

# Naburn CE Primary School



## Administration of Medicines Policy

Previous Date of Review: November 2020  
Date of FAR Meeting: 19<sup>th</sup> November 2020

Date of this Review: January 2022

Date of FAR Meeting:

**Date of Next Review: January 2023**

*COVID-19 Addendum added June 2020 and Sept 2020 and circulated to staff and governors*

# POLICY FOR THE ADMINISTRATION OF MEDICINES

## INTRODUCTION

*Naburn CE Primary School* is committed to reducing the barriers to participation in activities and learning experiences for all children. This policy sets out the steps which *Naburn CE Primary School* will take to ensure full access to learning for all children who have medical needs and are able to attend *Naburn CE Primary School*. The policy reflects the DfE Guidance 2014 (Updated August 2017) *Supporting Pupils at School with Medical Conditions*.

Medicines should only be taken to *Naburn CE Primary School* when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the *school or setting 'day'*.

The *Headteacher* will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so. There is no legal duty which requires school staff to administer medication; this is purely a voluntary role. If staff follow documented procedures, they are fully covered by their employer's public liability insurance.

*Naburn CE Primary School* will ensure that staff receive proper support and training where necessary. The headteacher or teacher in charge will decide when and how such training takes place, in their capacity as a line manager. *Naburn CE Primary School* will access support and training via City of York Council.

This policy has been agreed by the Governors and is reviewed every three years or earlier if there are changes to guidance.

## Prescribed Medicines

Medicines should only be brought into *Naburn CE Primary School* when essential. Where possible parents/carers are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours.

It is the responsibility of parents/carers to supply written information about the medication their child needs to take in *Naburn CE Primary School*. Staff should check that any details provided by parents/carers are consistent with instructions on the container or on the consent form.

Medicines will not be accepted anywhere in *Naburn CE Primary School* without prior agreement of the Headteacher or, in the absence of the Headteacher, a Senior Teacher. Complete written and signed instructions from parent/carer are required.

**Medicines must always be provided in the original container as dispensed by a pharmacist and handed directly to the *Headteacher* or to a nominated person (Office Manager) authorised by the *Headteacher*. Each item of medication must include the prescriber's instructions for administration. Medicines that have been taken out of the container as originally dispensed will not be accepted. Parental requests for changes to dosages will not be actioned without receiving a new supply which is correctly labelled or a written request from the doctor. This will require an amendment to the original form.**

Parents/carers or the child's doctor should provide the following details as a minimum:

- Name of child
- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Date of issue
- Expiry date
- Possible side-effects
- Storage details
- Other treatment

Surplus or out-of-date medication will be returned to parent/carers for safe disposal.

## **Controlled Drugs**

*Naburn CE Primary School* agrees in principle to the administration of controlled drugs (eg methylphenidate), provided that the correct procedures are followed, as outlined in this policy and in accordance with the Misuse of Drugs Act.

The controlled drug will be kept in a locked non-portable container and only named staff will have access to it. A record will be kept for audit and safety purposes, as for other medication.

Misuse of a controlled drug, such as passing it to another child for use, is an offence. If this occurs *Naburn CE Primary School* will inform parents and, where necessary, the police.

## **Non-prescribed Medicines**

*Naburn CE Primary School discourages the use of non-prescribed medication but if medication is required, eg for headache, toothache or period pains, pain relief in the form of paracetamol may be administered by the Headteacher and/or other volunteer members of staff who are willing to be involved.*

The administration of a non-prescribed medicine must<sup>1</sup> be in accordance with the *school's* policy, for which specific prior written agreement with parents is necessary.

Paracetamol is the only non-prescribed pain-relieving drug which will be administered by the school and given to pupils, with parental consent. Parents/carers will be informed of the school's policy and must give (or withhold) their consent in writing to the administration of paracetamol according to the policy.

Paracetamol may be given in either liquid or tablet form, in a dose appropriate to the pupil's age according to the instructions on the container and instructions from the parent. (The school does not purchase and supply paracetamol).

The storage and administration of paracetamol should be in accordance with the advice given relating to prescribed medication (see above).

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<sup>1</sup> Throughout this document '**must**' refers to a legal/statutory duty.

In addition, prior to administration the member of staff should ensure that:

- The medication has not passed its expiry date
- The pupil has not taken any other medication within the last six hours.

If there is any doubt, medication should not be administered.

It is important to record the name of the pupil and the time and date of administration for each dose of paracetamol that is given.

