



Safe Administration of Medicine Policy Bennerley Fields School

Reference A: Derbyshire County Council Administration of medicines and associated complex health procedures for children – advice and guidance for child services in Derbyshire

Introduction

This policy is based on Ref A and associated Codes of Practice. The guidance document is detailed and covers the full spectrum of the Administration of Medicines in Schools.

Our policy aims to summarise and tailor the detail for our environment and our pupil needs. The guidance mentioned above is based on consultation with health professionals, teacher associations and trade unions. It should be noted that the Council fully indemnifies its staff against claims of negligence, providing that they are acting within the scope of their employment, have been provided with adequate training and are following the Local Authorities guidelines.

Notice

It is important to remember that medicines are not hazardous if used and administered in the correct manner but can present a significant risk if not used and administered correctly. The main risks associated with storing, managing and administering medicines are:

- Medicines given to the wrong child
- Medicines not given to a child at the right time
- Medicines not given at all
- Wrong dose given to a child
- Medicines not available to a child when required (particularly rescue medicine)
- Medicines being lost
- Medicines incorrectly stored
- Medicines not correctly labelled and past shelf life
- Allergies not registered and known

General

Pupils within our school will at some stage require medicines to be administered and they are likely to vary from a short period of antibiotics, application of lotion to a prescription of controlled drugs.

It is school policy that we will only administer medicines supplied by parents/carers. Staff will administer prescribed medication that has the appropriate labels and this matches the child. Staff will administer over the counter medication is suitable for the age of the child. Pupils are not allowed to self-administer.

The school will not keep any pain relief medicines or drugs for dispensing to children i.e. Paracetamol. We will of course hold First Aid Kits as per Ref A p.16. However, in 'extreme circumstances' parents may contact the Class Lead to discuss temporary/urgent dispensing. If agreed, this would be supported by recorded application and consent. Children are not allowed to self-administer in this school.

The Headteacher and SBM are responsible for all matters relating to the Administration of Medicines at Bennerley Fields School. The local authority does not imply a duty on them, or any employee, to administer medication; those involved assist on a voluntary basis unless contracted to do so. All decisions not to administer will be respected.

Parent/Carer/Guardians

The responsibility for ensuring that children receive the correction medication, at the right time, rests with the Parents, Carers or Guardians of that particular child. Careful prescribing can also reduce the need for medicines to be taken at school. As per DCC advice, parents should be aware that a 3 times per day dosage can usually be spaced throughout the day i.e. morning before school, after school and before bed. Parents may also ask the prescriber if it is possible to adjust any medication to be taken outside of the school day.

Where the above cannot be arranged, parents should consider whether or not the child should be at school; other options include the parent coming in to school to administer. In some circumstances the school will/may assist. The school will only assist by prior arrangement.

Consent

The school will not administer without written consent.

Working in Partnership

It is important that parents communicate with the school regarding medicines to ensure that the child's needs are met; this includes the correct understanding of any allergies, any other medicines being taken. The school will record any medicines

administered in accordance with Ref B and are to ensure that the following 'five rights' are followed, these being:

- The right child
- The right drug
- The right dose
- The right route
- The right time

Staff must always check:

- The child's name
- Prescribed dose
- Expiry date
- Clear written instructions from prescriber
- Whether it is a controlled drug
- Any requirements for refrigerated storage
- That the dosage has not already been given by another person

If in any doubt seek advice from a school first aider.

Remember:

- **The administration of controlled drugs requires 2 people; one to administer and the other to witness the process.**
- **Staff may only administer medicines with agreement from the child. If a child refuses to take any medicine, staff should not force them to do so but should note in the records. The member of staff should inform the parent responsible on the same day.**
- **Medical information should always be regarded as confidential and therefore the 'Need to Know' rule applies.**

Medical Room

All medicines are to be appropriately stored and administered in the Medical Room only. All documentation to be completed and retained for audit/inspection. Dignity and Privacy is to be maintained at all times.

The School Business Manager is responsible for the storage of controlled medicines and drugs and will provide advice to all staff on a need to know basis.

All medicines will be received in the first instance by the Class Lead then taken immediately to the School Office for booking in.

Staff Volunteers

Any member of staff that administers medicines does so as a volunteer. All are to read this Policy document. All staff volunteers are to be trained in the administration of medicines and a list posted in the First Aid room. The School CPD Lead is responsible for the allocation of training courses and the monitoring of expiry dates.

PE and Off-Site Trips

Every effort is to be made to include children with medical/medication needs and where possible the routine for the administration of medicines is the same. Staff are to ensure that medications are taken with them off site i.e. inhalers for those suffering with asthma.

Those members of staff teaching PE should also be aware of this requirement and inhalers should always accompany those most likely to need them.

If in doubt, the member of staff should seek guidance from the Parent, Carer or Guardian responsible for the child.

Emergency Medications

The Headteacher understands the need for readily available Emergency Medications and this includes asthma inhalers and adrenaline pens – these are to be readily available at all times.

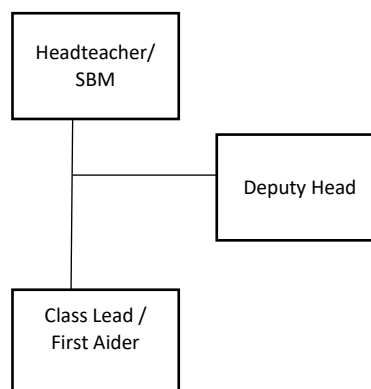
Best Practice

Our school policies, protocols and procedures may be inspected by one of the government regulatory bodies at any time, to confirm that we are both compliant and working to the minimum standards for safe care. We must be able to demonstrate due diligence and good governance in all areas of this subject.

Transporting Children

The large majority of our children use Home to School Transport i.e. Taxis and Community Transport provided by the Local Authority. It is their responsibility to ensure that our children are safe during this time. Drivers and Escorts know what to do in the case of an Emergency and will supervise any requirements during the journey. Children are not to carry their own medication it must be given to the transport escort. Escorts receive a basic level of First Aid during their Passenger Assistance Training.

Structure Diagram



- The Headteacher & SBM will manage the Administration of Medicines process, assisted by the Deputy Head.
- The school will ensure there is adequate First Aid trained staff to support staff administering medication within school. In addition, members of staff will be trained in the administration of medicines, as required, to support pupils with long-term medical needs.



Safe Administration of Medicine

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