



**ST BERNARD'S  
PREPARATORY SCHOOL  
EARLY YEARS DEPARTMENT**

**ADMINISTRATION OF  
MEDICATION POLICY**

**ADVENT 2018**

# St Bernard's Preparatory School

## ADMINISTRATION OF MEDICATION POLICY

### Mission Statement

**With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.**

**St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.**

### **Policy on the Administration of Medicines during School Hours**

Parents are responsible for the administration of medicine to their children. For casual ailments it is often possible for doses of medication to be given outside school hours. In principle if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to the school to administer the medicine. In reality this is not realistic and the administration of medicine in School falls within our remit for the duty of care for the children. Prescription medicines will not be administered to children unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin will only be administered if they are prescribed by a doctor.

Generally, members of staff will administer medicine to children only at the written request of individual parents and with precise written instructions as to dosage. Medication may be administered at school provided a consent form has been completed by a person with parental or medical responsibility for the child and handed to the School Office/Early Years Coordinator. All medicines must be clearly labelled with the child's name and dosage required and handed to the office/Early Years Coordinator by the parent/carer. If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines and any involvements would be purely on a voluntary basis. Therefore, no member of staff is required to administer medication unless willing to do so.

The normal procedure is for any necessary medication to be given by designated persons. However, sometimes arrangements are made (by agreement with the Headmaster) for special circumstances to prevail. Staff giving medication need to be aware of any schedule requiring completion in the School Office. Where it is agreed that medication is kept at school, there are appropriate facilities (including a fridge) for the safe storage of medicines. Medicines must be clearly named. In the case of life saving treatment/medication a letter from the child's doctor (GP or Consultant) must be required to stating the child's condition and details of treatment/medication that the school may be required to administer. Please refer to the Medical Conditions Folder.

## **Long term medication**

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children filling the Administering Medication Form. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in a properly labelled container which states: (a) The name of the medicine, (b) The dosage and (c) The time of administration.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.
- The forms will be kept in the Medical Room during the period of administration.
- The member of staff administering the medication is responsible to register his/her action on the Medication Administration Record
- After medicines are administered the Medicine Administration Form must be completed in the Medicines File and then countersigned by the parent/carer (EYFS only) at the end of the session/day. If this is not possible the parent/carer signature must be gained as soon as is reasonably possible.

## **Prescribed Emergency Medication**

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

The parents are requested to assist in the completion of a Health Care Plan. The Health Care plan is filed in the pupil file, a copy will be given to the pupil's teacher and a copy is held in the Medical Rooms. Any emergency medication (for example: Inhalers, EpiPens and glucose gel) and generally all medications are kept in the room designated as the Medical Room in a clear container, medicines are clearly marked with: pupil's name, name of medicine and expiry date.

In exceptional circumstances it may be required to take different arrangement for the storage of daily medication. Parents must write to the school giving authorisation for medicines to be administered to their children filling the Administering Medication Form. This needs to include instructions regarding the quantity and frequency of administration.

Early years pupils who use asthma inhalers and EpiPens may keep, where possible, a spare in the secure cupboard in their classrooms

Prescribed Emergency Medication is taken to every out of school activity.

Children are not permitted to carry medicines other than the above

## **Non Prescribed Medication**

Medication will not be administered to the pupils without a Medication Administration Form signed by Parents/Carers. If a pupil is in a situation of great discomfort with pain and/or temperature, in school or during a field trip or out of school activities, the Parents will be contacted and asked to come into school to provide written consent for the administration of a non-prescribed medication, e.g., paracetamol. For this purpose, some paracetamol sachets are kept in the locked cupboard in the Medical Room but under no circumstances will this non-prescribed medication be administered without written permission from the parents.

## **Receipt and Discharge of Medication**

All medication brought into and taken out of the School should be recorded and documented on an Administering Medication Form. The medication should be locked in the designated cupboard.

All medication received by the School must be in the original container/packaging that it was dispensed in. The container/packaging should be labelled with the original, unaltered pharmacy label that clearly states:

- Name of child
- Name of medication and its strength
- Quantity and volume supplied

- Dosage and frequency
- Clear direction for administration
- Date that the medication was dispensed and its expiry date
- Contact telephone number of the dispensing pharmacy

Medication which comes in without a pharmacy label or one that has incorrect information cannot be accepted and the parents/carers should be informed immediately. Information must be available before medication can be given. This may mean the parent/carer contacting the GP or Out of Hours Service to obtain this.

