




## Baytree School

### Administration of Medication Policy

Mandatory/Non-Mandatory	Non Mandatory
Model Policy	
Annual/Bi-Annual	Bi-Annual
Date Ratified by FGB	15 <sup>th</sup> March 2023
Signed: N Galloway (Chair of Governing Board)	

Next Review Due

March 2025

1

### Baytree School Administration of Medication Policy

#### What is medication?

- Any pharmaceutically active substance is termed medication.

- Prescribed medication requires a medical or dental practitioner's prescription.
- Non-prescribed medication does not require a prescription and may include 'alternative remedies'.

### **Why we need a policy?**

- Human Medicine Regulations 2014 places restrictions on dealings with medicinal products, including their administration.
- **All pharmaceutically active substances bear a harm of risk.**
- The Local Authority, school and governing body are responsible for the health and safety of the pupils in their care.
- Part of the Health and Safety management policy to make sure that safety measures cover the needs of all pupils in the school, i.e. a measure to control risks.
- There is no legal or contractual duty on school staff to administer medication or supervise a pupil taking it unless it is written in their contract. Other than this it is a voluntary role.
- In order to do all that is reasonably practicable to ensure the health, safety and welfare of employees.

### **General Principles**

- Full legal protection for staff administering medication within the terms of the policy will be assured.
- Nothing in the policy should discourage staff from giving help in good faith, in what appears to be a life-threatening emergency.
- Non-prescribed medication will only be administered where there is specific prior written permission from the parents.

- **Prescribed medication will only be administered with written permission and clear instructions from the parents or carers on a Baytree School medication form.** If medication is for long term use and administered during the school day, a clinic letter or email from the Dr will need to be provided for evidence. This clinic letter will validate our Health Care Plan and administration of medication document.

- If a clinic letter is unable to be obtained, then in exceptional circumstances the School Health Lead may be able to attain this information from the appropriate health professional.
- All medication brought onto the school premises for administration within school hours, will be recorded. The file documenting this will be kept in the Medical Room.

**Commented [RF1]:** We are keeping medication signing sheets in class now, is that acceptable and in line with this policy?

**We are not able to take responsibility for medication that is administered outside school hours, e.g. that is en-route for Respite Care.**

- Where parents/carers request escorts to carry such medication it must be placed in an appropriately labelled sealed container. **The destination must be clear.**
- During the day this will be kept in an appropriately secure place in the Medical Room for collection at the end of the day by the escort/parent.
- The Head Teacher will consult with and take advice from the School Health Lead or School Health Service on health issues, including the formulation of any policies.

**Commented [RF2]:** We also have secure medicine cabinets in class rooms where medication is stored during the school day and overnight in some circumstances.

**In order to minimise risk, and an accumulation of medication on the premises the following principles will apply:**

- Medication will be sent in from home or from Respite Care only for the day it is to be administered except when small amounts of pupil’s medication are kept in school for term time only (prior arrangement of parents).
- Only medication with a relevant prescription label can be administered.
- Medication will only be administered with written permission from parents/carers.
- Whilst on duty on the school premises the Health Lead or Health Care Assistants (HCA) or trained school staff will administer any required medication. In lifethreatening situations and in the absence of the health lead and HCA a member of

**Commented [RF3]:** We also administer over the counter medication ie paracetamol or anti histamines with no relevant prescription label

staff trained in the relevant procedures, e.g. administration of Buccal Midazolam will administer the medication. The emergency services will be called where the condition of the pupil is considered out of the ordinary for that pupil or the care plans call for this.

**Permission**

- Parents/carers must send in written permission for any form of medication that needs to be administered. A specific form will be provided by the health care lead for this purpose. If the medication is for long term use a doctor’s letter must be provided as evidence to ensure the healthcare plan is up to date.

## Security

- All medication should be taken directly to the Medical Room and handed to the Health Lead or HCAs. The Health Lead or HCA will record receipt of the medication on the school daily medication record. If the Health Lead or HCAs are not in the Medical room the School Admin team in the school office will receive medication.
- At no time should any form of medication be left unattended prior to being securely stored.
- All medication for administration in school hours will be kept in a locked cabinet, secured to the building; excluding EpiPen's, inhalers and other emergency medication according to individual protocols, e.g. Buccal Midazoloam if required to be administered due to a seizure after 3 minutes or less.

## Administration of medication

- Medication can only be administered by staff following the completion of the Healthcare Plan which must be consistent with the prescription labels on the medication and doctor's clinic letter if medication is for long term use.
- Each pupil will have an up-to-date medication chart kept in a folder in a ~~cabinet~~ **room** **locked**
- The Medication Chart will have the current permission form attached.
- The Medication Chart will give precise details for administration required.
- Medication will be administered by the Health Lead or HCAs when on duty and on the school premises. If the Health Lead and HCAs are absent medication will be administered by a suitably trained staff member. All medication administered must be witnessed by another member of staff who will have also completed the administration of medication training.
- Gastrostomy administered medication will be administered by the trained member of staff (usually a Health Care Assistant) after having received the appropriate training.

**Commented [RF4]:** medication charts are kept in classrooms

## Recording administration of medication

- The person administering medication must sign in the appropriate place on the Medication Record Sheet and the administration must be witnessed by another staff member who signs in the appropriate place on the sheet. This must be done at the time of the administration of medication.

## Checks made when administering medication:

- Ensure that the prescribed amount of the correct medication of the prescribed strength is given to the correct child at the appropriate time via the written route.
- A full signature in ink must be used and each signature must be dated individually.
- Absence - In the case of pupil absence the word 'absent' should be written in the Medication Chart.
- Class visits out of school – A suitably trained person will take the Medication Record Sheet(s) with him/her and sign the chart as above.

**Commented [RF5]:** we only date once, not for each signature

### **Records of all medication**

- In the event of a pupil being taken or admitted to hospital we need to keep an up to date record of all medication taken by each pupil. This includes that taken at home, even when none is administered at school.
- The correct form should be filled in by parents/carers at the beginning of each school year and as and when there are changes. The health Lead will confirm each care plan, checking the relevant paperwork i.e., clinic letter, is identified.
- Parents will need to notify the school of any changes (a blank form will be issued to parents). They are also available on the school's website.

All forms will be addressed to the Health Lead who will:

- a) Copy to Class Teacher
- b) Send new updated typed form to parents/carers.
- c) Keep a file of original copies alongside Health Care Plans.

## Training

- Relevant training will be given to staff where this is essential to their contractual obligations and where staff volunteer to administer medication.

## Review of the policy

- Will be every two years or more frequently as required by changing circumstances. • A copy of the medical information to parents will be posted on the school website.

**We strive to provide the highest possible quality of care and support for all our pupils.**

## SUMMARY

It is the aim of this policy to provide clear procedures that are understood by staff and parents and will form a sound basis for ensuring that pupils with medical needs receive proper care and support at school.

## REVIEW OF POLICY

This policy will be reviewed by the Governing Board, in line with the schedule available from the Clerk of Governors.

## Additional documents to be referenced alongside this policy:

- Supporting pupils at school with Medical conditions 2015
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Medicines Act 1968
- Human Medicine Regulations 2014

<u>Reviewed by FGB:</u> 24 <sup>th</sup> March 2021	<u>Reviewed by FGB:</u> 15 <sup>th</sup> March 2023		
<u>Next Review due:</u> March 2023	<u>Next Review due:</u> March 2025		

