



## **ADMINISTRATION OF MEDICINES POLICY**

### **POLICY STATEMENT**

The purpose of this policy is to ensure the safe and appropriate administration of medication to students with special provision for students with medical needs within the school. Most children will at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with cystic fibrosis. Other children may require medicines in particular circumstances, for example severe allergies or asthma. Allowing students to take medication at school will minimise the time that they need to be absent and look after their wellbeing.

### **PURPOSE**

This policy seeks to support students with both long term and short-term health needs. The school will aim to minimise any disruption to the child's learning as far as possible and work with parents/carers and health professionals to ensure this.

### **SCOPE**

#### **Managing medicines during the school day**

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, medicines should be described in dose frequencies which enable them to be taken outside school hours.

No student under 16 will be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.

A student under 16 will never be given medicine containing Aspirin unless prescribed by a doctor.

#### **Non-prescription medicines**

At the start of the school year, parents/carers are sent a letter requesting their permission to administer paracetamol/Calpol or ibuprofen to their daughter(s) for pain relief.

#### **Prescription medicines**

Prescribed medicines or controlled substances which have not been prescribed by a medical practitioner will not be administered in school. Prescription medicines should only be taken during the school day when essential. School will only accept prescribed medicines that are in date, labelled and intact, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Medicines will only be administered according to the instructions on the pharmacy label and with written parental consent.

Qualified school staff may administer a controlled drug to the child for whom it has been prescribed. Any student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but in limited amounts or prescribed doses (eg one or two tablets/inhaler). School will closely monitor any such occurrence as we are aware that passing it to another pupil for use is an offence. It is the parent's responsibility in consultation with the school to determine competence.

### **Records**

School will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted. (See Appendix 1 – in line with DfE guidance 2014, template D). The Appointed Person will each term carry out an analysis of tablets dispensed and report the findings to the Health and Safety Committee.

### **Storing medicines**

The school will keep the medication securely in a locked cupboard which may only be accessed by authorised staff. This is located in the Bursar's office. In particular, all controlled drugs that have been prescribed for a student will be securely stored in a non-portable container and only named staff will have access. Where medicines need to be refrigerated they will be stored in a designated fridge which is located in the Bursar's office. Prescription drugs will be returned to parents when no longer required or out of date. It is the parent's responsibility to collect and dispose of out of date or unused medication. It is the parent/carer's responsibility to ensure that medicines sent to school are in date. If new supplies are needed it is the responsibility of the parents to supply the medication. Sharp boxes should always be used for the disposal of needles and other sharps.

### **Epipens and another emergency medication**

All staff will be given appropriate training in the administration of emergency medication where necessary (last given September 2019).

Arrangements will be made for immediate access to any emergency medications, for example:

- Epipens will be kept with the student with a labelled spare held in the medicine locked cupboard. The School has its own Epipen which is located in the Bursar's Office.
- Asthma medication will be kept with the student with labelled spare inhalers and equipment held in the medicine locked cupboard. The School has its own Salbutamol inhaler which is located in the Bursar's Office.
- Any medicines, such as Ritalin, which requires double locking will be kept in a locked metal box in the medicine locked cupboard
- Wherever there are specific requirements needed with a controlled medicine, to meet the medical needs of an individual in school, then the school will work within the medical and DfE guidance regarding this

Emergency medication will always be taken if the student goes out on a trip.

### **Supporting pupils with medical needs**

Where a student needs to take medication in school for an extended period or has a chronic ongoing condition, an Individual Health Care Plan (IHCP) will be put in place. This will be agreed jointly by the school and parents/carers with the advice of health professionals. Parents should provide the school with all the necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication.

Creating IHCPs and their implementation is the responsibility of the School Appointed Person who is Mrs Debbie Oldroyd, together Ms Emma Thompson, the school's SENCO. The IHCPs are compiled and recorded in line with the current DfE guidance published May 2014. (See Appendix 2 – in line with DfE template A).

The school will work with parents/carers to put plans in place that give regard to the Equality Act 2010 and the SEN Policy so that student's with medical conditions have access to the same opportunities as other children as long as it is safe for them to do so.

School staff will be made aware of students with IHCPs and their conditions.

Any child on an IHCP will be accompanied to the school's sick bay if they are ill.

Administration of medication by a qualified member of staff or self-administration by the student may take place with written permission from parents.

The school will ensure that procedures are in place for an emergency situation and that contingency arrangements are in place.

### **Records for IHCP**

In addition to the usual general medicine log used for all children, any medicine administered to a student with an IHCP is also recorded on a separate recording sheet in line with DfE template C (see Appendix 3).