Staff must never make assumptions about children's medication and administer any drug without the relevant and specific information. If medication is expected and has not arrived with the child or appears to be missing, an initial search should be undertaken. Parents/carers, transport and/or other location the child has arrived from, must be contacted to ascertain where the medication might be. If medication is found to be missing, lost or has not been sent in, arrangements must be made to ensure the child has access to replacement supply and this is reported to the Headmaster. Parent/carer remains responsible for ensuring medication is correctly sent in from home and that there is adequate supply. Medication sent in is recorded on Administering Medication Consent form; which is then held on the pupil's file.

### **Safe Storage**

All medication must be stored in the Medical Room cupboard. Those requiring refrigeration are kept in a secure fridge. The office will hold the key to the cabinet but administration staff will be aware of the location of the spare key. If the child is going out or away from the school (e.g. organised offsite activity) and medication needs to be given out whilst they are out, then the medication should be taken out in a labelled container with a strictly measured dose and specific instructions. At all times it must remain secure under the supervision of a permanent member of staff.

### **Administering Medication**

Administering of medication must always remain the responsibility of *named persons* who will be relieved of all other tasks whilst undertaking the medication duties. Medication must only be prepared in the designated areas which contain the secure medication cabinets. The administration of medicine must be carried out on an individual child basis. Where it is necessary to cut tablets in half, and only one half is administered, the remaining half should be retained in the original container/packaging and administered on the next opportunity when a tablet is needed or returned home with the child. Requests for a tablet to be crushed must be subject to medical/pharmacy advice. This must be sought before doing so. If tablets are to be crushed this must be recorded on the child's Administering Medication Consent form and the advice to do so held on the child's file.

At the prescribed time, the child's medication should be removed from the cabinet and the following steps taken: Check the child's name on the Administering Medication Consent form against the name on the medication package/container. Check the date – is the prescription valid? (name of medicine, dose and frequency and route of administration). Ensure the dose has not already been administered. Select the required medicine and check the label for medication name, strength, form and expiry date. Verify that the name of the medication, the dosage, and the time that it is being given is the same on the Administering Medication Consent form and the packaging. Identify the child.

Avoid handling/touching the medication. Medication pots should be used to give liquid medication and tablets where appropriate. Gloves should be used to apply creams or lotions. Give the prescribed medication as directed to the child in the agreed manner as detailed on the Administering Medication Consent form. If medication needs to be given covertly, (i.e. hidden in their food) then the UKCC statement on the 'Covert administration of Medicine (2001)' should be followed. Parental/carer consent should be obtained and their preferred way in which the medication is to be administered should be stated (section 17). Make clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the child/young person.

Every time a medication is administered to an EYFS pupil this need to be witnessed by another member of staff. After medicines are administered the Medicine Administration Form must be completed in the Medicines File and then countersigned by the parent/carer at the end of the session/day. If this is not possible the parent/carer signature must be gained as soon as is reasonably possible.

## **Problems in Administering Medication and Errors**

The following steps should be taken:

If a child refuses medication then this should be clearly recorded on the medication chart and in the child's notes. Every encouragement should be given to ensure the medication is taken, however a child must not be forced to take medication. If a child refuses medication, medical advice must be sought. If medication is spat out immediately and the tablet is recovered unspoiled, give the tablet again. If a liquid medication is spat out and it is unclear if some of the initial dose has been swallowed medical advice must be sought. If a tablet is dropped, liquid spilled or spoiled prior to administration, then re-administer using a fresh dose.

Note that a second dose has been given on the medication chart and in the child's notes. When a dose is re-administered from medication sent from home a check must be made that there are sufficient doses for the remainder of the child's stay. If there are not enough doses to re-administer then the parents must be contacted to bring in more. If a child vomits within 30 minutes of taking their medication, medical advice should be sought as it may be appropriate to re-administer the medication. If the vomiting occurs after 30 minutes the medication should not be re-administered and advice should be sought at the earliest opportunity. Do not re-administer inhalers where they appear not to have worked properly. Some of the medication may have been administered.

The Headmaster must be informed immediately of any instances of a missed dose or error in the medication process and medical advice must be sought. An incident form should be completed by the person involved. Any variation to the administering procedure, error, or missed dose etc must be reported immediately to the Headmaster and be recorded on the child's file.

## **Non-Prescribed Medicines (Home or Household Remedies)**

There is a recognised duty of care by care staff to be able to make an appropriate response to symptoms of a minor nature e.g. headache, toothache. These medications are agreed locally within the RPSGB guidance and held securely in the medication cabinets. If the parent/carer wish their child to be given a non-prescribed medication (e.g. paracetamol for headaches) the circumstance, dosage and time of administration should be recorded on the child's Administering Medication Consent form. In no circumstances can agreed doses exceed the recommended dosage stated for that medication.

