

École Française de Bristol



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Pour faire vivre ton français

Administration of Medicines Policy

Last review date:	January 2024
Next review date:	January 2026

Introduction

Children with medical needs have the same rights of admission to our school as other children. We will work with staff, parents, child and relevant healthcare professionals to enable this to happen whilst ensuring the safety of staff and children and recognising that there may be circumstances in which this is unable to occur e.g. complex medical needs. We will make reasonable adjustments in order to meet the needs of children with complex medical needs.

There is no legal duty which requires school staff to administer medicines: this is a voluntary role. Parents should also be aware that a volunteer is entitled to withdraw their agreement to administer medicines at any time, or that staff changes may occur which will require the training of a new member of staff.

Aims of this policy

- To explain our procedures for managing prescription medicines which may need to be taken during the school day
- To explain our procedures for managing prescription medicines on school trips
- To outline the roles and responsibilities for the administration of prescription medicines

Law

We recognise that we do not have a legal responsibility to administer medication. We recognise that we do have a responsibility under the Equality Act 2010 to not treat a child less favourably because of their long-term medical needs.

Prescribed medicines

Members of staff are only allowed to administer medicines prescribed by a doctor, dentist or nurse. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction.

Non-prescription medicines

We will not administer medicines that have not been prescribed by a doctor, dentist or nurse. The **only** exception to this rule will be to administer a **single dose** of paracetamol, with the consent of the parents (please check the registration form), if the child has a high fever (over 38 degrees Celsius), **whilst we are waiting for parents to collect their child and due to the travelling time involved**. A phone call will be made to confirm parents are happy for paracetamol to be given. If parents cannot be reached, we will only administer paracetamol **after 1pm if parents have given their consent on the registration form**. The Administration of Medicines Record Form will be completed by staff and signed by parents when collecting the child. Under no circumstances should Aspirin be given to a child unless it has been prescribed by a doctor.

Roles and responsibilities

Health and Safety Officer (Headteacher):

- ✓ To ensure that the school's policy on the administration of medicines is implemented and reviewed annually
- ✓ To ensure that all parents and staff are aware of the policy and procedure
- ✓ To ensure that staff receive support and appropriate training where necessary
- ✓ To share information, as appropriate, about a child's medical needs
- ✓ To consult with other professionals as necessary
- ✓ To ensure that medicines are stored correctly
- ✓ To seek advice from our insurers and registration body before agreeing that we can administer certain types of medication
- ✓ To arrange who should administer medicines within the provision
- ✓ To assess the risks to the health and safety of staff and others and to put measures in place to manage any identified risks
- ✓ To make the final decision about whether a child can access the provision.

Parent/carer:

- ✓ To indicate any medical need on the registration form
- ✓ To give enough information about their child's medical needs if treatment or special care is required by filling the Health Care Plan provided at registration
- ✓ To meet with the teacher to discuss long-term medical needs
- ✓ To meet with the teacher to discuss emergency medication such as for epilepsy, asthma and severe allergic reactions.
- ✓ To help draft a Health Care Plan
- ✓ To deliver all medicines to the teacher in person
- ✓ To complete and sign the parental consent form and record sheet
- ✓ To keep the teacher informed of changes to prescribed medicines
- ✓ To ensure that the medicine comes with a dispensing spoon, or other method of administration, if appropriate
- ✓ To liaise with school so that if required, staff training can be carried out prior to their child's admission
- ✓ To collect medicines at the end of the agreed administration time period.

Staff:

- ✓ To ensure that they have received appropriate training (including potential side effects of the medication and how to recognise them if appropriate)
- ✓ To ensure that they follow the school's policies and procedures
- ✓ On receipt of medicines, to check that written details include: the child's name, the name of the medicine, the prescribed dose, the method of administration, the time and frequency of administration, any side effects, the expiry date.
- ✓ To ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction.
- ✓ To follow instructions given (on doctor's label or in the Patient's Instructions for Use) for the administration of medicines
- ✓ To complete the Administration of Medicines Record Sheet Form each time medication is given.
- ✓ To ensure that medicine is returned to parents for safe disposal.
- ✓ Not to allow a child to attend the provision if the relevant forms have not been completed.
- ✓ To respect a child's refusal to take their medication.

Staff training

Staff may need training before administering certain types of medication e.g. inhalers, EpiPen, buccal midazolam. We will seek advice from our insurers and registration body before agreeing that we are able to administer certain types of medication.

Training should cover:

- The school's policies and procedures
- Administration methods
- Infection control measures
- Record keeping
- Safe storage of medicines
- Safe disposal of waste materials
- Potential side effects of the medication and how to recognise them
- Emergency procedures
- How and when to contact the child's parents or GP
- What action to take if the child refuses to take their medication

First aid training alone is not adequate, as it does not cover safe administration of medicines.

External training from a qualified health professional must be organised by parents for staff before undertaking any complex or intrusive procedures or ones which require technical or medical knowledge.

Children with long-term medical needs

It is important that the school has enough information about the medical condition of any child with long-term medical needs prior to attendance, and that this information is given well in advance for arrangements to be made (including staff training). An Individual Health Care plan will be written for children with long-term medical needs, involving the parents and relevant health professionals.

Emergency Medical Needs

Some children may require medicines in particular circumstances. Examples of emergency medication are Buccal Midazolam for epilepsy, inhalers for severe asthma and EpiPen for severe allergic responses. Parents may need to meet with the Headteacher/a designated member of staff, in person or online, to discuss the issues involved. An Individual Health Care plan will be written detailing children's emergency medical needs.

Registration

If the parent identifies on the registration form that the child has a medical need that requires staff support, an Individual Health Care plan will need to be completed by the parent. The procedure relating to long-term medication and/or emergency medical needs will be followed as necessary. Teachers will be advised of the long-term or emergency medical needs of individual children. Parents are responsible for informing the School of any changes in medication.

Storage of medicines

- All medicines should be given to the teacher by the parent or carer.
- In no circumstances should medicines be left in a child's possession (e.g. lunchbox).
- All medicines should be stored in accordance with product instructions (paying particular attention to temperature).
- Medicines are to be kept in the kitchen (therefore out of reach of the children), and should not be kept in classrooms, except for adrenaline pens and inhalers.
- All medicines must be stored in the supplied container
- Medicines must be kept separate from first aid supplies.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and kept in an agreed place in the classroom.

Trips and outings

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is likely that a parent will be asked to accompany their child if s/he has chronic medical needs. This may include carrying out a risk assessment for such children. Arrangements for taking any medicines on trips must be made. A copy of any Health Care Plans should be taken on visits, together with Consent form for Medication and Medication Given forms. Also see off-site visits policy.

Refusal of medicines

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents as soon as is reasonably possible.

Error in administering medication (i.e dosage, frequency etc.)

Contact 999 if appropriate (medical emergency) or 111 (for advice).
Contact parents.

Advise Headteacher/Deputy Headteacher of the incident. Fill in an Incident Form.

Record keeping

A parental consent form must be completed and signed by the parent, before medicines can be administered. (*Administration of Medicine Consent Form for Short Treatment or Administration of Medicines Authorisation Form for Regular Prescribed Medication*).

At the time of administering medicines, the member of staff must complete the medicines record sheet.

Confidentiality

All staff should treat medical information confidentially. The Headteacher should agree with the child/parent(s) who else should have access to records and other information about a child.

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.