St Martins School

Administration of Medication Policy

24/25

Policy Date:	October 2024
Next Review Date:	June 2027 - or sooner should updates be required
Policy Owner:	Senior Leadership Team and Medication Lead

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1. Preface

This policy is written in line with the Department of Education's Supporting students at school with medical conditions (2014) statutory guidance.

'Governing bodies should ensure that all schools develop a policy for supporting students with medical conditions that is reviewed regularly and is readily accessible to parents and school staff. In developing their policy, schools may wish to seek advice from any relevant healthcare professionals.'

St Martins School caters for students with a wide range of additional needs, some of whom may have medical conditions that require medication to be administered within school.

2. Introduction

The aims of this policy are to:

- Ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

- Provide advice to St Martins Academy staff on managing medication in schools and to put in place effective systems to support individual students. Although the giving of medication to students is a Parent Carers responsibility, school staff may be asked to perform this task but they may not, however, be directed to do so, unless it is required by their job description.

Parent Carers of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is therefore important that parents feel confident that St Martins School will provide effective support for their child's medical condition and that students feel safe.

This policy contains guidance on a variety of issues connected to medicines in school. Other guidelines are attached to this policy as appendices to provide guidance to staff who are administering specific medication to students who have diabetes, allergies and epilepsy.

3. Responsibilities

i. Academy Council

The Academy Council will ensure that arrangements are in place to support

students with medical conditions. In doing so they will ensure that such students can access and enjoy the same opportunities at school as any other student.

They will ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. The Academy Council will ensure that this policy is reviewed at least annually and is readily accessible to parents/carers and school staff.

ii. School Staff

The Senior Leadership Team are responsible for ensuring that staff administering medication are trained appropriately and that this is refreshed at least annually. There will be a record in place of those who are trained. The Senior Leadership Team will ensure that the correct procedures, facilities and resources are in place and will liaise with the Academy Council.

The Senior Leadership Team will take into account that many of the medical conditions that require support at school will affect quality of life and may be life threatening. They will ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life.

They will ensure that arrangements give parents/carers and students confidence in the school's ability to provide effective support for medical conditions in school. These arrangements will show an understanding of how medical conditions impact on a student's ability to learn, as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that students need.

With all of these considerations, the Senior Leadership Team will ensure that no child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made (unless the school provision cannot meet needs).

A staff team is currently in place to regularly check stocks, the medical room and routines used by staff.

The administering of medicines in schools is entirely voluntary and not a contractual duty, unless it is required by their job description. In practice though, many school staff do volunteer. Only staff who are trained will administer medication. It is important that they understand the basic principles and legal liabilities involved and have confidence in dealing with any emergency situations that may arise.

iii. Parent Carers

Parent Carers are responsible for keeping the school up to date with regards to the medication needs of the students and must inform the school if there are any updates/changes made.

Parent Carers may, in some cases, be the first to notify the school that their child has a medical condition. They are key partners and will be involved in the development

and review of their child's healthcare plan. 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.

If the school staff agree to administer medication on a short term or occasional basis, the Parent Carer is required to complete a consent form (see appendix 19i)

Medication will not be allowed into school except as covered by the guidelines in this document and the relevant codes of practice.

Parent Carers and Doctors should decide how best to meet each child's requirements. Carefully designed prescribing can sometimes reduce the need for medicine to be taken during school hours.

To help avoid unnecessary taking of medicines at school, Parent Carers should:

i) Be aware that a three-times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime; and

ii) Ask the Family Doctor if it is possible to adjust the medication to avoid school time doses.

Parent Carers should be informed that they will need to ask the pharmacist for duplicate labelled bottles in order to send medicines to school. It should be noted that duplicate containers may not be supplied free of charge - charges will be at the discretion of individual pharmacists.

Parent Carers need to ensure there is sufficient medication and that the medication is in date. The Parent Carers must replace the supply of medication at the request of relevant school or health professional. It is best practice that medication should be provided in an original container with the pharmacist's original label and the following, clearly shown:

- Student's name
- Name and strength of medication
- Dose
- Any additional requirements e.g. in relation to food, frequency of administration
- Dispensing date
- Expiry date whenever possible

Once opened, the date should be written on the bottle and expiry date written as per pharmacy guidelines.

4. Record Keeping

Medication sent into school will be recorded on the medication register when received and signed in by an appropriately trained member of staff.

