

Administering Medicines Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy was written with guidance from MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
June 2015	June 2016	October 2016	2	October 2017
		January 2018	3	January 2019
		January 2019	4	January 2020
		Nov 2019	5	November 2020

Introduction

The Green Room Foundation staff wish to ensure that pupils with medication needs receive appropriate care and support at school.

Please note that parents/carers should keep their children at home if acutely unwell or infectious. If pupils have vomited, they must wait a minimum of 48 hours before returning to school in case of contagions.

Procedure for medicines to be taken during the school day

Parents/Carers are responsible for providing the school with comprehensive information regarding the pupil's condition and medication. When a new pupil starts, Parents/Carers are required to log in to the Parent Portal in Arbor and fill in all medical information. This informs the school of any medical conditions/allergies the pupil may have and whether medication is required during the school day. If a pupil requires medication, both prescribed and non prescribed, to be taken on the school premises, then further information and parental consent is obtained and recorded in Arbor. It will also be determined at this stage whether the pupil requires an Individual Health and Medication Plan. This is completed for serious conditions such as asthma, epilepsy and diabetes. The details of the plan are added to the medical chart in the staff room so all staff are aware of symptoms, triggers and what to do in the event of an emergency.

It is the Parent/Carers' responsibility to keep the school up to date with any change to the information on record.

The school keeps an in date stock of paracetamol, ibuprofen and antihistamine tablets on site to be administered to pupils for pain relief and hay fever. Parents/Carers also give their consent for this in the Parent Portal in Arbor. If pupils require any other prescription/non-prescription medications (eg. antibiotics) throughout the school year then the Parent/Carer is responsible for providing them. Emergency or preventative medication such as asthma inhalers and epi pens are kept in the medical cupboard. An extra inhaler/epi pen should be given to the school to keep on site in case of emergency. These, along with any other medications required, are taken on school trips.

Prescribed medication will not be accepted in school without complete instructions from the parent.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of 6 weeks - half term - supply at any one time).

Each item of medication must be delivered to the office, in normal circumstances by the Parent/Carer, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's Name.
- Name of medication.

- Dosage.
- Frequency of administration.
- Period of time medication will be administered
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, (medicine cabinet) out of the reach of pupils, but a pupil will always know where their particular medicine is kept, who to ask for access and taken under staff supervision.

Administering medicine at The Swan

The Swan keeps an in date stock of paracetamol, ibuprofen and antihistamine tablets on site to be administered to pupils for pain relief and hay fever. If pupils require any other prescription/nonprescription medications (eg. antibiotics) throughout the school year then the Parent/Carer is responsible for providing them. Emergency or preventative medication such as asthma inhalers and epi pens are kept in the locked cabinet in the school room. An extra inhaler/epi pen should be given to the GRW Head Office to keep on site in case of emergency. Each item of medication must be delivered to the GRW Head Office, in normal circumstances by the Parent/Carer, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Period of time medication will be administered
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, (locked medicine cabinet in the school room) out of the reach of pupils, but a pupil will always know where their particular medicine is kept, who to ask for access and taken under staff supervision.

Administering medicine off site

If medicine needs to be administered at a time when the pupil is travelling on school transport, parents should ensure the driver has written instructions relating to any medication sent with the pupil.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil

on a school trip if appropriate supervision cannot be guaranteed.

Refusal to take medicine

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Renewing or ending medication

It is the Parents/Carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

It is the responsibility of Parents/Carers to notify the school in writing if the pupil's need for medication has ceased earlier than the date prescribed.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the Parents/Carers at the end of each administering period or school year. If they are unable to do so, then pupils can sign out the medications and take them home themselves. The school will send a text to inform Parents/Carers if this is the case. Date expired medicines or those no longer required for treatment will be returned immediately to the Parent/Carer for transfer to a community pharmacist for safe disposal.

Pupils with long term medical needs

For each pupil with long term or complex medication needs, the school will ensure that an Individual Health Care and Medication Plan (See Appendix) is drawn up, in conjunction with the appropriate health professionals if necessary. This will be uploaded to Arbor.

Self administration

Pupils will be encouraged to administer their own medication under staff supervision.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Misuse of a prescribed or non prescribed drug, such as passing it to another pupil for use, is an offence, please see drugs policy.

Record Keeping

When medicine is administered to a pupil it is recorded on the Record of Medication Administered (See Appendix)

Sporting Activities

Any restrictions on a child's ability to participate in PE or other activities should be recorded in their individual health and medication plan. Some pupils may need to take precautionary measures before or during exercise or physical activity and may need immediate access to their medicine such as asthma inhalers. Staff supervising sporting activities must be aware of relevant medical conditions and any preventative medicine that may need to be taken. If necessary they must ensure that they or the pupil has any necessary medicine to hand, depending on who is deemed responsible for that medication.

Emergency Procedures

Please see Emergency Procedure Policy and First Aid Policy

All staff are aware of the medical needs for individual pupils, and the information is stated clearly in the medical awareness chart in the staff room.

Appendix

- Individual Health and Medication Plan
- Record of Medicine Administered (to be used when a child brings in prescribed or non prescribed medicine to be administered on site for a period of time)
- Record of Medicine Administered to all children

Individual Health and Medication Plan

Child's Name _____

Date of Birth _____

Medical diagnosis or condition _____

Date _____

Review Date _____

Family Contact Information

Name of contact _____

Phone no _____

Name of contact _____

Phone no _____

Clinic / Hospital Contact

Name _____

Phone no _____

GP Contact

Name _____

Phone no _____

Describe the condition and give details of child's symptoms

Daily care requirements (eg administer medicine before sport / at lunchtime etc)

Describe what constitutes an emergency for the child and the action to take if this occurs

Who to contact in an emergency

Who is responsible for administering the medication and where is it kept

Staff Pupil

Name of Parent _____ Date _____

Signature _____

the GREENROOM school

Record of Medicine Administered to an Individual child

Name of Child	<hr/>		
Date medicine provided by parent	<hr/>		
Quantity received	<hr/>		
Condition for which medicine is needed	<hr/>		
Name of Medicine	<hr/>		
Expiry Date	<hr/>		
Dose and frequency of medicine	<hr/>		
Quantity returned	<hr/>		
Staff signature	<hr/>		
Parent signature	<hr/>		
Date	<hr/>	<hr/>	<hr/>
Time given	<hr/>	<hr/>	<hr/>
Dose given	<hr/>	<hr/>	<hr/>
Name of member of staff	<hr/>	<hr/>	<hr/>
Staff initials	<hr/>	<hr/>	<hr/>

Date _____

Time given _____

Dose given _____

Name of member of staff _____

Staff initials _____

Date _____

Time given _____

Dose given _____

Name of member of staff _____

Staff initials _____

Date _____

Time given _____

Dose given _____

Name of member of staff _____

Staff initials _____

Date _____

Time given _____

Dose given _____

Name of member of staff _____

Staff initials _____

Record of medicines administered to all children

This policy is approved by the Co-CEO of The Green Room Foundation

Date _____

Co-CEO _____