



# Administering Medication Policy

(R.E.A.L. Education Ltd.)

(R.E.A.L. Independent Schools, Ilkeston)

(R.E.A.L. Independent Schools, Blidworth)

(R.E.A.L. Independent Schools, Hinckley)

(R.E.A.L. Alternative Provision Schools)

**Reviewed: 15.04.21**

**Next Review Date: 14.04.22**

## Version History

15.04.21	Amendment made to front cover
24.02.20	Changes to layout and legislation added
04.02.20	Full review of policy and updates to storage and procedures
July 2019	Updates to specify clearly between prescribed and non prescribed medication. Addition regarding aspirin and under 16s.
June 2018	This policy should be read in conjunction with Supporting pupils with medical conditions in schools Aug 16th 2017
18.09.16	Up-dates made in line with changes to Supporting Pupils with medical conditions in schools Dec 2015
18.09.15	Policy created



## Policy Statement

The Directors of R.E.A.L. Education Limited, R.E.A.L. Independent Schools, and R.E.A.L. Alternative Provision Schools (hereinafter referred to as R.E.A.L, or 'the school') place great importance on, and are committed to, ensuring pupils with medical needs receive proper care and support at school. The Head Teacher's, Governors, and Directors of R.E.A.L will accept responsibility in principle for members of staff giving or supervising pupils taking:

- a) prescribed medication during the school day where those members of staff have volunteered to do so. or
- b) non prescribed medication (e.g. paracetamol or hayfever medication )

This policy acknowledges the following:

The Children and Families Act 2014 (particular reference to S100)

The Medicines Act 1968

The Misuse of Drugs Act 1971

Health and Safety at Work Act 1974

Please note that R.E.A.L acknowledge that parents/carers should keep their children at home if acutely unwell or infectious. Children should stay at home until at least 48 hours after the last episode of vomiting and/or diarrhoea.

## Receipt of prescribed medication in school

- Medication will only be accepted in school if it has been prescribed by a doctor.
- Medication will not be accepted in school without completed written and signed instructions from the parent/carer.
- Learners with long term health issues, who require continuing medication, will have a detailed, Individual Health Care Plan (See appendix A) . This will be written in conjunction with parents/carers and someone from the medical profession. It will be reviewed annually.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Each item of medication must be delivered in its original container and handed directly to



- a member of staff. Children should not bring medication into school themselves.
- Where the pupil travels in with a staff member, parents/carers should ensure the staff member is given the medication. If the staff member then comes to a learning hub with the child they must hand it directly to the Duty Manager who will store safely in the office/appropriate place. Parents/carers should inform the school when medication is being sent in with the escort.
  - If a learner travels in a taxi, arrangements must be made with the Learning Manager and Duty Manager to receive the medication for storage once on site.
  - Each item of medication must be clearly labelled with the following information:

- a. Pupil's name.
- b. Name of medication.
- c. Dosage.
- d. Frequency of dosage.
- e. Date of dispensing.
- f. Storage requirements (if important).
- g. Expiry date.

**Medication which is in unlabelled containers or where labels do not contain all of the above information will not be accepted.**

## Receipt of non- prescribed medication in school

R.E.A.L acknowledge the local Clinical Commissioning Group (CCG) strategy not to prescribe medications which are readily available over-the-counter, for minor, short term conditions. As a result R.E.A.L have made provision for the administration of non-prescribed medications. Our policy remains robust to ensure learners are kept safe and staff have very clear guidelines.

Wherever possible, the school will avoid giving over the counter medicines. However, we may do so if requested, along with written consent<sup>1</sup> by the parent/carer, if it will facilitate the pupil attending school and contributing to their learning.

If this is the case, the following should take place:

- Parents/carers should complete the appropriate medication form. This will clearly state the following;
  - Pupil's name.
  - Name of medication and strength
  - Reason for requiring the medication

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<sup>1</sup> Written consent will always be requested for learners under the age of 16. For older learners, parental consent will always be actively encouraged.



- Dosage.
- Frequency of dosage and when the last dosage was administered by parents/carers (to be checked by telephone before administration)
- Storage requirements (ie with learner or support required)
- Expiry date.
- Medication will only be accepted in the original container.
- Parents/carers should only send in enough medication for the day and should inform the learning manager or senior leader that they are sending it.
- Medication should be given to a member of staff, so it can be safely stored, rather than left with the learner.