A list of students requiring medication and named staff who are trained to administer is displayed in the medical room.

When staff administer medication a record must be made of the date, time and dose, and this record must be signed on the medication administration record (MAR) sheet. Reasons for any non-administration of regular medication must be recorded and Parent Carers informed on the same day

Medication Administration Record Charts are used to record when medicines are administered. The administration of controlled drugs will also be recorded in a controlled drug log book.

Each student with medication in school will have a personal medication folder which will contain a health care plan, consent to administer medication, current and past MAR charts plus any other relevant information.

5. Storage of medications

Non-emergency medication is stored in its original packaging, in a locked cupboard in the medical room which is locked at all times. Items requiring refrigeration are kept in a clearly labelled, closed container in a standard refrigerator within the locked medical room.

Controlled medicines are kept in a separate locked cupboard and only named staff are to access this.

All emergency medication is kept in a readily accessible location to staff and student. There are first aid stations around the school where emergency epi-pens and inhalers are kept.

There are lockable containers available for off-site trips.

6. Guidance for use of equipment

All plastic syringes (used to measure only), cups and spoons are washed in warm water with household detergent only.

7. Off-Site Visits

When going off site, staff take a lockable container for medication. For overnight stays, parents are consulted regarding any other medication and additional consent forms are completed. Staff will ensure that there is access to a fridge for meds if needed and there will be a room where the container will be locked when not in use.

A list of medication is signed out by staff attending an offsite visit with the students. It is still a requirement for all medication to be provided in the original pharmacy labelled packaging.

At least two trained staff are on each residential trip and MAR charts are to be completed the same as in school. There may need to be disclosure regarding

medication to venue providers if necessary to ensure the safety of the student in question. There is an additional policy in place for off site visits.

8. Care plans

The Family Support Team at St Martins work alongside Parent Carers to produce care plans in school for those on regular and emergency medication. These are to be read by staff who work with the student and must accompany students if they go off site.

Right Person 	Right Time 	Right Medicine 
6 RIGHTS OF ADMINISTRATION		
Right Route 	Right Dose 	Right to Refuse 

9. Administering medicines

It is the responsibility of the trained school staff to check and administer the correct medicine to the correct student. Medicines must be checked by **two** staff who have completed the appropriate training. Staff are reminded of the six rights using the following chart, which is displayed in the medical room:

When a new medication arrives in school this should be transcribed onto the medication administration record (MAR) chart from the pharmacy label, once transcribed this should be checked and signed by another member of trained staff as soon as possible.

This procedure should also be followed when transcribing from a completed MAR charts to a new one. MAR charts in daily use must be checked to ensure all medication is given as prescribed. These will be kept in the student's folder and locked away in the filing cabinet once the medication has been given.

Any individual who has undergone the appropriate training can administer a child's/young person's emergency medication.

School are not able to administer medication to students without their knowledge (covertly).

Members of staff administering medicines must always check the following items prior to administration:

• Correct and legible completion of all details transcribed on the MAR sheet. It is best practice that it is initialled by 2 staff who have completed their medication administration training. No medication should be administered until the MAR sheet is signed. If there is doubt or the prescription is ambiguous the Parent Carers must be contacted for clarification i.e. Use of terms such as "As directed" is not acceptable – staff must ensure that specific dosage instructions are stated

- The identity of the child/young person against the name and date of birth on the MAR chart
- The name, form and strength of the medicine to be administered
- The dose to be given
- The date and time of dosage, frequency
- The time of last dosage, i.e. that the dose has not already been given
- The route of administration
- Any special guidance relating to the dose offered, e.g. dilution with water, before or after food etc.
- Expiry date of the medication AND its discard date once opened
- Any drug sensitivities/allergies
- Medicines must only be dispensed for one student at a time.
- Medication is not poured into another vessel to be measured out (if possible) and excess medication is never poured back into the original container. Excess medication can be poured down the sink
- Any dropped tablet / medication cannot be used. This must be recorded on the incident report form.
- If the member of staff is unsure of the identity of the child/young person the medicine should not be given.
- The medication card must be initialled in black ink by the staff member administering the medicine and by the second person checking.
- The Controlled Drug register (log book) should be completed if a controlled drug is administered.

The following should be noted on the card:-

• If any medication is omitted then the appropriate code (located on the MAR chart) should be placed on the drug card. If a child has a prolonged absence then the reason should be documented on the chart.

