

Holme Grange School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential

## Holme Grange School incorporating Little Grange Nursery



### Administration of Medicine at School Policy

<b>Date:</b>	<b>Amendment:</b>	<b>Reviewed by:</b>	<b>Authorised by:</b>
11 <sup>th</sup> June 2015	Updated	R Margetts - Matron	
4 <sup>th</sup> July 2016	Updated	A Spence - Matron	
July 2017	Annual Review	A Spence - Matron	
15 <sup>th</sup> January 2018	Updated	A Spence - Matron	
20 <sup>th</sup> June 2019	Annual Review	A Spence - Matron	
2 <sup>nd</sup> September 2020	Annual Review	A Spence - Matron	SMT 15/09/2020 and passed to Governors
August 2021	Next review date		

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**This policy document applies to the whole school including the Early Years Foundation Stage (Little Grange and Reception Classes).**

**Aim**

The medicines policy is designed to ensure the safe storage, administration and recording of administration of all medicines within the school environment.

**Introduction**

Holme Grange School has a standard procedure for administering medication of any type and must be adhered to by all members of staff. This procedure must be read by all members of staff and is available to all parents and pupils via the website.

Holme Grange recognises that pupils at times will need to take medication whilst at school. Whilst parents retain responsibility for their child's medication, the school will do all that is reasonably practical to safeguard and promote the children's welfare. It is the parents' responsibility to provide accurate and up to date information about the child's health at all times including any changes that may occur.

Holme Grange School has a trained First Aider in the position of Matron. Matron will ensure the safe administration of all medication both prescribed and over the counter medications.

When a child has specific medical needs Holme Grange School will use the following guidance.

**Supporting pupils at school with medical conditions  
Statutory guidance for governing bodies of maintained schools and proprietors of academies in England  
December 2015**

Matron will work closely with parents when the child has specific medical needs requiring long term medication and will ensure that appropriate care plans are in place.

Matron will ensure all staff who are required to administer medication have received adequate training and a training record completed (Appendix 5).

**Authority in School**

No medicine of any kind will be given to any child without the written consent of the child's parent. If that permission has not been given the school will decline to administer any medication.

When a child enters the school, the parent is asked to give permission for Matron to administer Over the Counter Medicine if required. These medicines are supplied by the school.

All other medicine required, both prescribed and non- prescribed, are provided by the parent. The form 'Request to Administer Medicine' must be completed before these medicines can be given (Appendix 1).

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### **Receiving of medicine in School**

All medicine must be delivered to Matron in person by the parent. No child is allowed to personally deliver or bring medication into the school.

All medicine received by Matron will be recorded on the request for the school to administer medicine form. If placed in the fridge it must be documented 'stored in fridge'.

The name of the drug, the strength and amount must be documented and the entry must be clearly signed and dated.

### **Receiving of medicine in Little Grange**

A record is kept of medicine received from parents and medicine returned. This record is kept in a hardback book in the medicine storage container. Medicine is signed in by the member of staff it is handed to. The name of the drug, the strength and amount must be documented and the entry must be clearly signed and dated. It must then be signed, dated and marked returned when it is given back to the parent. Little Grange cannot store medicine long term, only on a daily basis for individual children. If a child has specific long term medical needs, arrangements will be made to accommodate this.

### **Storage in School**

All prescribed and non-prescribed medication will be kept in the locked cupboard in the Medical Room.

All prescribed and non-prescribed medication for individual children will be labelled clearly with their name. Medication must be in its original packaging and child proof. The original dispensing label must not be altered.

Medicine requiring refrigeration will be kept in the fridge in the medical room.

Spare Asthma relievers are kept unlocked for ease of access in an emergency situation. They are kept with their 'asthma card' in the medical room.

Individual children's prescribed Adrenaline Pen are kept in the cupboard in the Medical Room within the School Office for immediate unrestricted access. Each child's Adrenaline pen and anaphylactic medication is kept within a wallet clearly marked with their name and photograph.