**R.E.A.L staff will not administer prescribed or non-prescribed medicine to anyone under the age of 16 without written parental consent.**

**R.E.A.L staff will not administer medicine containing aspirin or ibuprofen to learners under the age of 16 unless prescribed by a doctor.**

**R.E.A.L staff recognise that although parental consent is not required for those learners over 16, parental involvement is actively encouraged.**

### **Storage of controlled medication – on site learners**

- All medication, with the exception of inhalers and epi-pens, will be stored in a locked medicine cabinet on each site.
- All medication will be stored in the original container inside the cabinet and must hold the information listed above.
- The signed form from parents detailing how the medicine should be administered and when (Appendix 1 page 1), will be kept with the medication. Where a learner has continuing medication, this will be detailed within an Individual Health Care Plan (IHP)
- The log of administration will also be kept with the medication.
- Only staff given authority by the Head Teacher, will be allowed access to the medicine cabinet.
- Any medication that requires refrigeration will be kept in the lockable fridge on a school site.
- Learners who require an inhaler will keep this themselves if they are able. If not the inhaler will be held by a member of staff. Staff who are supervising learners who use an inhaler will note when learners take their inhaler and ensure they are taking it in an



appropriate manner. Any issues will be reported to parents/carers and a meeting held to discuss concerns with a senior member of staff.

- Learners who require an epi-pen will store the epi-pen themselves if it is safe to do so. Some learners will have their epi-pen held by the member of staff they are with.

### **Storage of medication – off –site learners**

- Where possible, learners who work off-site will attend their closest hub to have their medication administered.
- If not possible, parents/carers of off-site learners will be provided with a lockable tin. Parents/carers will put enough medication for the day in this tin (No more than enough for 1 day). They will also put in the learner's signed medication administration form (Appendix 1, page 1), and the log of administration (Appendix 1, page 2).
- Parents/carers will pass the tin to the morning tutor, who will lock the tin safely in the boot of the car. Tutors will check that the correct medication has been placed in the tin before leaving. The tutor will administer the medication according to the information on the form.
- The morning tutor will pass the tin to the afternoon tutor, who will also store it in the boot of their car.
- The afternoon tutor will return the tin to parents at the end of the day.
- If the medication requires being kept at specific temperatures, the learner will travel to the closest hub to themselves.

### **Storage of medication – learners at external provision or on residential trips**

- Where a learner attends an external provider for their education and requires medication, we will assess the site beforehand and ensure it has the necessary storage facility. If not, we will purchase a lockable cabinet / fridge as required to ensure safe storage of medication.
- Staff at the external provider will be made aware of our policies and how to administer the medication. We will ensure they will have the appropriate training and a copy of the Individual Health Care Plan (IHCP). If training is not available before learners are due to start, parents/carers and the learning manager will find a suitable way of ensuring medication can be administered until training can be delivered.

### **Administration of medication**



- Where possible, learners will administer their own medication, under the supervision of a tutor assigned by a member of the senior leadership team. A second member of staff will also be present to observe the administration. The tutor will complete the administration log (appendix B) filling in the following information:
  1. Date
  2. Medication to be administered
  3. Name of medication and date check of medication taken
  4. Amount of medication left afterwards
  5. Name of member of staff administering medication
  6. Time administered
  7. Any visible side effect
  8. Signed by both members of staff
- The administration log will be kept with the medication and this will be monitored by the senior member of staff on site each day..
- Any tutor who has administered the medication or observed the learner self-administering, will monitor the learner afterwards and check for any side effects. If any side-effects are seen, they will report these to a senior member of staff and record in the administration log. If the side effects are serious, the school's emergency plan will be put into action and a first aider sent for until medical professionals arrive. Any side effects serious or not serious, will be reported to parents/carers so that they can inform their GP / Paediatrician if necessary.
- For each child with long-term or complex medication needs, a member of the Senior Leadership Team, with appropriate responsibility, will ensure that an IHCP is drawn up, in conjunction with the appropriate health professionals. For these learners, only specially trained staff will be able to administer medication. The care plan will be referred to in the learner risk assessment.
- Where learners are not able to administer their own medication, designated staff will be given the training required from a medical specialist to be able to administer it safely.
- Training given to staff will be given according to guidelines given in the IHCP for each learner. This will be different for each learner and the amount of training given will depend on the medication being administered.
- If a learner refuses to take their medication, parents/carers will be informed. If the medication is vital, parents/carers will be asked to come onto site and administer it. If this means the child may become ill whilst waiting for parents/carers to get on site, the school's emergency plan will be put into place and the appropriate medical professionals contacted. If the medication is not vital, parents/carers will be informed of the refusal and a meeting arranged to discuss this with the learner.



