

Administration of Medicines

Table of Contents

1	Policy Statement	2
2	Managing Medicines during the School Day.....	2
2.1	Generally	2
2.2	Prescription Medicines	3
2.3	Records.....	3
2.4	Storing Medicines	3
2.5	Adrenaline Auto-Injectors (Epipens) and Other Medication	4
2.6	Emergency Salbutamol Inhalers.....	4
2.7	Emergency Adrenaline Auto-Injectors	4
3	Supporting Pupils with Medical Needs	5
3.1	Individual Pupil Healthcare Plans (IPHP).....	5
3.2	Records for IPHPs.....	5
4	Procedures for Offsite Learning	5
5	Responsibility	6
6	Publicity.....	6
7	Review and Development.....	6

Reviewed	Spring 2021
Name of owner/author	VKB/ALN/CL
Approval by	Executive Leadership Team /Governors
Target Audience	Whole School Community/Public
Where available	Website, Staffshared Drive
Review Date	Spring 2022

1 Policy Statement

The purpose of this Policy is to ensure the safe and appropriate administration of medication to pupils with special provision for pupils with medical needs within the Ewell Castle School. Most pupils will at some time have short-term medical needs, such as finishing a course of antibiotics. Some pupils may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other pupils may require medicines, for example severe allergies or Asthma. Allowing pupils to take medication at school will minimise the time that they need to be absent and look after their wellbeing. The School will work with parents or guardians and health professionals to facilitate this.

For the purpose of this Policy, reference to “parent” includes one or both parent(s), carer(s) or guardian(s).

The School will promote the good health of pupils. There is a procedure for responding to pupils who are ill or infectious and the School will take the necessary steps to prevent the spread of infection, and take appropriate action if pupils are ill.

All parents are requested to complete a Pupil Offsite Activities and Health Questionnaire prior to their child being admitted to the school, which details any long-term medical conditions or allergies that ~~may~~ ~~or~~ may potentially affect their child during the school day. Parents in Years 4 to 13 are also requested to permit the school to administer Paracetamol and plasters to their child. Once a pupil is aged 18, parental consent is not required to administer Paracetamol.

The School follows the Department of Education’s guidance on *Supporting pupils at school with medical conditions (December 2015)* and the *Statutory Framework for the Early Years Foundation Stage (March 2017)*.

2 Managing Medicines during the School Day

2.1 Generally

Medicines will only be administered at school when it would be detrimental to a child’s health or school attendance not to do so. An Individual Pupil Healthcare Plan should be completed by a parent if the period of administration of medication is 8 days or more.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

A pupil under 16 will never be given medicine containing Aspirin unless prescribed by a doctor.

If a pupil refuses to take a medicine provided by parent as above, the pupil will not be forced to take the medicine and the parent will be notified by telephone of the situation.

Years 7-13

No pupil under 18 will be given prescription or non-prescription medicines without their parent’s written or verbal consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parent. In such cases, every effort will be made to encourage the child or young person to involve their parents, while respecting their right to confidentiality.

Non-prescription medication, e.g. Paracetamol for pain relief, will be administered with verbal or written consent of the parent, but Paracetamol will not be administered without first checking maximum dosages and when the previous dose was taken. Only one Paracetamol tablet or capsule of 500mg is administered as a dose. If parental consent has already been given for Paracetamol, it is at the discretion of the First Aider whether it is necessary to then inform the parent of the dose that has been taken. The School will keep a written record each time a medicine is administered to a child.

Year Nursery – 6 (including EYFS)

No medicines (prescription or non-prescription) will be administered to pupils in EYFS or Years 1-3 inclusive without the prior written consent of the parent. The School will keep a written record each time a medicine is administered to a child and inform the child's parents on the same day. For pupils in Years 4-6 inclusive, no prescription medicines will be administered without the prior written consent of the parent. Non-prescription medication will only be administered to a child with written consent of the parent. All parents will sign a consent form when their child joins the school regarding consent to administer Paracetamol. Verbal confirmation will also be sought from the parent before administering Paracetamol to ascertain whether a dose has been given before school and if so the time of that dose.

