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Governors Lead	Pastoral
This policy is Reviewed by	School Nurse
Group	Medical
ISI Reference	
Next Review Date	September 2019

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

AIM: For the safe storage, administration, recording and disposal of medications to ensure pupils at Great Walstead School remain healthy.

It is the parental/guardians responsibility to ensure that their child is well enough to be in school. Parents/guardians are also responsible for informing the school of any medical conditions their child may have and any medications they require. Any changes in a child's medical condition and/or medication are the responsibility of the parent/guardian to inform the school.

- No medications should be administered to children under the age of 16 without prior written consent from parents.
- **No Aspirin or medications containing Aspirin will be administered to anyone under the age of 16 unless prescribed by a Doctor.**
- **Ibuprofen is not to be given to anyone with asthma unless prescribed by a Doctor.**

### **Prescription Medications**

Prescribed medication should only be taken in school if absolutely necessary without which it would be detrimental to the child's health. Therefore where possible medications should be given outside of school hours.

In the instance that prescription medications must be given during school hours they must:

- Be in the original container as dispensed by the pharmacist.
- Must include clear instructions from the prescriber re dose and frequency.
- On receipt of medications the following should be checked:
  - Name
  - Dose and frequency
  - Name of medication
  - Expiry date
  - Method of administration
  - Possible side effects

If a child's prescriptions changes a new prescription or a letter/fax from GP with new prescription instructions must be sourced. Verbal prescription changes from parents will not be accepted.

### **Medicines for a specific child (both prescribed and non-prescribed)**

- All medications must be clearly named
- Clear instructions re dose, time and maximum frequency must be written on the container.
  
- Non-prescription medications (homely remedies) should be in their original container with the manufacturers instruction leaflet.

- Parents/guardians must complete a request for drug administration form (appendix A) available from the main reception or surgery.
- Any changes in medication must be given to the School Nurse personally by letter, by a parent/guardian of the named child. Parents should then complete another request for drug administration form.
- The School Nurse will then write a medication sheet for the child and enter their name on the drugs board or weekly drugs sheet
- Before any medication is given both the medication sheet and the container must be checked and the child's name must be matched against that on the container
- Any medication that is given must be recorded by the giver's initials.
- Should the medication be an Epi-pen the School Nurse is to agree with the child's parents/guardians on a protocol for the correct use.

### **Non child-specific, non-prescription medications (Homely Remedies)**

Homely Remedies are those medications that can be bought over the counter without requiring a prescription. Great Walstead School holds a number of these medications outlined in Appendix B. Written consent must be gained from parents before any of these medications can be administered to pupils (this includes EYFS).

Administration of homely remedies:

- Before any medication is given the child's medical form must be checked for parental consent and any possible drug allergies
- Day children - where possible a parent / guardian's permission should be obtained before medication is administered and PASS/ Medication Record Sheet checked for previous administrations
- Before medication is given check with the child as to whether they have had any other medication on the same day
- Always read the instructions on the container re dose and suitability re child's age and medical history
- Any medication given must be recorded in PASS/Medication Record Sheet and the parent informed.

Where a child is regularly requiring non-prescription medication (homely remedies) the parents should be contacted and a GP's assessment sought.

### **EYFS**

- Prescription medications can only be given if prescribed by doctor, nurse, pharmacist or dentist for that child.

- Prior written permission must be obtained for each and every medicine for EYFS children.
- School Nurse to be responsible for administration of medication.
- Child's Parent and/or care giver should be informed of any medication given on that day or as soon as practically possible.
- All medications, with the exception of Emergency Boxes, to be kept in surgery.
- Emergency Boxes for those children at risk of anaphylaxis may be kept in a secure area of the classroom, out of reach of the children.
- In the case of an emergency involving anaphylaxis and in the absence of the school nurse, nominated / fully trained members of staff may administer drugs according to the emergency plan.
- The school nurse must ensure that annual updates of anaphylaxis / asthma training are provided for those nominated staff members.