Aspirin and aspirin containing preparations must not be given to pupils under the age of 16 unless it is on the prescription of a doctor.

## **Self-Management/Administration**

*Naburn CE Primary School* encourages children, where appropriate, to manage their own medication, under the supervision or with the knowledge of staff and following procedures laid out in their individual health care plan. This may include carrying their medication securely on their person, or collecting it from a lockable facility. The safety of other pupils will always be considered.

### Early years settings, Early years and Foundation Stage, Key Stage 1

Asthma inhalers will be kept within the classroom, in a designated container which is recognised by all staff and the children concerned. A designated member of staff will take this container to other locations in the building when children move between areas.

### Key Stage 2 and above

Children are encouraged to carry their own asthma inhalers, if appropriate.

## **Short Term Medical Needs**

Medicines should only be taken to *Naburn CE Primary School* when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. In certain circumstances, eg completing a course of antibiotics, parents may apply to the *Headteacher*.

## **Long Term Medical Needs / Individual Health Care Plan**

Where there are long-term medical needs requiring medication, an Individual Health Care Plan will be completed. *Naburn CE Primary School* will involve parents and other relevant parties such as:

- Headteacher or head of setting
- Child (if appropriate)
- Class Teacher/Form Tutor/Head of Year
- Staff who are nominated to administer medicines
- Staff who are trained in emergency procedures
- Specialist teacher for Physical Disability/Medical needs
- Health professionals (when appropriate and in line with local agreement).

In the case of long term medication, *Naburn CE Primary School* will agree with parents/carers how often they should jointly review the individual health care plan. This will be at least once a year, or when circumstances change.

In exceptional and/or complex cases, Emergency Treatment Plans will be initiated and written by health care professionals, then shared with schools and settings. The 'named' health professional will be contacted if an Emergency Treatment Plan has been actioned so that appropriate de-briefing can occur.

If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, this will be included in the individual health care plan.

## **Dealing with medicines safely**

### **Storage**

*Naburn CE Primary School* will ensure that all emergency medicines such as asthma inhalers and adrenaline injector pens are readily available to children and not locked away. Whenever possible KS2 children are encouraged to carry their own inhalers.

Medicines are stored strictly in accordance with the product instructions (paying particular note to temperature) and in the original container in which it was dispensed.

Medicines which need to be refrigerated are kept in a refrigerator in the staff room.

*(NB Cupboards should be well constructed and lockable and should generally be in a room not accessible to children. Medicines can be stored in a refrigerator containing food provided they are in an airtight container and clearly labeled. There should be restricted access to a refrigerator storing medicines.)*

Children are told where their own medicines are stored and who holds the key.

Staff should be aware of the implications for safe storage of their own medicines.

### **Administration of Medicines**

No child under 16 can be given medication by staff employed by the school or setting, without their parent/carer's written consent.

Staff giving medicines will routinely check:

1. the child's name
2. prescribed dose
3. expiry date
4. written instructions provided by the prescriber

### **Record Keeping**

*Naburn CE Primary School* will keep a record of medicines given to children and the staff involved. *This is a legal requirement for early years settings.* This will also apply to off-site activities eg residential trips etc.

A record will be kept of all medicines received, including quantity, even if they are not subsequently administered.

### **Refusing Medication**

If a child refuses their medication, *Naburn CE Primary School* staff will not force them to take it but will note it in the records. The *Naburn CE Primary School* will provide parents/carers with details of when medication has been refused or has not been administered for any other reason, on the same day. If a refusal to take medicines results in an emergency, the *school's* emergency procedures will be followed.

## **Sporting Activities**

*Naburn CE Primary School* will ensure staff are aware if a child requires medication as a precautionary measure before taking part in PE or other physical activity, along with any emergency procedures. Inhalers will routinely be taken to PE or other physical activity. Risk assessments will be carried out if considered necessary.

If a child wears a MedicAlert<sup>®</sup> (eg a bracelet or necklace to alert others to a specific medical condition in case of an emergency) it may be necessary to consider removing it temporarily in certain circumstances, if there is a risk that it could cause injury in games or practical activities. If temporary removal is agreed in the health care plan, staff will be aware of the significance of the MedicAlert<sup>®</sup> and will keep it safe.

## **Educational Visits**

*Naburn CE Primary School* is aware of its responsibilities under the Disability Discrimination Act and will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements are required.

