

# Administration of Medicines Policy



**SS JOHN FISHER & THOMAS MORE**  
~ Roman Catholic High School ~

<b>Approved by:</b> Standards and Effectiveness Committee	Date: 12 January 2023
<b>Last reviewed on:</b>	January 2023
<b>Next review due by:</b>	January 2024

## 1. Aims

At Ss John Fisher & Thomas More RC High School we strive to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Ss John Fisher & Thomas More RC High School is held by the Headteacher and delegated to the school's Welfare and Wellbeing Support Officer.

All medical information is treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- maintenance drugs
- emergency medicine

We:

- provide clear guidance to all staff on the administration of medicines.
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- ensure the above provisions are clear and shared with all who may require them.
- ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

## 2. Legislation and guidance

Section 100 of the Children and Families Act 2014 places a duty on governing boards 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 board must have regard to guidance issued by the Secretary of State under this section. This guidance came into force on 1 September 2014.

Further information can be accessed: [here](#)

### **3. Roles and responsibilities**

#### **3.1 The Governing Board**

The Governing Board:

should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

#### **3.2 The Headteacher**

The Headteacher:

should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.

Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse – if applicable.

#### **3.3 School staff:**

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

#### **3.4 The role of parents/carers:**

Parents/carers 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.

Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

### **3.5 The role of pupils:**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

At Ss John Fisher & Thomas More RC High School the Welfare and Wellbeing Support Officer has responsibility for the administration of medicines for pupils and in the case of absence School Admin Officer (Reception) takes over.

#### **4. Prescribed medicines**

It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from parents/carers.

#### **5. Non-prescribed medicines**

Non-prescribed medicines will only be administered in exceptional circumstances at the discretion of the Headteacher or the Deputy Headteacher in the Head's absence.

#### **6. Maintenance drugs**

It is our policy to manage the administration of maintenance drugs (eg. insulin) as appropriate following consultation and agreement with, and written consent from parents/carers. On such occasions, a health care plan is in place for the child concerned.

#### **7. Non-Routine Administration (Emergency medicine)**

We manage the administration of emergency medicines such as (if required):

- injections of adrenaline for acute allergic reactions
- rectal diazepam for major fits
- injections of Glucagon for diabetic hypoglycaemia

In all cases, professional training and guidance from an appropriate source will be received before commitment to such administration is accepted.

#### **8. Procedure for Administration**

When deciding upon the administration of medicine needs for children we discuss this with parents/carers and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent/carer and kept on file.

Individual health care plans are completed for children where required and reviewed periodically in discussion with the parents/carers to ensure their continuous suitability.

All administration of medicines is recorded. If a child refuses to take medication parents/carers are informed at the earliest available opportunity.

## **9. Schedule Two Drugs**

These drugs, which include Ritalin, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine. Keys are kept to a minimum and are held only by our Welfare and Wellbeing Officer.

A register of controlled (schedule two) drugs is kept which records:

- medication provided
- medication administered
- the name of the person for whom they were supplied
- the name and quantity of the drug/medication supplied
- the amount administered each time and the amount left each time
- the type of medication i.e. tablet/liquid and expiry date
- two signatures for each dose of medicine given
- two signatures for each time the medications are counted and checked. This is done once a week. The second signature is a witness.

Register entries are made in ink and in chronological order.

This register is kept for at least two years from the last entry made.

All pupils with ongoing medical needs have a care plan. This includes pupils with diabetes, severe allergies and issued with Epipen, heart problems, epilepsy and very severe asthma.

## **10. Contacting the Emergency Services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity and parents/carers informed to accompany the pupil to the hospital if at all possible.

## **11. Training**

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and

guidance from a competent source is sought before commitment to such administration is accepted.

## **12. Storage**

The storage of medicines is the overall responsibility of the Headteacher who ensures that arrangements are in place to store medicines safely. Secure storage is situated in our Student Services office.

The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities.

## **13. Disposal of Medicines**

It is the responsibility of the parents/carers to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

'Sharps boxes' are always used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate.

## **14. Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Welfare and Wellbeing Officer by contacting the school: **01282 865299**

If, for whatever, reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.