2.2 Prescription Medicines

Prescription-only medicines or controlled substances, which have not been prescribed by a medical practitioner (i.e. doctor, dentist or nurse), will not be administered in school. Prescription medicines will only be taken during the school day when essential. The School will only accept prescribed medicines that are in-date, labelled and intact, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is Insulin, which must still be in date, but will generally be available to schools inside an Insulin pen or a pump, rather than in its original container.

Medicines will only be administered with a completed and signed Parental Agreement to Administer Medicine form. Administration of the medicine in school will be recorded on the reverse of that form.

First Aid qualified school staff may administer a controlled drug to the pupil for whom it has been prescribed. Any pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but in limited amounts or prescribed doses (e.g. one or two tablets/inhaler). The School will closely monitor any such occurrence, as the School is aware that passing it to another pupil for use is an offence.

Controlled substances are kept in a separate locked cabinet together with a Record of Controlled Medication kept in School.

2.3 Records

The School will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication administered at school will be noted.

2.4 Storing Medicines

All medication, including emergency medication such as AAI's and Inhalers are kept in the first aid room at the Castle, the School office at Glyn House and the First Aid room at Chessington Lodge. The School

will keep controlled drugs that have been prescribed for a pupil, securely stored in a locked cupboard and only named staff will have access. Where medicines need to be refrigerated, they will be stored in a designated fridge. Prescription drugs will be returned to a parent when no longer required or out of date. It is the parent's responsibility to collect and dispose of out of date or unused medication, or arrange for the school to do so on their behalf. It is the parent's responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parent to supply medication. School staff will check medicines held in school every half term and will inform the parent when further supplies are required or need replacing. Sharps boxes will always be used for the disposal of needles and other sharps.

All prescribed non-controlled medicines are stored safely. Pupils know where their medicines are at all times and are able to access them immediately. Pupils know to seek access from a First Aider for the secure medicines. Medicines and devices such as Asthma Inhalers, blood glucose testing meters and Adrenaline pens are always readily available to pupils and not locked away.

2.5 Adrenaline Auto-Injectors (AAI's) and Other Medication

All staff are given appropriate training in the administration of emergency medication where necessary.

Arrangements have been made for immediate access to any emergency medications, for example:

- AAI's are kept with the pupil plus one labelled spare AAI for each pupil held in an unlocked cupboard in First Aid Room in the Senior School. In the Prep School at Glyn House, one labelled AAI plus a spare for each pupil is kept in an unlocked cupboard in the School Office and at Chessington Lodge one labelled AAI is kept in the first aid bag in the child's classroom and the labelled spare kept in the School Office.
- Asthma medication is kept with the pupil plus one labelled spare inhaler and equipment held in an unlocked cupboard in the First Aid Room at the Senior School. In the Prep School at Glyn House, one labelled Inhaler plus a spare for each pupil is kept in an unlocked cupboard in the School Office and at Chessington Lodge one labelled inhaler is kept in the first aid bag in the child's classroom and the labelled spare kept in the School Office.
- All controlled medicines such as Ritalin, are kept in a locked cupboard in the First Aid Room.
- All controlled medicines and quantities are logged in the Schools Controlled Drug record, with expiry dates and this is reviewed every half term.
- Wherever there are specific requirements needed with a controlled medicine to meet the medical needs of an individual in school, then the school will work within medical and Department for Education guidance regarding this.

Emergency medication will always be taken if a pupil goes out on a trip and identified trained staff designated to administer if required. For Prep School pupils at Glyn House, AAI's are taken to lunch at The Castle by the pupil and brought back to the cupboard in the School Office upon their return from lunch.

2.6 Emergency Salbutamol Inhalers

As permitted by the Human Medicines (Amendment) (No. 2) Regulations 2014, the School holds a Salbutamol inhaler on each site, for use in emergencies. These may be used for any pupil with Asthma, or who has been prescribed an Inhaler as reliever medication, and whose parent has given consent. The Inhaler will be used if a pupil's prescribed Inhaler is not available (for example, because it is broken or empty).

Emergency Inhalers are available in the First Aid Room at The Castle (Senior School), the First Aid Room at
Page 4 Administration of Medicines – Whole School

Chessington Lodge (Pre-Prep School) and in the First Aid Cupboard in the office at Glyn House (Prep School).

