



**LEIGH**  
Academies Trust



Leigh Academy  
**Bearsted**

# Policy for the Administration of Medicines

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## Revision Log (last 5 changes)

<b>Date</b>	<b>Version No</b>	<b>Brief detail of change</b>
09/05/220	1.1	Policy reviewed- Administration record forms amended
26/09/22	1.2	Policy internally reviewed

## **INTRODUCTION**

The term parent/s in this document applies to parents, carers, guardians and any person/body with legal responsibility for a child. The academy will seek parents' written agreement about sharing information about their child's needs, where information needs to be shared outside the academy. However, in cases of confidentiality the Health & Safety of the child must take precedence.

The Policy needs to be understood and accepted by staff, parents, and children.

## **Sections**

1. Managing medicines during the school day
2. Managing medicines on trips and outings
3. Roles and responsibilities of staff supervising the administration of medicines
4. Children's medical needs - Parental responsibilities
5. Parents' written agreement
6. School policy - Supporting children with complex or long-term health needs
7. Policy on children taking and carrying their own medicines
8. Advice and Guidance to staff
9. Record keeping
10. Storing medicines
11. Emergency procedures
12. Risk assessment and arrangement procedures (care plans)
13. Example forms

Associated Policy – 'Supporting Pupils with Medical Conditions'

## 1. Managing medicines during the academy day

Prescription medicines should only be taken during the academy day when essential. **They must be in the original container including the child's name and prescriber's instructions.**

Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of academy hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

If a child is required to take regular medication (other than asthma) parents are asked to complete a Medication Recording Form (**appendix i**) so that staff understand the best way to manage the condition. If further support is needed, we may contact the school nursing team for further guidance. Parents will need to complete a medical form that details the dosage of medication required in accordance with the prescriber's instructions.

As an academy we **only** allow antibiotics that have to be administered 4 times a day to be brought into the academy. Families are asked to administer antibiotics on a three times a day dosage before and after the academy day. The only exception to this might be if a child attends wrap around care or a teacher led club.

Prescription Medicines:

- A member of staff may administer such a drug for whom it has been prescribed, according to the instructions.
- If agreed with the parents the academy may look after the drug on behalf of the child.
- The academy will keep the drug safely locked up with access only by staff and record keeping for audit and safety.
- Prescription drugs should be returned to the parents when no longer required.
- Ritalin, a prescription drug known as a "controlled drug" needs to be kept in a more secure environment than suggested above e.g. in a cupboard attached to a structural wall.

## 2. Managing medicines on trips and outings

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. This will allow reasonable adjustments to be made.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of care plans (where they exist) will be taken by the responsible person.

### Home to school transport

If a pupil's care plan describes emergency procedures, which might occur, on the journey to and from school, then the escorts will be trained to carry out the duties and the care plan will be carried on the vehicle.

### PE / Sports

Any restriction to PE / sports activities must be noted in the care plan. Flexibility will be planned to allow pupils to benefit in ways appropriate to them (this constitutes differentiation of the curriculum).

## **3. Roles and responsibilities of staff managing or supervising the administration of medicines**

The academy acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Advice and guidance will be provided by the Schools Nursing Service, when needed, to carry out the actions in a care plan. Where a condition is potentially life-threatening all staff will need to be aware what action to take.

Specific advice and support from the Schools Nursing Service will be given to staff who agree to accept responsibility, as delegated by the Principal, for administering medicines and carrying out procedures.

When all planning to manage a condition has taken place, schools can consult their insurer directly to check that their employees are covered.

In the event of legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible. It is the employer's responsibility to ensure that the correct procedures are followed; keeping an accurate record in school is helpful in such cases. Teachers and other staff are expected to use their best endeavour at all times particularly in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The Principal is responsible for day-to-day decisions, such as:

- Ensuring staff receive advice, support and awareness raising training
- Ensuring all relevant information about pupil needs is shared
- Liaising with parents about agreement of care plans

- Ensuring that emergency plans are in place when conditions may be life-threatening
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

Teaching staff and other staff should:

- Be aware of emergency plans where children have life-threatening conditions and
- Receive appropriate documented training and support from health professionals, where they are willing to administer medicines.

The member of academy staff responsible for students with medical needs is: **Mrs Corina Moroianu**

#### **4. Children’s medical needs – parental responsibilities**

The school will liaise closely with parents, carers or those who hold this responsibility (such as in the case of Looked after Children) so that information is shared and the care plan reflects all information.

The care plan will be agreed jointly by the academy and parents, and agreed with the advice of health professionals.

The academy will seek parents’ agreement about sharing information on their children’s needs where information needs to be shared outside of school. However, in cases of emergency the health and safety needs of the child and the people affected must take precedence.

Parents should provide the academy with information about their child’s condition and be part of the health care plan arrangements, in all cases Parents know their child best. They should sign the appropriate agreement forms for the administration of medicines.

#### **5. Parents’ written agreement**

The attached form in **appendix i** is to be completed and signed by the parents for the administration of the care plan and medicines to their child. For the administration of Asthma pumps, **appendix iii** is to be completed.

It is the responsibility of parents to ensure that medicines sent to school are ‘in date’. All medicines should be collected by parents at the end of term 2, 4 and 6. If new supplies are needed it is the responsibility of the parents to supply medication as needed.

#### **6. Supporting children with complex or long-term health needs**

The academy will aim to minimise any disruption to the child’s education as far as possible, calling on the Health Needs Education Service for support and advice as needed, on the impact on learning and supportive strategies.

The academy will refer to ‘**Supporting Pupils with Medical Conditions Policy**’ when making the appropriate arrangements for these pupils.

The academy will carry out a risk assessment and a care plan, with the agreement of parents, and advice from health professionals.