• Any medicine refused, spat out or vomited must be documented and Parent Carers should be informed.

Administration at Horizons 6th Form

Students in the Key Stage 5 provision will be encouraged and supported to self-administer medication where possible (covering over the counter, prescription only and controlled drugs). They will follow the same procedure as staff in terms of storing medication securely on the site. There will be a list of students and medication they take as part of their care plans kept in school.

10. Over the counter drugs

The school cannot accept over the counter drugs without a prescription. There is however access to paracetamol and hay fever tablets for emergency short term use that the school provides. Parent Carers must sign a letter of consent and verbal permission must be given before administering these. Staff record these medicines taken on a main form and Parent Carers are sent a slip stating when and why the medicine was administered.

In accordance with the government's guidance on supporting students with medical conditions, we may make exceptions on a case by case basis.

11. Controlled Drugs

Any controlled drug which in a healthcare setting has specific storage and administration requirements. In school, they are stored in a locked place within a locked room to which only named staff have access and a record of administration must be kept. Staff make a record when new supplies of the controlled drug are received into school. Unused controlled medication must be sent home via an adult and a record kept. These records must allow full reconciliation of supplies received, administered and returned home. Records are be kept in a recognised controlled drug book as well as the schools normal recording methods. Staff administrating the drug will need additional training.

Controlled drugs must be brought in to school and returned home via an adult (either a Parent Carers or taxi escort). They cannot be brought in by a student.

12. Antibiotics

If antibiotics are prescribed by a doctor, students will be expected to remain at home for at least the first day of treatment before returning to school. Students will not be accepted into school until they have completed one full day's prescribed dosage unless it is antibiotics taken by the student on a regular basis.

Parent Carers should be encouraged to ask the Doctor to prescribe an antibiotic which can be given outside of school hours wherever possible. Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after school (provided this is possible) and at bedtime.

It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

The antibiotics should be brought into school in the morning and sent home again after school each day. Whenever possible the first dose of the course, and ideally the second dose, should be administered by the Parent Carers.

13. Emergency Medications

Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies. New or temporary staff must be made aware by the class teacher and support staff of any student with specific medical needs. In general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Emergency medications must be readily accessible and their location known by both staff and student (care plans should also accompany). The emergency medication which might be used includes:

- Salbutamol - Inhaler for asthma
- Epi Pen for severe allergic (anaphylactic) reactions

As well as students bringing their own emergency medication in school, there are emergency kits in various stations around the school, should an item fail or be forgotten.

Guidance for the use of emergency medications (epi pens and inhalers) is at every First Aid Station to accompany equipment. This includes the procedure to follow in case of an asthma attack and allergic reaction. Staff will be directed to use care plans if dealing specifically with those who have emergency medicines as there may be a more specific procedure that tailors for an individual's needs.

14. Return/Disposal of Medications

Medication should be returned to the child's Parent Carers whenever:

- The course of treatment is complete.
- Labels become detached or unreadable (NB: Special care should be taken to ensure that the medication is returned to the appropriate Parent Carers).
- Instructions are changed.
- The expiry date has been reached.

This should be documented on the administration record held in the student's file. Parent Carers should be advised to return unwanted medicines to their pharmacist. In exceptional circumstances e.g. when students have left school, it can be taken to a community pharmacy for disposal.

Medication should not be disposed of in the normal refuse, flushed down the toilet, or washed down the sink.

It is the Parent Carers responsibility to replace medication which has been used or expired, at the request of the school staff.

15. Employee Medications

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 students will not have access to them, e.g. locker, locked desk drawer or 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 student. For staff who have emergency medication, the location of this medication needs to be shared with their team.

Staff who take Controlled Drugs will have these locked in the safe in the upstairs office.

16. Notifiable diseases

The Senor Leadership Team keep up to date with the government guidance 'Health Protection in Education and Childcare Settings' and share relevant updates with the Academy Council, staff and parents/carers.

17. Management of errors/omissions in administering.

The following guidance is on display for staff in the medical room:

As soon as an error has been identified e.g.