### **Storage of Medication**

Medications must be stored correctly according to manufacturer's advice to ensure they are at their optimum. All medications except emergency medications (which must be accessible at all times) are kept in a metal locked cupboard in the surgery. Medications that must be refrigerated are stored in a locked fridge between 2°C -8°C. Daily fridge temperatures are recorded including min and max temperatures over the last 24hours.

No medication (even homeopathic) may be held by the child other than asthma inhalers and adrenaline auto-injectors, which may be held by the child following consultation with the School Nurse and deemed appropriate (as laid out in the school's Asthma and Anaphylaxis policies).

Emergency medications i.e. inhalers and adrenaline pens are kept in orange containers and are accessible at all times from the surgery.

### **Controlled Drugs**

Controlled drugs are those which are controlled under the Misuse of Drugs Act Regulations 2001 (and its amendments) due to the potential of abuse or risk. Great Walstead School stores, administers, records and disposes Controlled Drugs in line with these Regulations.

All controlled drugs are to be kept in a locked box inside the locked medication cupboard. Records of controlled drug storage, administration and disposal are kept in a separate bound Controlled drug Register which is kept with the controlled drug box. Controlled drugs are to be signed in and out by the parent and the School Nurse.

Parents should bring in controlled drugs to the surgery whereby the school nurse will complete a record of receiving the drug in the controlled drug register under the pupil's name. This will include the Name of the drug, the formulation and the strength. A separate page will be used for each pupil.

Ideally controlled drugs should only be administered by the school nurse. Controlled drug administration is recorded in the Controlled drug register. The date, time and dose administered will be recorded and a running balance kept. When the school nurse is on duty controlled drugs can be administered without a second checker therefore only one signature is required. Where no nurse available i.e. in the holidays or school trips, two members of staff to give any controlled drug, with two signatures recorded.

If Controlled drugs are no longer required and/or expired they should be returned to the parents or pharmacy for disposal. The controlled drugs should be signed out by the parent and the School Nurse. This should be recorded in the Controlled Drug Register.

On residential trips Controlled drugs should remain in the locked Controlled drug box and kept with allocated member of staff at all times. This should be separate from the first aid bag. Once arrived at destination the controlled drug box must be locked away. Designated members of staff should only have access.

### **Homeopathic Medications**

A letter from the Homeopath should be given to the school nurse along with the medication. The letter should include the pupil's name, DOB, what the medication is for, dose and frequency. Parents should also complete an administration of medicines form (appendix A).

The medication should be clearly labeled with the pupils name and have an expiry date. The medication will not be administered if the above is not complied with.

### **Overseas Medication**

Overseas medication can only be given if they have been prescribed. If the prescribed medication is not available in the UK it cannot be given. In this instance parents will be asked to get a UK equivalent prescription from their GP if possible.

### **Administration to save a life**

Under Article 7 of the Prescription Only Medicine (Human Use) order 1997 for the purpose of saving a life certain medications can be given in extreme emergencies without a patient group directive (PGD), a patient selective directive (PSD) or direction from a doctor. This applies to the use of adrenaline in an anaphylactic reaction.

### **Recording**

Medication administered will be recorded on the pupils' medication sheet and documented on their computer record on PASS.

### **Stock**

The School Nurse is responsible for the checking of stock drugs and informing parents when a child's drug has expired or run out. It is the parents/guardians responsibility to provide new medication.

A recorded of stock drugs is kept in the stock drug folder and is updated when new stock comes in and stock drugs are disposed of.

### **Disposal**

If medications are no longer required and/or expired they should be returned to the parents or pharmacy for disposal. Drugs in need of destroying should be taken to a registered pharmacist for safe disposal a record of this to be kept in the drug book. Sharps should be discarded in a sharps bin conforming to BS 7320 and UN 3291 standards.

### **Adverse Reactions**

In the event that a pupil has an adverse reaction to a medication the following protocol should be followed:

- The child must be assessed by a qualified medical officer or School Nurse and if necessary further treatment sought.
- During school hours guidance should be sought from Northlands Wood Practice: 01444 458022 and/or Northlands Pharmacy (Haywards Heath): 01444 453280.
- Outside of school hours contact NHS 111.
- **However if life threatening call 9-999 immediately.**
- The child's parents must be informed.
- A Medical incident report form must be completed (appendix C) and must be given to the Headmaster and Estates Manager.
- Full details should be recorded on the child's PASS computer records.
- Where appropriate RIDDOR must be contacted to ascertain whether the incident is reportable and if necessary reported.
- Following the incident the pupil's medications omissions should be update.

