



Policy for the administration of medicines

Introduction:

It is the responsibility of parents/carers to administer medicine to their child (Staffs LA). Therefore CornerPost Education Centre staff will not administer medicines for the treatment of short term conditions e.g. infections. Staff may, after training by a medical professional, administer medication for children on a care plan or for long term conditions such as asthma. Where possible, especially in older pupils, self administration of inhalers will be encouraged under staff supervision. Pupils will not be permitted to staff administer any medication which has not been previously disclosed and approved by the Centre Manager.

Local Authority guidelines:

School staff have no legal obligation to administer medicines to pupils unless they have been specifically contracted to do so. It is generally accepted, and stated in LA policies, that all staff are acting voluntarily.

Staff may volunteer to assist in administering medicines to pupils but must be given training and guidance. Where they decide that they will administer medication, schools should ensure that they have sufficient members of staff who are appropriately trained to manage medicines as part of their duties. It is the responsibility of the Centre Manager to ensure that all staff are trained appropriately and have read and understood the current medication policy and the LA guidance document. Also see LA guidance – Guidance on the administration of medication.

Procedure for the administration of medicines at CornerPost:

All medicines that are to be administered at CornerPost must be accompanied by written instructions from the parent/carer or GP. A parental/carer request form (see enclosed) must be made available and completed by parents/carers – consent to share with staff should be sought. Copies of this should be filed in an Administration of medicines folder in the Centre office.

Teaching staff of that pupil should also receive a copy of the form, along with the medication, to ensure correct procedures are followed. The medicine should be in its original packaging with a pharmacy label. This label must state the child's name, dose, expiry date, name of medicine and enclosed safety leaflet.

The medicine should be accompanied by a Centre procedure leaflet which also contains a picture of the child in question. Parents/carers who decide to nominate

another adult to administer medicine to their child must be the parent/carer with parental responsibility and this decision MUST go through the Centre manager at all times.

IF THE ABOVE CONDITIONS ARE NOT MET THE MEDICATION SHOULD NOT BE TAKEN FROM THE PARENT/CARER.

Storage of medicines:

Medicines must at all times be stored in the original containers they were dispensed in. Medicines should be kept in a safe and accessible place:

Inhalers –

Key Stage 1 – in a class lunchbox on a shelf out of reach of children, with all staff aware of their location.

Key Stage 2 - in an accessible place for self administration under staff supervision. A discussion on safety will need to be addressed to the whole class at least each term.

Controlled drugs (such as Buccal Midazolam) – will be kept in a locked cupboard. A lockable cupboard will be available in the Hygiene Room with key entry. All staff will be aware of where the key is kept (lockable key cupboard in the main school office).

Self-administration of medicines:

It is good practice to support and encourage children, who are able, to take responsibility for managing their own medicines from a relatively early age and schools should encourage this. Older children with a long term illness should, whenever possible, assume complete responsibility under the supervision of their parent/carer or setting staff. The age at which children are ready to take care of, and be responsible for their own medicines varies. There is no set age when the transition should be made, and there may be circumstances where it is not appropriate for a child of any age to self-manage. Where this is agreed it must be added to the Parental Consent Form. Health professionals need to access with parents/carers and children, the appropriate time to make this transition. If children can take their medicines themselves, staff will still be required to supervise and suitable storage arrangements must still be provided.

Controlled Drugs Register

It is essential practice for this to keep a separate record of controlled drugs to include the receipt, administration and possible disposal of controlled drugs. These records must be kept in a bound book or register with numbered pages (This can be purchased from a pharmacist).

The book will include the balance remaining for each product with a separate record page being maintained for each child. It is recommended that the balance of controlled drugs be checked at each administration and also on a regular basis e.g. monthly. The book should be locked away (in the drugs cupboard) when not in use.

Storage of Controlled Drugs

In all settings, controlled drugs must be stored behind **double lock and key**. This must be a metal cupboard with an inner lockable cupboard or a metal lockable container within a cupboard. The cupboard must be secured to the wall.