Appropriate risk-assessments will be undertaken and agreed with the parent/carer. Arrangements for taking any necessary medicines will be considered. Staff will be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedures.

Concerns about a child's safety or the safety of others will be discussed with parents/carers and advice sought from the health visitor, school nurse or the child's GP.

## **Journeys abroad and exchange visits**

If children are involved in journeys abroad, arrangements will be made to ensure that all receiving parties have a clear understanding of the child's medical needs. In some circumstances it may be necessary to provide translated documentation.

## **Home/school transport**

If supervision is necessary whilst travelling on Local Authority transport, this will usually be identified in the child's Statement of Special Educational Needs. Where appropriate and with parental agreement, individual health care plans will be shared with home-school transport escorts and respite care providers.

## **Disposal of Medicines**

Parents/carers are responsible for disposing of medicines safely, including ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Parents/carers are requested to collect medicines held at the end of each term. A record will be made of all medicines returned to parents/carers.

If parents/carers do not collect all medicines, they will be taken to the local pharmacy for safe disposal. A record of disposal will be made.

## **Hygiene/Infection Control**

All staff are aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medicines.

Staff will have access to protective, disposable gloves. Extra care will be taken when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment. A sharps container will be used for needles. Parents are responsible for its provision, collection and disposal.

## Training

*Naburn CE Primary School* will ensure that staff receive proper support and training where necessary. The headteacher or teacher in charge will agree when and how such training takes place, in their capacity as a line manager. *Naburn CE Primary School* will access support and training via City of York Council.

*Naburn CE Primary School* will work within the DfE Guidance 2014, updated in August 2017 *Supporting Pupils at School with Medical Conditions* when responding to the needs of children with the following common conditions:

Asthma  
Epilepsy  
Diabetes  
Anaphylaxis

The school's Finance and Resources Committee will be responsible for implementation and monitoring of this policy.

### **Addendum to this policy in response to COVID-19, June 2020**

From Tuesday 2nd June, Naburn CE Primary School is operating under a 'Wider Opening of Schools' plan. This is in response to the Government's ambition to bring children in EYFS, Y1 and Y6 back to school following the pandemic and the resulting partial school closures. From Tuesday 2nd June, Naburn CE Primary will operate two classes. One for children of keyworkers and R/Y1 and one for Year 6 pupils.

Parents of children attending are asked to sign a parental agreement containing the following points relevant to this policy:

- Parents are not permitted to enter the school grounds. There will be 2m markers on the school railings to help.
- To maintain the health and safety of all, parents will not be permitted on the school site unless it is an emergency. All contact should be made via telephone or email.
- School must be advised of any changes to emergency contact details and/or medical conditions immediately.

### **Other changes needing to be made:**

- Should a child need medicine, they must be able to self-administer, with parental consent
- A member of staff will supervise the administration
- The member of staff will wear disposable gloves and will remain 2m away from the child, outside if possible
- Should a child be unable to self-administer, they will have to have the medicine at home and not return to school until the following day (parents are not allowed on site)
- Unused medicines will be kept locked away in school until it is safe to return them to a pharmacy
- Following the guidance below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

*'if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.'*

This addendum was added June 2020

### **Further Addendum to this policy in response to COVID-19, September 2020**

From Wednesday 9<sup>th</sup> September 2020, Naburn CE Primary School is operating under a 'Full Opening of Schools' plan. This is in response to the Government's plan to bring all pupils back into full time education following the COVID-19 pandemic, from the beginning of the Autumn term.

The school is still operating under certain restrictions as it follows the Guidance for Full Opening:schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- To maintain the health and safety of all, parents are not permitted to enter the school grounds unless they have a prearranged appointment (in exceptional circumstances) or to pick up a child who is unwell.
- All contact should be made via telephone or email.
- School must be advised of any changes to emergency contact details and/or medical conditions immediately.

### **Other changes needing to be made:**

- Should a child need medicine, they should, in the first instance, be able to self-administer, with parental consent
- A member of staff will supervise the administration
- Should a child be unable to self-administer, the parent will administer at the school gate, under close supervision of a member of staff, or the parent will give permission for a staff member to administer following strict hygiene rules
- The member of staff will wear disposable gloves and will remain 2m away from the child, outside if possible. If this distance measure is not possible, a visor will be worn
- For liquid medicines, a syringe will be provided by the parent for ease of self-administration
- Unused medicines will be kept locked away in school until it is safe to return them to a pharmacy

This addendum was added September 2020