



Policy Document Title: Medication Policy  
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*\*This policy is available on school Intranet and website [www.stvin.com](http://www.stvin.com)*

## **Medication Policy**

### **Receiving Medication into School**

All long term medication to be administered in school is to be accompanied by an authorised letter or prescription from the prescribing practitioner, detailing the following:-

- Medication.
- Name of pupil for which medication is intended.
- Quantity, form and strength of medication.
- Dose and frequency of medication.

Parents/Carers will be asked to complete a 'Permission to Administer Medication' form.

School acknowledges short course medication such as antibiotics may well be finished before a doctor's letter arrives in school. In this case parents/carers are asked to put the request for medication to be administered in school in writing, detailing the following:-

- Medication
- Name of pupil for which medication is intended
- Form and strength of medication
- Dose to be given
- Time medication to be given
- Any special instructions
- Signed and dated by parent/carer

All medication brought into school must, on arrival, be handed to an authorised member of staff, a member of staff who has undertaken Care of Medicines training, to be checked and counted as soon as possible. If there is a delay in checking and counting the medication, due to

unavoidable circumstances, the medication is to be locked in the medication cupboard until authorised member of staff is available.

Medication will then be checked against the pupil's Medicine Administration Record (MAR) and Prescription sheet, Dr's letter or the signed letter from the parent/carer for the following: -

- Medication is in its original container bearing a pharmacist label, pharmacy name and address.
- Name of pupil for which medication is intended.
- Quantity, form and strength of medication.
- Dose and frequency of medication.
- Date of supply and expiry date.

All medication is to be counted in and recorded on to the Receiving and Returning Medication Form. Any changes or anomalies should be reported to the Health Care Co-ordinator (HCC.)

A new prescription, or a letter from the prescribing doctor, to verify changes, should be obtained as soon as possible. Any anomalies, which may arise, i.e. not enough medication, wrong medication or medication with incorrect information on the label, will be brought to the attention of pupil's parents or carer and rectified as soon as possible by them.

Every effort should be made to obtain the correct medication before the end of the school day or before the medication is due, whichever occurs first. If this is not possible the pupil will/may be sent home, until a time they are able to produce the correct medication.

### **Storage of Medication**

- All medication must be stored in a clean lockable cupboard, which is fixed to a wall and used only for the storage of medicines.
- Medication should be segregated according to route i.e. oral, topical.
- Access to the keys for the medicine cupboard should be restricted. Only authorised members of staff to have access.
- When not in use the medicine cupboard must remain locked.
- Medication must never be left out or unattended.
- All medication should be clearly labelled with the correct name of the pupil it was prescribed for.

- Medication must never be given to a pupil it was not prescribed for.
- Each pupil's medication should be clearly segregated, i.e. in a named box or bag.
- All medication should be stored in an appropriate environment i.e. away from direct heat or variance in temperature.
- Medication requiring cold storage should be placed in a lockable fridge.
- The temperature of this fridge must be recorded daily with a minimum maximum thermometer. The ideal temperature being 2-8°C.
- Medication within the fridge should be segregated in a named box or bag.
- Pupils should know where their own medication is stored and who holds the key.
- Emergency response treatment should be readily available and stored safely and appropriately.

### **Controlled Drugs**

See 'Appendix 1'

### **Administration of Medication**

- Only authorised staff to administer medication, i.e. have undertaken Care of Medicine Training
- Where possible 2 members of staff are required to check and administer medication, one of whom must be authorised.
- Two members of staff are required when administering controlled drugs, both of whom will be authorised
- Ensure all equipment required is at hand before commencing the administration of medication procedure, i.e. prescription, MAR, Pupil Medicine Profile, PMP, drug reference book, water and tumblers, gloves, pill cutter and medication dispensing pots.
- Variation in dosage cannot be made on parental instruction alone and must be corroborated either by pharmacy label or the instruction of the prescriber.
- Any medication required for trips or activity must be signed out and in, within the Off-site medication book, by an authorised staff.