Wherever possible instructions from parents regarding non-prescription medication should include GP advice as to the most appropriate dose i.e. consideration of age, body weight, etc in respect of child/adult doses. If a child is prescribed or needs a non-prescription "as required" or "when necessary", then clearly written instructions from the prescriber and or parent/carer must be recorded on the child's Administering Medication Consent form and details held on the child's Medication file. This must include the reasons for the administration, the time interval between doses, maximum dosage and the time span over which the "when necessary" medication is given.

Many non-prescribed medications contain paracetamol. This must be taken into account before giving further paracetamol to ensure that no more than the prescribed dose is given – cumulative effect.

The child's General Practitioner (GP) or Consultant should provide guidance and details of the dose and frequency of the medication and how it should be given. The instructions should be signed and dated. Parents/carers must take the responsibility of obtaining these details from the GP/Consultant and should provide a further letter from the GP/Consultant if the medication or dose is changed in any way. It would be advisable to ask the parents to sign the medication chart to confirm that the medication is correct.

Any home remedies administered must have signed consent from parents before medication can be given. A child can bring home/non-prescribed medication in with them to the School as agreed with the parent/carer. Each item must be clearly marked with the child's name. Staff must only give the medication following clear instructions on the box. Parental advice re: symptoms, when to give etc. may be followed by only if this falls within the directions specified on the medication. All such medicines must be treated in the same way as prescription medication. Recorded into and out of the school and a record of any administration kept of the child's Administering Medication Consent Form. Advice should always be sought from a pharmacist about any potential interactions between the non-prescribed medicine and the child's regular medication. If a parent/carer wished their child to have a non-prescribed over the counter medication (e.g. paracetamol) it should be sent in its original box and container, labelled for that child only and must not be used for general administration. Instructions must be recorded by the parent/carer on the Administering Medication Consent Form.

## **Use of Homeopathic or Herbal Remedies**

Homeopathic or Herbal remedies must be treated in the same way as any other medication and recorded as such.

## **Safe Transfer of Medication Sent to or from School**

Any missing medication or inconsistent information must be checked immediately with those responsible at the location medication has been transferred from/sent in from and with anyone responsible for the transfer service. We maintain a regular liaison with parents/carers and agency providers in order to ensure good information flow and swift resolution of any difficulties.

## **Disposal**

All discontinued, expired or unused medication, creams etc. should be returned to the parent/carer for disposal at the earliest opportunity. Where this is not possible or the medication is non-prescription over the counter remedy that has been held at the school, any such items for disposal should be returned to the local pharmacy.

## **Training and Assessment**

St Bernard's Preparatory School staff will follow an agreed training programme, specifically addressing the Safe Administration of Children's Medication. Staff will be regularly provided with First Aid training, Epi-Pen Training and the use of inhalers training. Training will be provided for staff where the administration of medicine requires medical or technical knowledge. Staff can request this training at any time. Staff can also be able to access this training through Slough Early Years training opportunities. Contact: Hazel Thorpe, Workforce Development Co-ordinator  
Hazel.Thorpe@slough.gov.uk.

## **Training and Assessment: Safe Administration of Children's Medication**

The Designated First Aider will provide training feedback with regard to Administering Medication as and when required. The Designated First Aider will make spot checks during the administration process and of Files and Records.

### **Legal status:**

- Reference: Health and Safety (First Aid) Regulations 1981.
- Department of Health Guidance on Infection Control in Schools and Nurseries
- The Education (School Premises) Regulations 1996
- The Controlled Waste Regulations 1992
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations
- 2013 (RIDDOR)
- Social Security (Claims and Payments) Regulations 1979
- Health and Safety at Work Act 1974
- Social Security Administration Act 1992
- Data Protection Act 1998

The Trustees, Governors and Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the school. The Trustees and Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **Applies to:**

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

### **Related policies:**

*St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

EYFS, Safeguarding Portfolio, Medical Conditions Folder, Confidentiality, Communications, Health and Safety Policy, Premises Management Documents

**Availability**

This Policy is available to parents on the website [www.stbernardsprep.org](http://www.stbernardsprep.org) or a copy can be requested from the school office.

**Monitoring and Review**

The Governors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by

\_\_\_\_\_

Headmaster \_\_\_\_\_

Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_

**Appendix 1: First Aiders**

Staff receive basic First Aid training every 3 years. The principle and additional first aiders receive advanced training every 3 years.

**Principle first aider:** Ms A Underwood, Assistant Headteacher PAEDIATRIC ADVANCED FIRST AID