Administration of Controlled Drugs

Any authorised member of staff may administer a controlled drug to the child for whom it has been prescribed and they should do so in accordance with the prescriber's instructions in the presence of another member of staff as witness. The administration of controlled drugs is recorded using the Controlled Drugs Register which can be purchased from a pharmacist and on the Medication Administration Record Sheet. Staff **MUST NOT** sign the record of administration unless they have been involved in the administration of the medication and have checked details.

The recommended procedure for the administration of controlled drugs is as follows:

1. Check the child's care plan for details of dosage required etc.
2. Verify the quantity of medication as stated on the controlled drug register to ensure that the dose has not already been given.
3. Ensure two members of staff are present; one member of staff must witness the other administer the medication to the young person.
4. Both staff must sign the Medication Administration Record Sheet and Controlled Drug register to confirm that the dose was given and the amount remaining.

If medication is refused or only partly taken both staff must witness the disposal of the remaining medication and record the details and sign to that effect.

If a dose of medication is refused or only partly taken then the parents/carer/paramedic or GP should be contacted for advice on any adverse reactions and risk to the young person.

Return or Discontinued Controlled Drugs

A controlled drug, as with all medicines, should be returned to the parent/carer when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy).

Staff Training:

The Centre Manager will ensure that all relevant staff are aware of pupils who are taking medication and who is responsible for administering the medication. The centre manager will keep a record of all relevant and approved training by staff. Prior to any medication being administered by staff the Centre manager will be satisfied that the staff member is competent. It is good practice to keep a detailed record of all training. With staff names and dates, to ensure re-training takes place at appropriate intervals.

WHERE TRAINING HAS NOT BEEN GIVEN TO THE EMPLOYEE, THEY MUST NOT UNDERTAKE THE ADMINISTRATION OF MEDICINE AND Must IMMEDIATELY INFORM THE CENTRE MANAGER.

Safety guidelines:

Each person who may administer medication must:

Have received appropriate training

Receive a copy of this policy and LA Guidelines

Ensure they have read and understand all care plans

Ensure they have a witness before administering the drug

Check the medication belongs to the named pupil and it is within the expiry date

Record the administration as soon as possible on the records sheet

Understand and take appropriate hygiene precautions to minimise cross infection

Ensure all medications are returned for safe storage or handed to paramedics

Notify Centre Manager as soon as possible after the administration, especially if further medical assistance is required.

Care Plans:

For all pupils who may require specialist individual treatment a clear care plan will be set up. The centre will liaise with parents/carers to ensure that this is provided. The care plan will be provided to the Centre and fully agreed before any medical treatment will be carried out. Full training will also be given if required. The plan will be reviewed annually, preferably with parents/carers.

UNDER NO CIRCUMSTANCES WILL THE CENTRE PROVIDE ANY MEDICAL CARE OR TREATMENT UNTIL A CARE PLAN IS AGREED, IN PLACE AND FULL TRAINING GIVEN.

If the child transfers to another school a copy of the care plan will be provided as soon as possible.

Educational visits:

The administration of medicines during educational visits and other out of centre activities requires special attention and pre-planning. Staff should liaise with the educational visits coordinator, parents/carers, Centre Manager and medical professionals, if required. The guidelines and procedures as already outlined must be applied in this situation. No educational visit must take place without prior planning in this area. Staff will be expected to alert off site trainers or centre staff of a child's medical condition and care plan, if necessary – please discuss this need with parents/carers prior to the visit so they are aware of the information you are sharing.

Employee medicines:

An employee may need to bring their medicine into school. All staff have a responsibility to ensure that their medicines are kept securely and that pupils have no access to them e.g. locked in a locker in the staff room. Adequate safeguards

must be taken by employees, who are responsible for their own personal supplies, to ensure that such medicines are not issued to any other employee, individual or pupil.

Medical confidentiality:

Staff at the centre has no automatic right to be informed of any medical condition suffered by any pupil. However, in order that pupils can receive the best possible care, parents/carers should advise school of conditions that may require intervention during the school day. Any medical or related information provided to the school either by parents/carers or health officials must always be treated in the strictest confidence. Information should only be shared with staff members whose role may lead them to provide treatment or other intervention as previously agreed.

Equal Opportunities Statement:

The County Council is fully committed to ensuring equality in the delivery of this guidance to all young people, regardless of their gender, ethnicity, sexuality and ability.

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