Procedure for Administration of Medication

- Wash hands and prepare a clean surface.
- Locate pupil.
- Check MAR sheet for pupil's full name.
- Check which medication is required at this time.
- Check the medication has not already been given.
- Check the dose which is to be given and the route the medication is to be given.
- Once the authorised member of staff or both members of staff, if two people are present, are satisfied with the above checks locate the correct medication from the medicine cupboard or fridge.
- Identify the correct medication by checking against the MAR sheet.
- Check for any special observations or requirements which may be required before administering a medication on the PMP.
- Check the name on label.
- Check the expiry date.
- Check the dosage required and calculate how much is needed to achieve the prescribed dose, e.g. how many tablets or how much liquid. If tablets need to be cut, see instructions for cutting tablets.
- Before administering the medication check you are giving it to the correct pupil by verbally stating the pupils name against the MAR sheet.
- If the authorised or both members of staff are satisfied with all the checks the medication can be administered as prescribed.
- On no account must medication be left unattended to be taken later.
- Record on MAR sheet to indicate medication has been taken.
- Repeat above procedure for each medication due at this time for the pupil.

If medication cannot be administered this must be recorded using the correct procedure.  
(See bottom of - MAR sheets for code).

### **Cutting Tablets**

Some tablets need to be cut in half or even quarters in order to obtain the correct dose.

- Use a pill cutter
- Use score line on medication
- Use disposable gloves or tissue

Dealing with errors in administration of medication includes: -

- A medicine given to the wrong pupil.
- The wrong medicine given to a pupil.
- An incorrect dose of medicine.
- Wrong route used for administration.
- Medication given the wrong time.
- A medicine is omitted without due reason or record.

Every effort is made to prevent an error occurring during the administration of medication. In the unfortunate event of an error occurring: -

- HCC or a member of the Senior Leadership Team (SLT) should be informed immediately.
- HCC/SLT contacts NHS 24 by dialing 111 to find out consequence of the error and any action to be taken.
- Mild adverse reaction to be monitored and recorded in the pupil's Health Care Records.
- Acute adverse reaction pupil should be taken to hospital A&E or emergency services called.
- The error should be reported to parent/carer by the HCC/SLT.
- A full report of the error is to be recorded on an incident form.
- A record made in the Medication Error Book.

### **Spoilt Medication**

- Any spoilt medication during its care or administration is to be placed in a grip seal bag, labeled with type of medication and pupil's name. The grip seal bag will be placed in a labeled envelope with the instructions 'Spoilt Medication Do Not Use' and stored in the Clinic medicine cupboard until it can be returned home for parents to correctly dispose of.
- HCC and care staff on duty must be informed.
- All spoilt medication to be recorded and signed for on the back of the MAR sheet.

### **Errors when Signing for Medication**

- Any signing errors made must be recorded on the back of the MAR sheet dated and signed. The HCC and care staff on duty must be informed.
- Do not cross out on the MAR sheet

- A record made in the Medication Error Book.

### **Returning Medication Home**

All medication remains the property of the pupil it has been prescribed for, and is to be sent home with the pupil at the end of each week, unless prior arrangements have been made for it to remain in school.

- All medication is to be counted out and recorded on the Receiving and Returning Medication Form.
- Once medication has been counted out, it should be placed in a named zip wallet and stored in the lockable medicine cupboard. Until it is time to place it in the correct pupil's home bag.
- All home bags must have a name label attached to them.
- All bags with medication in will be placed in a supervised or locked room.
- A member of staff will hand over the pupil's bags to the escort or taxi driver.

### **Medication Remaining in School**

All medication remaining in school will be counted out for the week, as above and kept in a locked medication cupboard or fridge.

### **Disposing of Medication**

- Parents/carers are responsible for ensuring that date expired medication is disposed of correctly, i.e. returned to the pharmacy for safe disposal.
- All medication no longer in use is returned to parents/carers for them to dispose of correctly, this includes spoilt medication
- When destroying medication it is important to be aware that flushing them down the toilet or sink is not permitted.
- If school is responsible for the disposal of medication the Disposal of Medication form is to be completed by both the school and the Pharmacy where the medication is taken for disposal.
- The Disposal of Medication Form will then be attached to the MAR sheet

## **Administration of homely remedies**

For minor injuries and ailments school keeps a small supply of homely remedies which parents/carers are asked to give permission for staff to give at the start of each school year. These include: -