2.7 Emergency Adrenaline Auto-Injectors

As permitted by the Human Medicines (Amendment) Regulations 2017, with effect from March 2019 all 3 School sites hold a spare adrenaline auto-injector (AAI) in the First Aid Room for use in emergencies. Emergency Adrenaline Auto-Injectors are available in the First Aid Room at The Castle (Senior School), the First Aid Room at Chessington Lodge (Pre-Prep School) and in the First Aid Cupboard in the office at Glyn House (Prep School).

This may be used for any pupil who is at risk of anaphylaxis but whose own device is not available or not working (e.g. because it is broken or out of date). A spare AAI may only be administered to a pupil with written parental consent.

All Emergency Adrenaline Auto-Injectors are stored safely. First Aid Staff know where their spare AAI pen is at all times and are able to access them immediately.

3 Supporting Pupils with Medical Needs

3.1 Individual Pupil Healthcare Plans (IPHP)

Where a pupil needs to take medication in school for an extended period or has a chronic ongoing condition, an IPHP will be put in place. This will be agreed jointly by the School and parents with the advice of health professionals. Parents and health professional specialist (if appropriate) should provide the School with all necessary information about their child's condition and sign appropriate agreement forms for the administration of medication.

IPHPs and their implementation is the responsibility of the school's Primary First Aiders. IPHP are compiled and recorded in line with the current DfE guidance published December 2015.

The School will work with parents to put plans in place that give regard to the Equality Act 2010 and the SEND Code of Practice so that pupils with medical conditions have access to the same opportunities as other children as long as it is safe for them to do so.

School staff will be made aware of students with IPHPs and their conditions.

Self-administration by a pupil may take place with written permission from parents and with agreement of the School.

School Primary First Aiders will review IPHPs annually, or earlier if evidence is presented that the child's needs have changed.

The School will ensure that procedures are in place for an emergency situation and that contingency arrangements are in place.

3.2 Records for IPHP

In addition to the usual sickness/medication log used for all pupils, any medicine administered to a student with an IPHP is also recorded on a separate recording sheet on the reverse of the IPHP form.

4 Procedures for Offsite Learning

Residential Visits

- Parents are responsible for completing the Parental Medical Consent Form giving relevant information.
- The Trip Leader is responsible for checking medical needs of pupils.
- The Trip Leader must check any IPHP requirements with parent and put appropriate procedures and contingency plans in place.
- The Trip Leader will collect any necessary medication from Reception and take any plans appropriate to the needs of the individual pupil.

Day Visits

- The Trip Leader is responsible for checking medical needs of pupils.
- The Trip Leader will collect any necessary medication from Reception/School Office and follow normal guidelines or requirements set out in an IPHP and take any plans appropriate to the needs of the individual pupil.

5 Responsibility

Principal

The Principal is responsible for ensuring that sufficient staff are suitably trained to support the implementation of this Policy.

Staff

The following staff have responsibility for the implementation of this policy at Ewell Castle School:

Senior School (The Castle)	Administration Manager
Preparatory School (Glyn House)	Preparatory School Administration Manager
Preparatory School (Chessington Lodge)	Head of Early Years

All staff will undertake the required training within school to support the implementation of this Policy.

Pupils

It is the responsibility of pupils to follow all medical protocols within school. All School staff hold a responsibility for ensuring that pupils comply.

Parents

Parents should provide the School with sufficient and up-to-date information about their child's medical needs and abide by the protocols contained within this policy.

6 Publicity

Notices are displayed around each school site showing the Primary First Aiders and the staff who hold current First Aid qualifications.

7 Review and Development

7.1 Procedure

This document, together with the effectiveness of its procedures, will be reviewed annually by the Senior Management Team and Governing Body and as events or legislation change requires.

7.2 Links with other Policies

This policy should be read in conjunction with the following documents:

- Educational Trips and Visits Policy
- First Aid and Accident Reporting Policy
- Health and Safety Policy
- DfE Supporting Pupils at School with Medical Conditions – December 2015
- DfE Statutory Framework for the Early Years Foundation Stage – March 2017
- Department of Health Guidance on the use of emergency salbutamol inhalers in schools March 2015
- Department of Health Guidance on the use of adrenaline auto-injectors in school – September 2017

January 2021 ALN