- Giving the wrong medicine to the child/young person
- An incorrect dose being given
- Out of date medication being given

The following procedure should be followed:-

1. Inform a member of the Senior Leadership Team
2. Contact the child's Doctor for further advice
3. Inform the family if possible – if not possible at the time this must be done as soon as they are contactable
4. Record the incident in the child/young person's records
5. Record any advice and actions taken following advice from Doctor, Paediatrician or NHS Direct
6. Complete an incident report before the end of the school day (see appendix vi)

18. **Appendices – See following pages for:**

i. **Request for staff to administer medication**
ii. **Administration record (MAR chart)**
iii. **Letter re: management of student medications**
iv. **Receipt and return of medication sent into school**
v. **Medication Incident Report Form**
vi. **Information for Parent Carers**

Request for staff to administer medication:

St Martins School Medicine Administering form

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name of child:	
Date of birth:	
Group/class/form:	
Medical condition or illness:	

Medicine

Name/type of medicine *(as described on the container):*	
Expiry date:	
Dosage:	
Route of administration:	
Timing:	
Special precautions/other instructions:	
Are there any side effects that the school needs to know about?:	
Self-administration – Y/N:	
Procedures to take in an emergency:	
Storage requirements (fridge etc)	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name:	
Daytime telephone number:	
Relationship to child:	
Address:	

I understand that I must deliver the medicine personally to:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.

I request that a named member of the school staff who has received all necessary training give the treatment in accordance with the above information. I understand that it may be necessary for this treatment to be carried out during educational visits and other school activities, as well as on the school premises.

I will supply the school with the drugs and medicines in the original duplicate labelled containers, provided by the Dispensing Chemist.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signature(s)

Date

Medication Administration Record Sheet – St Martins School, Derby		
Student Details:		
Name:	DOB:	Class:
Allergies		

Repeat Medication			W/C:					W/C:					W/C:					W/C:				
			M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Time:																						
Date Started	Date Discontinued																					
Route:		Balance:																				
Quantity:	Qty Returned:	Qty: Destroyed:	Qty received/checked by:					Qty received/checked by:					Qty received/checked by:					Qty received/checked by:				
Repeat Medication			W/C:					W/C:					W/C:					W/C:				
			M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Time:																						
Date Started	Date Discontinued																					
Route:		Balance:																				
Quantity:	Qty Returned:	Qty: Destroyed:	Qty received/checked by:					Qty received/checked by:					Qty received/checked by:					Qty received/checked by:				

KEY: R – Refused V – Vomited D – Destroyed A – Asleep Ab - Absent

Letter re: Management of student medication

Dear Parent Carers,

Name of student - Medication in school

It is suggested that you check your child's medication on a **termly** basis to ensure it is in date, there are no changes to the dose and it is still needed by your child. It should be replaced or removed as necessary, especially at the beginning of each new academic year.

If there are changes to your child's condition and/or medication, please ensure the school staff and pastoral staff are notified in writing.

Yours sincerely,

Sabrina Hobbs
Executive Headteacher

Return and Receipt of medication sent into school.

Dear Parent Carers,

Please find enclosed the following medication that we are returning:

Name of student_____

Name of medication _____

Amount returning from school _____

Reason:

- **End of term**
- **Expired medication**
- **Change of medication**
- **Damaged medication**

Please ensure that the correct medication is returned to school for the start of each term so that we can meet the medical needs of your child.

Medication Incident Report Form:

Medication Incident Report Form

A medication error is defined as failure to administer the prescribed medication to the right student, at the right time, the right medication, the right dose or the right route. The person who administered the medication should complete this form.

Date of Report:_____ Student's Name: _____

Parent Carers: _____ Phone: _____

Home Address _____
_____

_____

Teacher/Class: _____

Date Error Occurred:_____ Time Noted: _____ ❑ AM ❑ PM
(day/month/year)

Name of GP & Pharmacy: _____

Medication: _____ Dose: _____

Route:_____ Time:_____

Describe the error and how it occurred. *Use reverse side if necessary:*

_____
_____
_____

_____

Immediate Notifications:

GP & Pharmacy Notified: ❑ Yes ❑ No	Date Notified: (day/month/year)	Time Notified: ❑ AM ❑ PM
Parent Carers Notified: ❑ Yes ❑ No	Date Notified: (day/month/year)	Time Notified: ❑ AM ❑ PM
Other Persons Notified:	Date Notified: (day/month/year)	Time Notified:

SLT:		❑ AM ❑ PM ❑ AM ❑ PM

Describe Outcome:

Name: (print) _____

Position in school: _____

Signature:_____

Date Signed: _____

Steps to get medication in school –

