



# Notting Hill & Ealing High School GDST

## Administration of Medicines Policy Whole School including EYFS

### Introduction

Many pupils will need to take medication at some time during their school life. As far as possible, medication should be taken at home and should only be taken in school when absolutely essential. However, some pupils may require regular medication on a long-term basis to treat medical conditions which, if not managed correctly, could limit their access to education. Legislation introduced in September 2002 extends the powers of the Disability Discrimination Act 1995, making it unlawful to treat disabled pupils unfavourably.

It is the responsibility of parents:

- To ensure their child is well enough to attend school
- To provide full details of any medical condition affecting their child and any regular medication required by the child
- To keep the school informed of any changes to their child's health or medication

As a Registered Nurse and in accordance with the Nursing and Midwifery Council (NMC) Code of Conduct (2015), the School Nurse may administer medication in school on a regular or occasional basis with the written consent of parents.

In the absence of the School Nurse, other members of staff can administer medication to pupils if they have been specifically authorised and trained to do so by the Nurse (Appendix 1)

Pupils over the age of 16 years (or those deemed suitably competent) may give their own consent.

### All Medicines

No child under 16 should be given medicines without their parent's written consent which, for prescribed medicines, is normally provided on the 'Student Health Assessment Form;' -completed before the pupil joins the school, in the 'Educational Visits Medical Information/Consent Form', or the 'Administration of Medicines and Topical Preparations' form. Any member of staff giving medicines should check:

- the child's name;
- prescribed dose / time;
- expiry date; and
- written instructions provided by the prescriber on the label or container.

If in doubt about any procedure, the member of staff should not administer the medicines but check with the parents or School Nurse before taking any further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or the School Nurse.

NHEHS has accurate documentation in place and ensures that all staff complete and sign the 'Administration of Medicines and Topical Preparations' form specifically for Senior or Junior School including EYFS record, each time they give medicine to a child. For residential trips, the 'Administration of Medicines and Topical Preparations' form should be completed. In some circumstances, such as the administration of rectal diazepam, it is good practice to have the dosage and administration witnessed by a second adult.

Nurses or a trained deputy may not dispense the first 2 doses of an antibiotic in case of an allergic reaction.

### **Controlled Drugs**

The supply, possession and administration of some medicines, e.g. morphine, are controlled by the Misuse of Drugs Act 1971 and its associated regulations. This is of relevance to schools because they may have a child that has been prescribed a controlled drug. The Misuse of Drugs (Amendment No.2) (England, Wales and Scotland)

Regulations 2012 allows 'any person' to administer the drugs listed in the regulations. Staff administering medicine should do so in accordance with the prescriber's instructions.

School will keep controlled drugs in a locked non-portable container and only named staff will have access. A record will be kept for safety and audit purposes. A controlled drug will be returned to the pupil's parents/carers when it is no longer required to arrange for safe disposal.

### **Regular Medication**

All medicines brought to school, whether prescribed by a doctor or not, should be handed to the School Nurse or in the case of the Junior School, by an adult to the Junior School Office (in their original packaging) for safe storage and accompanied either by a letter from the child's doctor giving details of administration (dose, time, etc) or a completed 'Administration of Medicines and Topical Preparations' form.

The only routine exception to this is asthma inhalers and insulin pumps and in some instances, Epi-Pens which need to be readily accessible throughout the school day and should be kept with the child.

Storage of EpiPens & insulin pens, should be discussed between parents and School Nurse.

When regular doses of medication are required in school, these should be given at break or lunchtimes to avoid disruption to the school day. Any medication given in school should be recorded in the following places, the 'Administration of Medicines and Topical Preparations' form (kept at Senior Reception, Junior School Medical Room and the medical room) and/or on first aid forms.

Short courses of medication, for example antibiotics, should be brought to school each day in the original packaging as stated above and should be collected at the end of the school day.

## **Emergency Medications**

If a child has a known allergy that requires prescribed emergency medications, an individualised care plan will be made. In the case of Junior School pupils, an emergency pack will be created by the School Nurse and be kept in a school red bag that the girl carries round with her. This pack must be accessible at all times to staff and students.

As stipulated under the staff duty of care in the GDST Administration of Medicines protocol 2013, any member of staff assisting in an emergency in good faith and acting reasonably and responsibly may administer emergency medication.

If a medicine requires refrigeration it must be stored in the drug fridge in the medical room.

Any controlled drugs must be stored in the medical room drug cabinet.

## **Over the counter/ Non-Prescription Medications**

The School Nurse keeps a stock of everyday remedies for common ailments.

Parents are asked to indicate consent for the School Nurse or her trained deputy to administer these medicines as required when their child joins NHEHS on the medical questionnaire filled in on entry.

Current stock items are:

Paracetamol tablets/syrup

Antihistamine tablets/syrup

Paracetamol & Antihistamine are kept at Senior and Junior School reception in a locked cabinet/room.

Nominated staff, i.e. the School Nurse /named first aider, should never give a non-prescribed medicine to a child unless there is a specific prior written permission from the parents. This will be on the Student Health Assessment Form, in the 'Annual Educational Visits Medical Information/Consent Form', or the 'Administration of Medicines and Topical Preparations' form. Any other OTC medication required for a student's use must be discussed between the parent and the School Nurse and a 'Administration of Medicines' form must be completed.

**Criteria in the national standards for under 8s day care providers, make it clear that non-prescription medicines should not normally be administered.**

Any medication given in school should be recorded in the following places, the 'Administration of Medicines and Topical Preparations' form (kept at Senior Reception, Junior Reception and the medical room) and/or on first aid forms.

## **Administration of Medicines in the School Nurse's Absence**

In the absence of the School Nurse it will be the responsibility of a nominated, trained member of staff to administer any regular medication to individual pupils.

Other members of staff should not give any medicines to pupils without specific training and authority from the School Nurse, unless it is an emergency situation.

## **Educational Visits**

Staff supervising excursions should meet with the School Nurse to review all the students' medical details at least two weeks prior to the excursion.

A copy of any health care plans should be taken.

Medication required on Junior School visits will be held by the trip leader and given when appropriate, apart from asthma inhalers and EpiPens. It is the responsibility of the trip leader to make sure all medication is taken. A trained first aider accompanies every Junior School trip.

Any medication given on a trip should be recorded in the following places, the 'Administration of Medicines and Topical Preparations' form and/or on an Accident/Illness form.

Senior School pupils are responsible for bringing emergency medicines with them on visits. However, staff must check that pupils have this medication before departing on the visit, especially if the pupil has an allergy or is diabetic.

## **First Aid in the Early Years Foundation Stage**

All children requiring first aid treatment in our Early Years Foundation Stage class are seen by Paediatric First Aiders. (Appendix 2) These first aiders have received training which complies with OFSTED and EYFS guidelines. A Paediatric First Aider will also accompany all EYFS educational visits that occur off site.

## **Refusing Medicines**

If a child refuses to take medicine, staff should not force them to do so, but should note this in their records. Parents should be informed on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

## **Staff Medication**

Staff who take regular medication themselves must also ensure that their medicines are securely stored, especially in EYFS settings.

## **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. If parents do not collect medicines, they should be taken to a local pharmacy for disposal.

This policy should be read in conjunction with the Administration of Medicines Protocol

Policy reviewed: July 2018

Next review: July 2019