

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

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

Date:	Amendment:	Reviewed by:	Authorised by:
11 th June 2015	Updated	R Margetts - Matron	
4 th July 2016	Updated	A Spence -Matron	
July 2017	Annual Review	A Spence - Matron	
15 th January 2018	Updated	A Spence - Matron	
20 th June 2019	Annual Review	A Spence - Matron	
2 nd September 2020	Annual Review	A Spence - Matron	SMT 15/09/2020
1 st September 2021	Annual Review	A Spence - Matron	SMT 09.09.21
5 th September 2022	Annual Review & Update	A Spence - Matron	SMT 12.09.22
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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.

Little Grange has trained First Aiders on site and Holme Grange School has a trained First Aiders in the positions of School Nurse & Matron. School Nurse and 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](#)

School Nurse and 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.

School Nurse and 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 School Nurse and Matron to administer Over the Counter Medicine if required. The medicines supplied by school are Calpol, Paracetamol, Ibuprofen, Piriton, Piriteze and Anthisan cream.

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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In Little Grange Calpol and Piriton are supplied by the Nursery and the LOT numbers are recorded on the form.

Receiving of medicine in School

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

All medicine received by the School Nurse or 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 and recorded on Family. 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. For children with Adrenaline pens and inhalers a Care Plan is created based on information from the Consultant. Medicines and Care Plans are then placed in a named bag with allergies written on the bag. This bag stays on site and moves with the child. Every two months the medicine is checked to be in date and a record of checks are maintained

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 in the cupboard above the sink.

Individual children's prescribed Adrenaline Pens are kept in the cupboard above the sink in the Medical Room within the School Office for immediate unrestricted access. Each child's

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Adrenaline pen and anaphylactic medication is kept within a wallet clearly marked with their name and photograph.

In Little Grange medicine is stored in a medical fridge in the kitchen with Calpol and Piriton kept in the Nursery Manager's office in a locked filing cabinet. See flow chart Appendix 5 for administration of Calpol in Little Grange.

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 medicines onto school premises. A stock of over-the-counter medication is held by the School Nurse and Matron and can be used by staff if required during the school day. Little Grange staff will take any medication required in the office or Nursery Manager's office.

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

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

For **EYFS** staff in **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 Managers office and for Reception Staff at Holme Grange in the locked cupboard or in the Medical 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 parent/child and checking the 'authority to give' form.
- Check whether the parent/child has taken any medication recently, and if so, what has been taken, time taken, and dosage. (In Little Grange parents log any medicine admin prior to coming on Family)
- Check whether the parent/child has taken the medication previously, and if so, whether or not there were any problems, or adverse effects. (In Little Grange if first time having medicine pupils should remain at home for the first 24hours in case of any reactions)
- Check the identity of the child by asking them to repeat their name. If in EYFS & 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. (In Little Grange check the details on Family matches the medicine)
- In Little Grange medicine is handed to Senior Member of staff in each phase, added to Family, checked that label matches child's name and is in date. It is only administered when parents have acknowledged the form is correct on Family
- Check the expiry or 'use by' date on the medication package or container.

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- Once the medication has been given, the member of staff will immediately sign the appropriate form. (In Little Grange
- 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. In Little Grange this is recorded on Family.

No over the counter medicine is to be given to children in Reception without verbal consent from the parents. In Little Grange parents give consent on Family and complete a separate form for Calpol and Piriton

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. In Little Grange staff authorised to give medication complete the medication form on Family and have this countersigned by another member of staff. First Aiders administer medicine.

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

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. In Little Grange this is recorded as ongoing and signed by parents and staff daily.

Once the course of medication is completed, the form will be filed. Little Grange forms are archived

Recording the administration of medicine in Little Grange

Little Grange use Family to record any medicines administered with parental consent.

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

EYFS parents will be notified on the day (or as soon as reasonably practicable) via Family of the time when any medication is given to avoid overdosing.

Procedure for reporting drug errors and adverse reactions

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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 the academic year. 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

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.

If the medication is no longer required any unused controlled drugs will be returned to the parent immediately or at the end of the academic year if not collected sooner.

Medicine on visits and residential trips

If it is necessary for a child to take medicine the School Nurse and 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 the School Nurse and Matron. Medication given will be documented on the form (Appendix 2).