The academy will call on the Community Nursing Service to deliver advice and support and receive appropriate documented training on procedures such as tube feeding or managing tracheotomies.

*Where academy staff carry out glucose monitoring, records will be kept with parents and specialist nurses advice*

## **7. Policy on children taking and carrying their own medicines**

Asthma medication to be kept in or near children's classrooms until children can use it independently. It must be taken on school trips.

Epipens need to be kept with or near the pupils who need them.

Where younger pupils have their insulin administered by staff, then records will need to be kept.

## **8. Advice and Guidance to Staff**

The academy will arrange and facilitate staff training for children with complex health needs, calling on:

- The School Nursing Service
- Community Children's Nurses
- Paediatric Diabetes Nurse Specialists
- Paediatric Epilepsy Nurse Specialists
- Eleanor Nurses
- The Health Needs Education Service
- The Specialist Teaching Service (about potential impact of medical / physical conditions and the implications on teaching and learning)

## **9. Record keeping**

Forms can be amended to fit individual circumstances with the advice of relevant nursing staff and therapy colleagues.

NB All risk assessments and care plans must be updated at least annually or when needed by a change in a pupil's condition

A Medication Recording Form must be completed including a counter signature at each point a prescribed medication is administered. The form is attached as **appendix ii** to this policy is to be used to record the administration of medication.

For the administration of Asthma pumps, where appropriate, pupils will be guided and modelled on how to administer the pump independently. The record keeping for the administration of Asthma pumps is to be through the use of **appendix ii**.

## **10. Storing medicines**

The academy will keep medicines in a secure place, (not asthma pumps or epipens) with access only by staff. This includes refrigeration where needed.

Medicines will be stored securely in the school office and monitored closely by academy staff.

Medicines will be stored in clear plastic containers clearly labelled with the medication name, dosage requirements and the corresponding medication form completed by parents will be enclosed.

Medicines will be handled and prepared for administration in the company of two members of Academy staff to ensure that the prescribed medication is controlled, handled and administered correctly.

## **11. Emergency procedures**

The academy will agree any procedures with parents and health care partners and the plan will be signed by all parties.

All staff will be made aware of the plans in order to discharge their common law 'duty of care' should the need arise.

## **12. Risk assessment and arrangement procedures (Care Plans)**

Where a pupil has a complex health need or requires long term medication, risk assessments and care plans will be drawn up and signed by parents, class teachers and health professionals as needed.

Please refer to 'Supporting Pupils with Medical Conditions Policy'.

This form is to be kept by the telephone

## **Contacting Emergency Services**

**Dial 999, ask for ambulance and be ready with the following information**

1. Your telephone number: **(to be included once obtained)**
2. Give your location as follows: **Leigh Academy Bearsted  
Popesfield Way  
Weaving  
Maidstone  
Kent**
3. State that the postcode is: **ME14 5GA**
4. Give exact location in the school: **(where is casualty)**
5. Give your name: **(your name)**
6. Give name and age of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance **(access via KIMS Medical Campus, Turn first right, down to access road on left-Popesfield way, School Entrance directly ahead)** and state that the gate will be opened ready for entry the crew will be met **at the car park** and taken to **(place of casualty)**.

**A helicopter can land in field**

**Speak clearly and slowly and be ready to repeat information if asked**

## MEDICINES TO BE TAKEN WHILST IN SCHOOL

Appendix i



Leigh Academy  
**Bearsted**

The academy is unable to administer medication unless you complete and sign this form.

The Principal has agreed that school staff can administer medication prescribed by a Doctor / Hospital, but this is a service which the school is not obliged to undertake.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

DOB: \_\_\_\_\_

### **MEDICATION**

Nature of illness: \_\_\_\_\_

Name of Prescribed Medicine  
(as described on container): \_\_\_\_\_

Self Administration by pupil:                    **YES**   /   **NO**

### **FULL DIRECTIONS FOR USE**

How much to give (i.e. dose): \_\_\_\_\_

What time: \_\_\_\_\_

### **DECLARATION BY PARENT**

I undertake to supply the school with medicines in properly labelled containers.

I understand that I must deliver the medicine personally to a member of staff and accept that this is a service which the school is not obliged to undertake.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

# Medication Recording Form

Appendix II



Child's Name:

Class:

Type of Medication:

**To be completed by members of staff at time of giving medication.**

Today's Date	Time given	Dosage	Signature of Staff Member	Signature of Staff Member

# Asthma Pumps in Primary Schools

Appendix iii



Dear

## Asthma Pumps

Your child \_\_\_\_\_ has an asthma pump in school.

Academy guidelines with regard to asthma pumps in school.

1. All asthma pumps will be kept in an asthma box, of which there is one in every classroom.
2. All asthma pumps will be named.
3. With the pump there will be written evidence of the frequency of usage necessary for each individual child. This is to ensure that if a child appears to need their pump rather too frequently, then the parent can be informed.
4. We strongly encourage independence so your child will not be restricted from using their pump during the course of the school day, but it is considered courteous to make the normal requests of the teacher first.
5. If the child needs their pump during break times, a request to a member of staff must be made first. If the child always needs their pump during lunchtime, then the child can give it to a LSA on duty for safekeeping. Once the child is capable, it will be the child's responsibility to take the pump back to class following lunch.

If you wish to see the academy medical policy, please make a request to the school office.

Would you please sign and return the slip below indicating either your agreement or your wish not to keep the pump in the care of the teacher or other staff, thereby taking full responsibility yourself.

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## Asthma Pumps

I agree and accept the above guidelines regarding asthma pumps in school

I understand that I must deliver the medicine personally to a member of staff

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_ Child's name \_\_\_\_\_