Firle CE Primary School

Administration and Storage of Medicines Policy

November 2017

For the purpose of this policy a medicine is defined as a drug that is used to treat or prevent disease or to control symptoms and will be marked with a product licence number (starting with General Sales List, Pharmacy, Prescription Only Medicines and Controlled Drugs).

This policy aims to comply with the laws regarding the supply and administration of drugs, but must also enable pupils with both long and short term medical conditions equal access to school. It must also protect staff and pupils from any harm that may occur if medicines are not stored/administered correctly. Provisions are to apply equally to both prescribed drugs and self-purchased remedies.
The staff at Firle who are trained to administer medicines are:
Martin Dawson (November 2017)
Lynn Filtness (November 2017)
Teresa Horan (February 2017)

In order to reassure staff who wish to take on the responsibility of administering medication to a child, it is confirmed that as long as staff have been appropriately trained and follow school protocols, in the most unlikely event of any civil action for damages being taken against you the County Council will accept responsibility. Any member of staff will be fully supported throughout the process should an allegation be made.

Children with complex or chronic conditions should have Health Care Plans (HCP) covering medical care and medicines needed with clear details of what would be considered an emergency and what actions should take place in these circumstances. These should be drawn up by the designated first aider together with the parents/carers and, if relevant, a specialist professional such as the diabetes nurse. Generic plans for milder conditions are available on the c-zone or from the school nurse.

Receiving Medicines

Prescription (with the exception of schedule 3 drugs) and self-purchased Medicines, i.e. hay fever remedies (Piriton etc.) or emollient creams for eczema, must come into school via the school office. We do not recommend children bringing in throat lozenges like Strepcils, cough pastilles or homeopathic remedies as these could be given at home. Prescription medicines must have clear pharmacy labels (see below) and non-prescription medicines must be in the original

packaging detailing the correct dosage. **Both must be accompanied by a correctly filled-out permission slip**. This file must also be signed when the medicine is collected. A separate form is to be used for controlled drugs (such as Methylphenidate) as the receiving/returning of medicines must be witnessed by a second member of staff who must also sign the form.

Pupils returning inhalers, Epipens and emollient cream in September will usually bring it straight to the school office. Trained staff must check that they are clearly named accompanied by a signed permission slip and that the pupil is included on the Medical Notes. It is the responsibility of the first aider administering the medicine to check that the medicine is not out of date. The parents and staff member receiving the medicine must complete the above medicines in/out record sheet which can then be stored in the medical folder. If only intended for short term use, the medicine will be administered just before lunch by the designated named first aider in charge of medicines. If for a long term medical condition, the medicine will be stored as per the other emergency-use medicines.

Storage of Medicines

All medicines should be kept in the appropriate storage area. With the exceptions listed below, this should be in a locked medical box or designated fridge. These should be in a secure area where access is restricted to adults only and the keys kept separately. Eye drops should not be kept in the same medicine cabinet as oral tablets, but could be stored in the lockable MTB or the fridge.

Asthma-type inhalers
EpiPens for anaphylactic shock
Insulin

These medicines are to be stored in the class teacher's cupboards or (on receipt of a written request from parents/carers) kept with the pupil in a suitable carry case.

Emollient body lotion for eczema and similar skin conditions

This could be stored in the class teacher's cupboard. **Note** - this would not include steroid creams which must be kept locked away.

Administering Medicines

Before medicines are handed out it must be confirmed that a medical permission slip has been correctly filled out. It is imperative to then confirm the identity

of the child receiving the medicine, checking the permission slip against the chemist's label, then checking the pupil's identity or asking the class teacher if necessary. Before medicines are administered 'Standard Hygiene Precautions' must be carried out, i.e. hands and equipment should be clean and hands then sanitised with anti-bacterial gel and, if required, gloves worn. The event should then be recorded on the Medicine Record Form (MRF) in the Medical Folder and signed by the first aider.

Prescription medicines must be administered as per the instructions on the chemist's label - check name of child, dosage, special instructions (e.g. on empty stomach) and use by date. It is a legal requirement to follow these instructions. Do not administer if this label contains any errors and do not alter instructions even if requested by the parents/carers without written confirmation from the prescribing officer (e.g. G.P.). This can be faxed or emailed but verbal instructions are not sufficient.