- Paracetamol tablets/suspension for pain or fever
- Simple Linctuses for coughs
- Strepsils for relief of soar throat
- Olbas Oil for decongestion (inhalation)
- Plasters/Mepore Dressings for minor cuts and grazes
- Antiseptic Cream/Sudocrem for minor skin irritation
- Witch Hazel Gel for bruises
- E 45 Cream for dry skin

If a pupil requires one of the above homely remedies: -

- Check for parental permission before administering.
- If there is no permission, contact parents before administering.
- All homely remedies given to a pupil after 4pm must be recorded in the Daily Dairy, with the date, time, amount and reason it was given. This will be transferred to the Health Care Record.
- Homely remedies given during the school day will be recorded in the clinic diary and the Health Care Record.
- Parents to be informed by clinic attendance form or by phone of any homely remedies administered by school staff.
- Paracetamol (See Appendix 2).

## **Dealing with Sick or Injured Pupils**

All significant episodes of a pupil becoming unwell or sustaining an injury while under the care of the school should be dealt with immediately, using the following procedure: -

1. The HCC or First Aider, to assess the situation.
2. The child should be reassured at all times and made as comfortable as possible.
3. Where appropriate, first aid treatment or a homely remedy should be administered

in accordance with the school medicine policy

**Phone numbers to summon help**

Health Care Coordinator contact ext 209 or mobile 07784757475

Office ext 201/200 to request First Aider

Emergency services 9 for outside line then 999



## **First Aid**

If medical intervention is required the following options apply: -

- Emergency (life threatening) – dial 9 999 for an ambulance (see Appendix 3 Emergency Procedure).
- Emergency (non life threatening) child escorted to hospital.
- Day pupil – (requiring to be seen by a Doctor within 24 hours) parent/ carer informed and asked to make arrangements for child to see their own GP.
- Residential pupil – (requiring to be seen by a Doctor within 24 hours) to be taken to the NHS Walk in Centre, Old Swan Crystal Close Liverpool L13 2GA 0151 227 6700. Open 7am – 10pm
- Residential pupil – (requiring to be seen by a Doctor for non urgent reasons) parents informed and asked to make arrangements for child to see their own GP.

### **Sick or injured pupil not requiring medical intervention**

Children who become unwell or sustain an injury, which prevents them from continuing with their normal days activity, but do not require medical intervention, will be managed by the HCC or the designated First Aider in accordance with Appendix 4 of this policy.

### **Sick pupil arriving at school**

It is requested that parents/carers do not send sick pupils into school. The HCC will assess all children arriving at school appearing, or complaining of illness. If it is thought necessary, i.e. the pupil will be unable to carry out their normal daily activities, the transport will be asked to wait while arrangements are made for the pupil to be sent home.

### **Managing sick or injured pupils off campus**

- The staff in charge of the activity will ensure any pupil who becomes unwell or injured is given appropriate treatment, following the school's procedure for dealing with sick or injured children.
- School is to be kept informed of any illness or injury occurring off-site, along with parent/carers.

Remember all significant episodes of illness or injury, are to be documented in the appropriate files.

- Accident/Incident Form
- Medical File
- Residential Pupil's File

### **Keeping parents/carers informed**

Parents/carers are to be informed of any significant episode of a child becoming unwell or injured while in the care of the school via one of the following:-

- Phone call
- Clinic Attendance Form

### **Pupils requiring medication during educational visits and off site activities**

- Staff who organize an educational visit or out of school activity must liaise with the HCC who will hand over any medication which needs to accompany pupils.
- Please note that all medication taken out with pupils is required to be checked and signed for.

## **Appendix 1**

### **Controlled Drugs**

- Controlled drugs shall be stored in one of our two controlled drug cupboard, which are situated in Bridgman medicine room and the Clinic
- The controlled drugs cupboards are fixed to the wall and have a lockable cupboard inside.
- Access to the key for the medicine cupboard containing the controlled drugs will be restricted to the HCC and the Head of Care and the most senior care staff on duty who has undertaken Care of Medicine training. The Keys will be handed over in person at the start and end of each shift.
- All controlled drugs must be administered in the presence of two staff who have undertaken Care of Medicine training.

