
- The medicine must stay in its original container which should ideally be childproof.
- The dispensing label must not be altered.
- The medicine must only be dispensed to the pupil for whom it has been prescribed.
- The class teacher, designated first aider or School Nurse will discuss with the pupil the appropriate time for administration.
- The pupil, class teacher or parent/carer for EYFS pupils must collect the medication at the end of each school day to take home.

In the case of KS1 and KS2 children with long term medical conditions such as Asthma, the pupil should keep their own prescribed medicines on their person to facilitate self-administer of their medication as and when required. The First Aid Room is available if pupils require some privacy whilst administering their medication. For EYFS pupils the prescribed medicine should be kept in a clearly identified, easily accessible location within the classroom and should not be self-administered.

### **Non-Prescribed Medicines**

Stoneygate will administer non-prescribed medication, such as medicines bought from a pharmacist to treat hayfever (antihistamine) or to treat conjunctivitis (Chloramphenicol) if it is in the child’s best interests to do so whilst they are in School. If possible, dispensing times should be planned to avoid the administration of medication in school. The following principles should be followed when administering short term non-prescribed medicines to pupils:

- The pupil or parent must bring the medicine into school each day and hand it to the class teacher, designated first aider or School Nurse for storage in the First Aid Room.
- Parents of all pupils, including EYFS children, must provide written permission stating details of time, date, dose and medication using the appropriate “Administration of Medicines” form.
- The medicine must stay in its original container which should ideally be childproof.
- The medicine must only be dispensed to the pupil for whom it has been intended.
- The class teacher, designated first aider or School Nurse will discuss with the pupil the appropriate time for administration.
- The pupil, class teacher or parent/carer for EYFS pupils must collect the medication at the end of each school day to take home.

### **Self-administration of Medicines**

It is discouraged for pupils to self-administer medications (except in the cases outlined in above). This is to ensure the safety of the child and others at the school. If a pupil requires

medication during the school day this must be handed into the Office, School Nurse or designated first aider with the exception of some long term medications (see above).

### **Procedure for reporting drug errors and adverse drug reactions**

In the event of a drug error or adverse drug reaction the pupil's health and safety will be the initial priority. The School nurse will assess the child and administer any lifesaving medicines if required.

If it was deemed necessary by the School Nurse, the child will either be seen by a GP, transferred to the Leicester Royal Infirmary Accident and Emergency Department or an Ambulance will be called.

The child's parents will be contacted as soon as is reasonably possible and a thorough explanation provided.

The Headteacher, Business Director, Facilities Service Manager, School Nurse and Stoneygate principle first aider will be informed and an investigation will take place.

### **Administration to save a life**

In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be administered by the School Nurse without the direction of a medical practitioner or there being a Patient Group Directive, for the purpose of saving life. For example, the administration of adrenaline by injection (1:1000), Chlorpheniramine and Salbutamol are among those 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.

All parents of children with allergies which may require an adrenaline auto-injector (AAI) will be asked to sign a form giving consent for appropriate emergency treatment to be administered in the event of a severe allergic reaction. An individual pupil action plan will be written to inform staff of the appropriate action to be taken in the event of the child developing anaphylactic symptoms.

As from 1st October 2017 the Human Medicines (Amendment) Regulations 2017 allows all schools to buy AAI devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date). **Stoneyagte has an AAI** device that can be administered in the above situations and is stored in the First Aid Room with the appropriate guidance for use.

According the Department of Health Guidance, the school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom written parental consent for use of the spare AAI has been provided. Written consent has been requested from all applicable parents.

All staff are annually trained and updated on the management of anaphylaxis and the administration of an adrenaline auto-injector by the School Nurse.

### **Storage of medicines**

To ensure a rapid retrieval, emergency medications such as inhalers and Adrenaline auto-injectors, are stored in easily identifiable boxes, in the child's individual classroom and the spares are kept in an unlocked cupboard in the First Aid Room. If the child is participating in a lesson within the schools grounds, a sporting fixture or school trip off the school premises, the medication should accompany the child and should be listed on the Trip Risk Assessment.

Short term medicines are stored either in the fridge or in a locked cupboard in the First Aid room.

Staff medication must be stored either in the Staff room or securely out of reach of children at all times. Staff on medication should only work with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

Medicine should not be stored in a child's locker.

### **Disposal of medicines**

If there are any out of date medicines in the First Aid room, they will be either sent home, disposed of in a sharps bin (in the case of Adrenaline auto-injectors) or taken to the local Pharmacy by the School Nurse for safe disposal. The sharps are collected on a regular basis and taken to clinical waste incinerators.

Last reviewed: September 2018

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