



Knowsley Central School

Administering Medication Policy

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Administering Medication Policy

1.Purpose

The purpose of all assessment is primarily to:

- Ensure that all parties are clear of the law in relation to school administering medication.
- To give clear guidance to parents in relation the duty they have to inform the school of medical needs and how to do this. The procedure that follows once school is notified.
- How medication should be delivered to school and stored in school.
- Guidance for parents for the administering of non-prescription/over-the counter medications.
- How individual pupil's medical needs will be recorded and what records will be kept when administering medication.
- How pupils and staff will access to medication.
- Pupils consent
- Specific staff roles and responsibilities in relation to managing pupils' medical needs and medications.
- What to do in the event of a pupil becoming seriously unwell.
- What to do in the event of a pupil having an adverse reaction to medication.
- How class staff will be made aware of pupil's medical needs.

2.Law and guidance

There are several different pieces of legislation that set out the legal requirements for the handling and administration of medicines in schools, including:

- The Children and Families Act (2014).
- Health and Safety at Work etc. Act (1974).
- Misuse of Drugs Act (1971).
- School Premises Regulations (2012).
- Education Act (1996).

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. In meeting the duty,

the governing body, proprietor or management committee must have regard to guidance issued by the Secretary of State under this section. This guidance came into force on 1 September 2014.

Staff are not expected to know or remember all the relevant legislation; however, they are expected to know and follow the school's medication policy. This will ensure that staff have acted within the boundaries of the law.

3.Responsibilities

- **Parents/legal guardians** have the primary responsibility for their child's health and wellbeing.
- **Governing bodies** of schools are responsible for ensuring pupils with medical conditions are supported and have access to a full education.
- **Headteachers** are responsible for ensuring that policies are implemented, and all staff are aware of the policy and their role in relation to supporting pupils with medical needs.
- **School staff** must ensure pupils are supported to access and take medication safely when it is needed during school hours.
- **Teachers** do not have a legal or contractual duty to administer or supervise pupils taking medications; however, they can take on this role voluntarily.
- **Support staff** at Knowsley Central are contracted to administer medication. However, Knowsley Central realise the duty to administer medication is a very serious one. Therefore, a number of staff are trained in medication from SLT to middle leaders. Support staff would only be asked to give medication if they had completed the appropriate training and if they were happy to do so.

4.Information for Parents/Guardians.

Parents/guardians should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition.

How medication should arrive at school:

Knowsley Central are aware that many pupils arrive at school on specialist transport.

Therefore, it is important that procedures are in place to ensure that the pupils medication arrives to school safely and is signed into school appropriately. If you are sending medication into school could you please ensure that you have informed school either via telephone conversation or by the home/school link book. This is to ensure that the medication is received and is locked away safely.

Do's

- Send medication in the original container/packet which is sealed unless this is an antibiotic to go between home and school.
- Send medication to school with a printed prescription label on the packaging, with the pupil's name on it and the instructions on how it should be taken, the dose to be taken and time of day it should be taken.

- Ensure that you provide the school with any evidence that informs the school as to what the medication is for and why the pupil is taking it. i.e. letters from consultants/doctors
- Complete the medication consent forms that will be sent home for you to complete as soon as possible.

Don'ts

- Send medication into school and not inform anyone i.e. leaving it in a child's bag.
- Send loose medication into school, either in an envelope or a container with no prescription label
- Top up a container from an old packet
- Send medication which is not prescribed such as Calpol, cough syrups, anti- histamines, creams, eye drops or sprays etc. Over the counter medication **cannot** be administered by school staff.

5.What medication will school administer?

Medication should only be administered during school hours when it is necessary, and the medication cannot be given before/after school.

Administering and storing medication will always carry a level of risk. Most medications can be given at intervals which can be planned around the school day, e.g. antibiotics which must be taken three times a day should when possible be given at home on a morning before school, after school and before bedtime.

It is therefore reasonable for schools to work with parents/carers and healthcare professionals to see whether the medication can be administered outside of school hours.

Knowsley Central will administer two types of medication

1. Prescription medication - that should be taken during school hours and cannot be taken at other times.
2. Emergency medication – medication such as Calpol, paracetamol in the event that the pupil has a high temperature and they have not already received medication before coming into school, this would be in an attempt to lower the temperature to give parents time to come and collect the pupil if need be. In such situation's parents/guardians will be contacted. The medication will be school's medication and not sent in from home. If school does not have the appropriate medication on site then parents/guardians will be informed of the concerns for the pupil.

Other emergency medication such as inhalers, epi-pens and medication for seizures will be given with the information received from medical professionals, appropriate training will be in place for staff and school staff would seek medical assistants if there were any concerns.

6.Covert medication

Pupils within Knowsley Central are at a primary age and therefore may struggle taking medication. If a pupil requires a medication to be given covertly this would have to be approved by a medical professional in writing and be part of a health care plan for a pupil signed by parents/guardians and other professionals.

Some medications should not have their form changed. For example, capsules should not be broken up for the powder to be sprinkled in yogurts etc. Some tablets should not be crushed as this changes the speed at which they are absorbed by the body. This is the same for dissolving medication.

7.Consent

Parents/guardians will be asked to sign consent forms for medication yearly as part of the home school agreement for medications such as Calpol. However, consent forms will also be provided for short term medication such as antibiotics etc.