### **Staff Personal Medication**

For the safety of all children and staff at Holme Grange School, it is not permitted for staff to hold prescription medication on their person, or bring over the counter medicine's onto school premises. A stock of over the counter medication is held by Matron and can be used by staff if required during the school day

If staff require medication prescribed by doctor, they should ensure that the medication will not impact on their ability to care for children.

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Any medication brought in to school by staff must be stored in the following way.

For **EYFS** staff in **reception and Little Grange** any medication must be stored in a container marked Staff medication, and recorded in a hard back book. This should then be locked in the Medicine Cupboard in the Little Grange Staff Room.

All other staff must store their medication in a safe cupboard out of reach to pupils or in the Medicine cupboard in the Medical room.

### **Administration of medicine in school**

When giving medicine staff will:

- Establish the reason for giving the medicine.
- Check for allergies by asking the child and checking the 'authority to give' form.
- Check whether the child has taken any medication recently, and if so, what has been taken, time taken, and dosage.
- Check whether the child has taken the medication previously, and if so, whether or not there were any problems, or adverse effects.
- Check the identity of the child by asking them to repeat their name. If in Pre Prep ask an adult to confirm their name.
- Check that the 'Request to Administer' form matches the medicine you are about to give, or if giving medicine from the homely remedy protocol, that consent has been signed.
- Check the expiry or 'use by' date on the medication package or container.
- Once the medication has been given, the member of staff will immediately sign the appropriate form.
- Any refusal to take the medicine or reactions to the medicine will be documented.
- Parents are to be informed as soon as is practicable that a child has been given medicine this is to include, the dose, time and reason.

### **Recording of 'Over the Counter Medicine' administered**

Any over the counter medicine given will be documented on the Over the Counter Medication form.

No over the counter medicine is to be given to children in Nursery or Reception without verbal consent from the parents.

### **Recording of medicine prescribed and non-prescribed for an individual child**

Staff authorised to give the medication will complete the section 'Record of medication administered to an individual child' (Appendix 1 and 1a). The date, time, name of medication, amount given and strength, any reactions or comments will be documented. This will be signed by the authorised member of staff and their name printed.

If a child refuses their medication the parents will be informed by Matron. It will be documented that it has been refused in the 'comments' section.

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If a child is taking long term medication a regular medication record may be completed along with the completed authority to give form. Appendix 3.

Once the course of medication is completed, the form will be filed.

### **Recording the administration of medicine in Little Grange**

Little Grange will follow the school procedure as above and will return this form to Matron once the course of medication has been completed.

All records will be retained for 15 years after the last entry.

### **Procedure for reporting drug errors and adverse reactions**

If a pupil or member of staff experiences side effects to a medication, do not give any further doses. A 'medical incident' form should be completed (Appendix 4) and the parent informed. If a serious reaction occurs medical attention should be sought immediately, if necessary, call 999.

If an error is made with any medication, advice must be sought immediately. Contact NHS Direct for advice.

The designated first aider must be informed and parents must be contacted.

### **Disposal of medicines**

Any unused individual child's medicine will be returned to the parent at the end of each term. If the medicine is not collected, the parent is informed that it will be disposed of at the local pharmacy. It will be documented in the drug record book whether it has been returned, or disposed of at the pharmacy.

OTC medicine that is kept as stock which has expired will be disposed of at the local pharmacy.

### **Controlled drugs**

We currently have a pupil requiring a controlled drug to be administered at lunchtime

The controlled drugs are kept locked within a secure box within the medicine cabinet.

Only those with authorised access will hold the keys to this cupboard.

Separate records for the administration of controlled drugs will be kept in the Controlled Drug Recording book and will be countersigned by two members of staff upon administering.

The quantity of medication will be checked at each administration, and weekly.

A clear protocol will be developed for the disposal of unused controlled drugs.

### **Medicine on visits and residential trips**

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If it is necessary for a child to take medicine Matron will make adequate provisions.

A supply of medication for the period will be supplied by the parent and consent form completed (Appendix 1). The authorised person administering the medication on the trip will document this on the appropriate form (Appendix 1).

Whilst on longer residential trips, if a child requires it over the counter medication will be administered. A supply of the medicine will be provided for the trip by Matron. Medication given will be documented on the form (Appendix 2).