### **Drug Errors**

As soon as it is known that an error has been made in the administration of a medication:

- The child must be assessed by a qualified medical officer or School Nurse and if necessary further treatment sought.
- During school hours guidance should be sought from Northlands Wood Practice: 01444 458022 and/or Northlands Pharmacy (Haywards Heath): 01444 453280.
- Outside of school hours contact NHS 111.
- **However if life threatening call 9-999 immediately.**
- The child's parents must be informed.
- A Medical incident report form must be completed (appendix C) and must be given to the Headmaster and Estates Manager.
- Full details should be recorded on the child's PASS computer records.

- Where appropriate RIDDOR must be contacted to ascertain whether the incident is reportable and if necessary reported.

### **School Trips and Sporting activities**

It is staffs responsibility to provide list s of pupils going on school trips, matches or other activities to the school nurse. The school nurse will then check these lists and inform the lead staff member of any medical conditions/ medication required during these trips/activities. The school staff member in charge of the trip/match is responsible for collecting any medications including emergency medications from the school nurse and returning them as soon as they arrive back at school.



Administration of Medicines

Please complete this form if your child requires the storage and the administration of medication to them during the school day. The School Nurse should be notified immediately if there are any changes to the medication and/or dosage. Medications should be brought in as follows:

- Prescribed medication should be in its original packaging, clearly labelled by the pharmacist with the child's name, the name of the medication and the instructions for use.
- Non-prescribed medications must be in their original containers with the manufacturer's instructions.
- Failure to do so will mean the medication **cannot** be administered.

Child's Name: .....

Form: .....

DOB: .....

**Medication Information**

Name/type of medication (as described on the container): .....

Expiry date: .....

Reason for taking medication: .....

How long will your child need to take the medication?

.....

Dosage:

.....

Method: .....

Time/s when the medication should be given:

.....

Special Precautions:

.....

Are there any side effects that the School needs to know about?

.....

Signed: ..... Date: .....

Medication	Use	Alert
<b><u>Oral Medications:</u></b>		
Paracetamol (Calpol equivalent)	Fever and pain	
Ibuprofen	Anti-inflammatory + fever and pain	May not be suitable for asthmatics or anyone with gastric history
Piriton	Anti-histamine	May cause drowsiness
Cetirizine Hydrochloride	Anti-histamine	May cause drowsiness Caution in renal / hepatic problems
Gaviscon	Reflux	Not recommended for under 6s
Sturgeon 15	Travel Sickness	Not suitable for under 5s Caution in renal / hepatic problems May cause drowsiness
Throat lozengers	Sore throat	Not suitable for children under 3
Rescue remedy pastilles	Anxiety or trauma	*May contain gluten
<b><u>Skin:</u></b>		
Eurax	Itchy skin	Not suitable for under 3s
Sudocream	Cuts/grazes/minor burns	
Arnica cream	Bruising	
Anthisan	Bite and Sting cream	Do not use on eczema
Vaseline	Dry/cracked skin	
Sterile cleansing wipes	Cleaning wounds	
Savlon	Antiseptic cream	
<b><u>Nasal:</u></b>		
Olbas oil	Nasal inhalation	

<b><u>Eye:</u></b>		
Saline irrigation wash	Eye irritation/discomfort	
<b><u>Mouth:</u></b>		
Bonjela junior	Mouth ulcers	
Absenol	Mouth ulcers	

**Appendix B**

**Appendix C**

**MEDICAL INCIDENT FORM**

To be completed if a drug error has been made or a child has had an adverse reaction to a medication.

Pupil's Name:..... DOB:.....

Date of incident:..... Time:.....

Medication Given (include dose):.....

Explanation of incident:

Action Taken:

Outcome:

Follow – up:

Incident reported and form completed by:



Administration of Medicines

Name  
(print).....Signature.....Date.....