Although a pupil may not have the cognitive understanding to decide if they wish to take the medication or not, if a pupil refuses to take their medication staff will not force or insist on the medication being taken. This will be noted and parents/guardians will be contacted to inform them and other medical advice will be sought.

8.Route of medication

If medication is to be taken orally, then staff can administer this. If a pupil is peg fed staff cannot administer medication via the tube unless it is stated on the packaging or if there has been a letter from a consultant, GP or specialist nurse or another medical professional has shared this with the school.

9.Storage

Once medication has been received by school it will be stored in the appropriate place. Some medications may need to be kept in a fridge. School will put this in the fridge inside the parent liaisons office.

Other medications such as tablets will be locked away when they are in school to ensure the safety of other pupils. Medication such as tablets and liquids will not be kept in the classroom. All medication will be taken to the parent liaison office for storage.

9.1Exceptions

Inhalers - After years of our campaigning, the law changed in October 2014 to help keep children with asthma safe. Schools are now allowed to hold spare emergency reliever inhalers.

The emergency inhaler will be kept in the parent liaison office.

- Pupils individual inhalers - All medicines should be stored safely

- Medicines and devices like asthma inhalers should always be readily available to children, and not locked away
- Children should know where their medicines are at all times and be able to access them immediately

This is true both in school and when away from the premises, for example on school trip.

Inhalers will be kept with the pupil, however depending on the cognitive needs of the pupil and the pupils within the same class it will be kept in a medication bag which all staff will have access to, although out of reach of pupils. If a pupil is cognitively able they may carry their own inhaler.

Epi-pens- A spare epi pen will be kept in the parent liaison office. This is only for emergencies and will not be used as a replacement for a pupil who should have their own.

Children at risk of anaphylaxis should have their prescribed AAI(s) at school for use in an emergency. The MHRA recommends that those prescribed AAI(s) should carry TWO devices at all times, as some people can require more than one dose of adrenaline and the AAI device can be used wrongly or occasionally misfire.

Depending on their level of understanding and competence, children and particularly teenagers should carry their AAI(s) on their person at all times or they should be quickly and easily accessible at all times. If the AAI(s) are not carried by the pupil, then they should be kept in a central place in a box marked clearly with the pupil's name but NOT locked in a cupboard or an office where access is restricted. This would be placed in a medication bag and kept as close to the child as possible. (Individual care plans will state where the child's AAI should be kept) Knowsley Central requests a pupil's AAI(s) are left in school to avoid the situation where a pupil or their family forgets to bring the AAI(s) to school each day.

Where this occurs, the pupil must still have access to an AAI when travelling to and from school. (further guidance would be given from the transport company employed by Knowsley Council)

10.Training

For a medication to be given to a pupil a staff member must be trained to administer. The staff member takes on this training in a voluntary capacity and should only administer medication if:

- Received the relevant training
- Feel confident to administer
- The medication is for the right person, right dose, right time/date and the right route and the pupil consents.
- A second person witnesses the medication being administered and also signs to say they have witnessed this. (The second person should also be a member of Knowsley Central Staff team and should know the pupil well enough to support during this time. Short term supply staff (temporary staff and students should **NOT** be the person to witness the administering of medication.)

Staff with First Aid training are only trained to administer first aid. This does not cover a member of staff to administer medication.

At Knowsley Central there are a number of Senior Leaders, Middle Leaders and the parent liaison officer who have received training and are able to administer.

11.Health Care Plans

For pupils who are regularly receiving medication during the school day a Health Care Plan maybe, needed to ensure that everyone has the full understanding of needs and why a medication is being provided. This plan will also include the information about the dose, route etc.

12.Forgotten medication

If a pupil does not receive a medication for any reason, then parents will be informed at the earliest convince. The medication will not be administered unless the parent/guardian states that it is safe to do so.

Staff at school will only be aware of medication given within school time. Therefore, will always check if medication is not given at the correct time to ensure that the pupils medications are spread appropriately throughout the day.

If a parent/guardian forgets to send medication in for a pupil, then school will contact them to ask if they would bring the medication to the school. If the medication is not brought to the school and this puts the pupil at risk, the pupil may be returned home for safety and appropriate professionals will be informed.

13.Seriously ill pupil.

If a pupil becomes seriously ill, staff will immediately call for an ambulance. Staff are not medical professionals and therefore will always seek the advice of appropriate services. Once an ambulance has been called, parents/guardians will be contacted and this may include social workers.

If a pupil is taken by ambulance any medical information that school have will be passed on to the medical team.

If parents have not got to school before the ambulance arrives, then a member of staff will go in the ambulance with the pupil. They will remain with the pupil until parent/guardian or social worker arrive.

14.How medical information will be shared with staff at school

If a pupil has a health care plan, then it is important that this information is shared with the staff team working with the pupil along with SLT and the parent liaison officer.

The health care plan would be shared and would be held in the classroom, however would not be on public view.

If a pupil is asthmatic or requires an epi-pen, this information would be shared with the wider school staff to ensure that the staff on the playground, sensory rooms, P.E hall would all be able to provide some sort of support if a pupil were to have an asthma attack or go into shock.

Note – This policy should be read in conjunction with schools First Aid policy.