If a child is on a course of antibiotics, these should be administered as far as possible at home. We are advised that if the child has to have medicine 3 times a day, this can be done before and after school and at bed time and there is no need to involve the school unless the child is in EYFS or KS1. If a GP specifically requests a lunchtime dose, or if the child is taking the medicine 4 times a day, we would comply.

Pupils can only be given medicines supplied by their parents/carers specifically for them. It is against the law to give prescribed medicines to anyone other than the person they were prescribed for.

Whilst children will be encouraged to administer their own creams/emollients, it is recognised that this is not always possible. First aiders are allowed to assist children but must follow normal hygiene protocols such as wearing gloves and in the presence of another member of staff.

Medicines, other than the emergency ones, are to be administered at lunchtime by the designated first aider. The medicine can then be administered as per the above directions and recorded correctly. The administration of controlled drugs must be carried out in the presence of another member of staff who must sign to state they have witnessed this and a running stock level must be recorded.

Any possible side-effects or adverse reactions to a medicine that are displayed by a child must be reported immediately to the parents/carers. If a child refuses to take their medicine after gentle encouragement this refusal should be recorded in the MRF and the parents informed. Refused or spoilt medicines should be disposed of by returning them to the parents or a local pharmacist and not in the normal waste bins.

No child should ever be given a medicine without parent/carer knowledge.

Errors

Staff should be aware that errors in administering medicines can have serious consequences. Medical conditions can be exacerbated by having medicines at the wrong time or in the wrong way and receiving the wrong medicines can be dangerous. If any errors are made whilst administering medicines they must be reported immediately to the designated first aider and/or the class teacher. If this error is serious the head teacher should also be notified and the child's parents/carers informed. It may be necessary to contact the pupil's GP and the staff around the child should observe them and be prepared to call the emergency services if need be. All errors should be recorded in the MRF and the cause of the error should be investigated and any appropriate action taken.

Transportation of Medicines

The above emergency medicines must always be taken with the child during off school activates (e.g. swimming and school trips) and taken to the relevant first aid station at lunchtimes and playtimes. Any other medicines being used that need to accompany the student on out of school trips need to remain under the supervision of a teacher/TA and the normal guide lines followed such as being locked away from children and records kept. Any prescribed medicine that would normally be administered by the designated first aider, can under these circumstances be given by a trained first aider.

Record Keeping

All medicines must be recorded when coming in to school or being returned.
The administration of any medicine must always be recorded in the relevant folder as soon as they are administered. Records must clearly show the child's name and class, time and date, name and dose of the medicine administered (including method e.g. drop or tablet), any reactions to the drug and finally, be clearly signed by the member of staff involved. Any errors must be crossed through once and signed. Any medicines not used due to spoiling must be recorded as such, on a record sheet at the back of the Medical Record Folder, as must any refusal by a pupil to take their medicine.

Schedule 3 drugs must be counted in and signed for by both the parents/carers and two members of staff in a separate file from the normal medicines in/out file. Unused drugs must be counted out and signed for when no longer needed or at the end the school year. A running total of these drugs must be kept and signed for by the adult administering the drug and a second witness each time they are given out. If controlled drugs were ever to be used in school a new policy would need to be drawn up to incorporate the legal restrictions required and new, secure facilities needed.

All records (including the permission slip signed by the pupil's parents/carers before any medicine is administered) need to be kept for at least 10 years.

All long term medical conditions are recorded on the pupil's personal file and listed on the School Medical Notes which are updated by the school secretary as information is received. Should any medicines/medical information be received by teachers/TAs, it should be sent to the school office to ensure the files are up to date, the designated first aider informed.

Returning Medicines

All medicines that are no longer in use, whether because they are no longer required or are out of date, must be returned to the pupil's parents/carers and not disposed of by the school. If this is not possible, the medicines should be taken by the designated first aider to a pharmacist for safe disposal. A full list of medicines disposed of should be signed by a second member of staff before being taken out of school and then stamped by the pharmacist. This record should be kept in the Medical Record Folder.

Confidentiality

The principle of confidentiality needs to be weighed against the need for those in *loco parentis* to be fully informed of any medical condition that may affect their care. At the start of the new school year the designated first aider will complete a Medical Information Sheet (MIS) for the pupils with the most severe medical conditions. This is to include those medical facts that other staff need to know, a photo of the pupil and class name. This is to be displayed in the staff room and updated by the designated first aider as required. All staff should check these lists regularly and familiarise themselves with the details.

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