All controlled drugs must be counted prior to administration and the amount recorded in the controlled drugs book

## **Appendix 2**

### **Guidelines for the Administration of Paracetamol**

Paracetamol is used to:-

- Treat mild pain
- Reduce a high temperature
- Relieve the symptoms of cold, flu and sore throat.

### **Procedure for Administering Paracetamol**

The HCC, First Aider or identified member of staff to administer Paracetamol after check the following:-

**Important: Do not give any Paracetamol if pupil is taking a cold or flu remedy – as most contain Paracetamol**

- Do the symptoms merit administration of Paracetamol
- Do we have parental permission to give Paracetamol. Check pupil medical profile or contact parent/carer
- Has the pupil had Paracetamol in the past 4 hours? If unsure check, with the person who was previously responsible for the pupil, this may involve phoning home or school.
- Has the pupil had repeated doses? May need to see a Doctor if the symptoms persist for more than 48 hours.

After above procedure has been completed Paracetamol may be administered.. Calculate the correct form and dose for the pupil from the table below:

Form and Dose Range for Paracetamol Suspension

Child's age	Paracetamol Suspension	How Much to Give	How Often
4-6 Years	Infant Paracetamol Suspension 120mg/5ml	10ml	Up to 4 times in a 24 hour period
6-8 Years	Paracetamol Six Plus Suspension 250mg/5ml	5ml	Up to 4 times in a 24 hour period
8-10 Years	Paracetamol Six Plus Suspension 250mg/5ml	7.5ml	Up to 4 times in a 24 hour period
10-12 Years	Paracetamol Six Plus Suspension 250mg/5ml	10ml	Up to 4 times in a 24 hour period
12-16 Years	Paracetamol Six Plus Suspension 250mg/5ml	10 -20ml	Up to 4 times in a 24 hour period

#### Dose Range for 500mg Paracetamol Tablets

Age	Paracetamol Tablet	How Much to Give	How Often
12-16 Years	500mg Paracetamol Tablet	One or Two tablets	Up to 4 times in a 24 hour period
16Years +	500mg Paracetamol Tablet	Two Tablets	Up to 4 times in a 24 hour period

#### Recording the Administration of Paracetamol

The member staff who has administered the Paracetamol will -:

- Record amount and reason for administration on back of MAR sheet.
- Sign pupil MAR sheet stating time and amount given.
- Record administration in Paracetamol Book:
  - Date and time
  - Pupil name
  - Dose given
  - Tally of tablets

## **Appendix 3**

### **Emergency Procedure**

In the event of a pupil requiring emergency treatment: -

1. Dial 9 999 ask for an ambulance
2. State the nature of the problem and the school address
3. Remember to give location within the school
4. Inform school office
5. If not already in attendance summon the HCC/First Aider
6. Member of staff posted at the nearest entrance to escort the emergency services to the scene of the incident
7. The HCC/First Aider will manage the situation, administering First Aid until the emergency service take charge
8. A member of staff will accompany the pupil to hospital and remain with them until a parent/carer arrives or the pupil admitted and settled.

### **Post Emergency Situation**

1. Parent/carer contacted and informed of situation
2. SLT/Duty Head informed
3. Staff and pupils witnessing the incident should be reassured and given time to recover from shock
4. Inform relevant staff members of situation
5. At the earliest possible opportunity an Accident or Incident form should be completed.

## **Appendix 4**

### **Management of a sick or injured pupil not requiring medical intervention**

Effects of illness or injury being of a short duration i.e. 2 hours – after appropriate first aid treatment.

- Pupil to be rested and observed until well enough to continue with daily routine.

Effects of illness or injury predicted to last longer than 2 hours - after appropriate first aid treatment.

- Day Pupil, as above, parents/carer contacted and arrangements made for pupil collection.
- Residential Pupils, school hours, as above - pupils to be rested and observed in their own residential group. A decision as to whether the pupil is to be sent home will then be made by the HCC/Head of Care (HoC). Arrangements made with the parents/carer for the pupil to be taken home.
- Residential Pupils, out of school hours - as above, the parents/carer and Duty Head informed of pupil's condition. A decision as to whether the pupil needs to be sent home will be made by the HCC/HoC. Parent/carer will make arrangements for the pupil to be taken home