### **Procedures for offsite learning**

Residential Visits:

- The trip leader is responsible for checking medical needs of students
- The trip leader must check any IHCP requirements with parents and put appropriate procedures and contingency plans in place

Day Visits:

- For part day visits, students should, wherever possible go to the school office before/after the visit to take their medication
- For full day visits, parents/carers are responsible for completing the Parental Consent Form giving relevant information
- The trip leader will collect any necessary medication from the securely locked cupboard and follow normal guidelines or requirements set out in an IHCP and take any plans appropriate to the needs of the individual student.

## **RESPONSIBILITY**

### **Staff**

All school staff hold a responsibility for ensuring that students comply with this policy.

### **Students**

It is the responsibility of the students to follow all medical protocols within school.

### **Parents/Carers**

It is the responsibility of the Parents/carers to inform school of any medical needs relating to any individual student and abide by the protocols contained within this policy.

## **PUBLICITY**

This policy will be posted on the school's internal staff shared drive and on the school's website.

Notices will be displayed around school: in Senior and Junior main receptions, kitchen, dining room, Science block, Rose Cottage, PE office, Staff Room showing the Appointed Person and the staff who currently hold First Aid qualifications and where they are located in school, along with procedures for contacting Emergency Services (see appendix 4 and 5 – in line with DfE guidance and template F).

## **GUIDANCE**

### **Managing Medicines on School Premises**

The Board of Governors should ensure that the school's policy is clear about the procedures to be followed for managing medicines.

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where possible verbal consent from parents/carers will be sought even for non-prescription medicines.
- No child under 16 should be given prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child to involve their parents while respecting their right to confidentiality. Schools should set out the circumstances in which non-prescription medicines may be administered.
- A child under 16 should never be given medicine containing Aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Schools should only accept prescribed medicines what are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is Insulin which must still be in date, but will generally be available to schools inside an Insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. This is particularly important to consider when outside of school premises eg on school trips.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.

- Qualified staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal.

*Refer also to the:  
First Aid policy*





Appendix 2

**INDIVIDUAL HEALTHCARE PLAN (Template A)**

Child's name	
Form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

**Family Contact Information**

Name	
Phone (work)	
Phone (home)	
Phone (mobile)	
Relationship to child	
Name	
Phone (work)	
Phone (home)	
Phone (mobile)	
Relationship to child	

**Clinic/Hospital Contact**

Name	
Phone number	

**GP**

Name	
Phone number	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-  
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for pupil's education, social and emotional needs

Arrangements for school visits/trips etc

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/ staff administering medicine in accordance with school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) .....

Date .....



**Record of medicine administered to an individual child (Template C)**

Name of child	
Form	
Date medicine provided by parent	
Quantity received	
Name and strength of medicine	
Dose and frequency of medicine	
Expiry date	
Quantity returned	

Staff signature .....

Parent signature .....

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



## **CONTACTING EMERGENCY SERVICES**

### **REQUEST FOR AN AMBULANCE**

**Dial 999, ask for an ambulance and be ready with the following information:**

**Location: Westfield School, Gosforth**

**Telephone No: Senior House 0191 255 3980  
Junior House 0191 255 3984**

**Postcode: Oakfield Road NE3 4HS**

**Patient's name, date of birth, location within school and brief description of symptoms (if known).**

**Inform ambulance control that the crew should enter the school grounds via the Oakfield Road entrance and state that they will be met and taken to the patient on arrival.**

**Remember, speak clearly and slowly and be ready to repeat any information if required.**

**DO NOT END THE CALL UNTIL TOLD TO DO SO BY THE EMERGENCY SERVICES**



## FIRST AIDERS

### **In Senior House, our First Aiders are:**

Miss Nicky Baguley (HoF, PE Office)  
Mrs Deborah Oldroyd (Assistant Bursar)  
Mrs Leigh McNaught (Teaching Assistant)  
Mr Neil Walker (Headmaster)  
Mr Stephen Byrne (Facilities Manager)  
Mr Phillip Russell (Chemistry Teacher)

### **In Junior House, our Paediatric First Aiders are:**

Mrs Norma Alexanders (Early years Coordinator)  
Mrs Claire Whitaker (Twilight Assistant)  
Mrs Claire Leathers (Catering Department)  
Mr Neil Walker (Headmaster)

### **Outdoors First Aider**

Mr Neil Walker (Headmaster)

### **Mental Health First Aider**

Mrs Leigh McNaught