

June 2024



ADMINISTRATION OF MEDICINES

**HORIZONS EDUCATION TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

| DOCUMENT CONTROL | |
|--|--|
| ISSUED | CHANGES FROM PREVIOUS VERSION |
| Date reviewed: JUNE 2024 Date of next review: JUNE 2026 Reviewer: KT Date of ratification by Governing Board: | References to the word 'school' changed to Academy where appropriate. |

Guidelines on the Administration of Medicines

Horizons Education Trust is an inclusive community and welcomes pupils with medical conditions. We prepare for admissions and make sure that parents feel they are working in partnership with a class team. We understand the importance of making our Academies welcoming and supportive to those pupils who attend with medical conditions, while also developing our provision for those who may enrol in the future.

We offer all children with medical conditions the same opportunities as other pupils at our Academies. Pupils with medical conditions are encouraged to take control of their condition as far as possible.

Our objective is to make pupils, parents and carers feel confident and secure in the care they receive within our Academies, and from external health professionals, as they prepare for adulthood.

The Trust ensures all staff understand their duty of care to children and young people in the event of an emergency. That staff feel confident in knowing what to do in an emergency and are able to seek assistance, or consult other colleagues or emergency services to carry out their work.

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

Where this is not possible, the following will apply:

- Medicines will only be administered at Academies when it would be detrimental to a child's health or attendance not to do so.
- No child will be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.
- Non-prescription medicines will be administered by staff, should they be needed during the school day with full written permission from parents.
- No child will be given a medicine containing aspirin unless it has been prescribed by a doctor. Parents will be required to give their written consent.
 - The Academy will only accept prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to Academies inside an insulin pen or pump, rather than its original container.
- Medicines will be stored safely. This may be in the First Aid Cupboard (locked cabinet) or in a fridge. Some medicines may be stored in classroom store rooms. Children who need to access their medicines immediately, such as those requiring asthma inhalers, will be shown where they are.

On educational visits, medicines will also be available and they will be looked after by a relevant member of staff.

- If a controlled drug has been prescribed, it will be kept securely and stored in a non-portable container. Items should be counted in and recorded. Named staff only will have access to such medication so that it can be administered to the specific child. The Academy will keep a record of doses administered, stating what, how and how much was administered, when and by whom. All administration of medication should be countersigned by a second member of staff who has checked the dosage before administration. Any side effects of the medication to be administered will be noted
- When no longer required, medicines should be returned to the parent to arrange for safe disposal.

Written records will be kept of all medicines administered to children and parents will be informed if their child has been unwell at school.

Medication for each child is kept in an individual zipper bag. Seizure medication is kept in the bag with a copy of the latest NHS protocol. The zipper bag is labelled with:

- The pupil's name
- The name of the medication
- The expiry date of the medication

Emergency Procedures

A child's individual healthcare plan will clearly define what constitutes an emergency and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed.

If a child is taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Accurate information about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital.

Parental Consent Parental/carer consent is required for the storage and administration of medication.

Parents/carers ensure:

- Medicine is within its 'Use by date'
- Medication is in the pharmacist's original container, is clearly labelled with the child's name, the contents, the expiry date and the dosage and/or other instructions from pharmacist or doctor. (The exception to this is insulin, which must still be in date, but will generally be available to Academies inside an insulin pen or a pump, rather than in its original container);

- Changes to NHS protocols are immediately communicated to the Academy;
- They or their nominated alternative person is contactable at all times during the Academy day.

Administration of Medication

- Medication is administered by staff who have been specifically trained to do so. All staff complete Administration of Medication course.
- Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required, though this will require relevant 'sign off' from the Academy nurse.

Administration of Pain Relief Medication

Medication for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken.

Parents/carers must have given consent and provided a bottle of pain relief medication clearly labelled with the child's name and in its original packaging;

- Parents/carers must also be contacted by telephone if the child could have been given pain relief in the previous four hours before arriving at the Academy;
- Where possible, parents/carers should be contacted by telephone before administration of pain relief;
- Administration of pain relief medication should be recorded on the appropriate recording sheet

The Academy will hold one bottle of liquid paracetamol in a locked cabinet/cupboard for emergency use. Parental consent must be granted prior to administration.



MEDICATION CONSENT FORM (one form for each medication)

| | |
|---|--|
| Pupil Name | |
| Date of Birth | |
| Class | |
| Name of Medication | |
| Dose | |
| Date/s and Time/s to be administered | |
| Any other instructions | |
| Name of parent | |
| Contact Number/s | |
| Signature | |
| Date | |

Please notify the Academy of any changes in your child's medicines.

If your child has been given rescue medicine or pain relief before coming to school, please notify the Academy Nurse or a member of Academy staff.

Please ensure that any medicine that is prescribed is in its' original packaging, detailing the name of the medication, your child's name, date of birth, strength of medicine, dose and time to be administered, as well as expiry date.

For medicines that do not require a prescription e.g Paracetamol, Ibuprofen, antihistamines, some creams/ointments – please make sure the medicine is in it's original container, with name and strength of medication, expiry date, clearly visible. Please give a brief description of the reason you would like the Academy to administer the medication

.....

School staff will only administer medicine if it would be detrimental to your child's health not to do so.

MEDICATION - Change of Dose or Frequency

| | |
|---|--|
| Pupil Name | |
| Date of Birth | |
| Class | |
| Name of Medication | |
| Dose | |
| Date/s and Time/s to be administered | |
| Any other instructions | |
| Name of parent | |
| Contact Number/s | |
| Signature | |
| Date | |
| Name and Designation of Prescriber | |
| Signature | |
| Date | |

Your child is being administered prescribed medication in school on a regular basis. If you are attending reviews with the G.P, Paediatrician, other Specialist Doctor or Specialist Nurse, please take this form with you – in case there are changes to medication dosage or frequency, that is required with immediate effect. This would ensure that any changes can be dealt without having to wait for new prescriptions to be produced.

Policy agreed on: JUNE 2024

Signed on behalf of the Trustees KIM TAYLOR

Committee: FULL BOARD

Author: KIM TAYLOR

Review date (optional): JUNE 2026

Website Y/N