**It is the responsibility of parents/carers to:**

- replace medication when it has run out and to ensure medication is within the expiry date.
- notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

If there is a change, parents/carers need to complete a new medication administration form (Appendix 1 page 1) and a new log will be completed by staff. A review of the ICHP should also be implemented.

**All relevant staff (including cover staff) working with a R.E.A.L learner with a known medical condition will be made aware through their individual risk assessment. This will outline information required to support the participation<sup>2</sup> and learning of the individual young person.**

## Controlled Drugs

The supply, possession and administration of some medicines are controlled by the misuse of drugs act and its associated regulations. Some may be prescribed for use by children. Misuse of a controlled drug such as passing it to another child for use is an offence .

Controlled drugs are kept in a double locked non-portable cupboard and only named staff should have access and have to sign for the keys. Unused controlled medication must be sent home and a record kept. These records must allow full reconciliation of supplies received, administered and returned home.

Records must be kept in a recognised controlled drug book as well as the schools normal recording methods.

Renewal of medication, change in medication, change in dosage requirements or discontinuation

## Disposal of medication

- School staff will not dispose of medicines. Medicines, which are in use and in date, will be returned to the parent/carer at the end of each term/year. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. Medication should show bottle expiry date. Once opened, the date should be written on the bottle and expiry date

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<sup>2</sup> This may include specific activities, and/or trips which are outside of the normal timetable, and in relation to their individual needs.



written as per pharmacy guidelines

<b>Tablets and capsules</b>	
Manufacturers original pack or foil pack	One year from date of dispensing or manufacturer's expiry
Dispensed into bottles	One year from date of dispensing
Monitored dosage systems	Eight weeks from date of dispensing
Internal liquids	Six months from date of dispensing or if in manufacturer's original container six months from date of opening
Dilutions of internal liquids	May have shortened expiry date Less likely as oral syringes available for doses less than 5ml
External liquids	As for internal liquids
Creams and ointments	
Jars	One month from date of opening
Tubes	Three months from date of opening
<b>Injections</b>	
Ampoules	Single use only
Vials	One month from date of opening
<b>Eye drops</b> / eye ointments	One month from date of opening
<b>Ear drops</b> / ointments	One month from date of opening

## Loss of medication

- In the unlikely event of the loss of medication, for example dropping on the floor etc, this





will be recorded and a senior member of staff informed. This member of staff will do everything they can to retrieve the medication. The Health and Safety Officer will be informed.

- Parents will be informed of the loss so that they can replace the medication.

### **Policy review**

This policy will be reviewed annually, and remains the responsibility of the Head Teachers within the Independent School, and the Alternative Provision School, as well as the Directors of R.E.A.L. Education.



**Appendix A - Blank Individual Health Care plan**

**Individual Health Care Plan**

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)




**Clinic/Hospital Contact**

Name

Phone no.

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**G.P.**

Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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Daily care requirements

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Specific support for the pupil's educational, social and emotional needs

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Arrangements for school visits/trips etc

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Signed (R.E.A.L) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_ Date \_\_\_\_\_



Signed (Health Professional) \_\_\_\_\_ Date \_\_\_\_\_

**Appendix B - Learner Medication Administration record**

This document is a landscape document and will be sent separately upon request. The column headings within the document are:

Date	Medication to be administered	Name and date check of medication taken	Amount of medication left afterwards	Name of staff members administering	Signed by staff administering and witnessing	Time administered	Any visible side effects	Signed