



FIRST STEPS TOGETHER
SKILLS FOR LIFE

MEDICATION POLICY

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Purpose of policy

The purpose of this policy is to ensure safe practice in the management of medicines in school and takes account of guidance from the “Managing Medicines in School and Early Years Settings” document. (DfES, 2005) and “Supporting Pupils at School with Medical Conditions” (May 2014).

Safe and secure handling of medicines is the responsibility of every member of staff, who must ensure that they work within their respective professional guidelines, ethics and protocols.

This Policy defines the necessary action to be taken with medicines.

It should be noted that there is no legal duty that requires school staff to administer medicines but that we at First Steps Together are willing to undertake this task to enable regular attendance, under the conditions outlined in this policy.

Roles and responsibilities

All staff are accountable for their actions, this accountability cannot be delegated, nor can anyone else answer for the actions of an individual member of staff.

All staff have a responsibility to work within their sphere of competence, and to take responsibility for requesting additional support and training following their initial training.

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. All staff should be prepared to help pupils in medical need but should only do so up to the extent of their training: for example, staff with only basic first aid training will usually request the assistance of trained first aid staff. Staff should use protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

The senior management/leadership team has overall accountability for the safe and secure handling of medicines in the organisation and supports this through corporate governance systems which are maintained and regularly reviewed.

Managing prescription medicines (which need to be taken during the school day).

Parents should keep children at home when they are acutely unwell. Medicines should only be taken to school when essential - that is, where it would be detrimental to a child's health if the medicine were not administered during the school day. First Steps Together schools will only accept medicines that have been

prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Parents can request a label and original packaging for 'Care at the Chemist' services. Parents can also request two properly labelled packets from a pharmacist at the time of prescription for medication which will need to be administered at home and school, to ensure safe administration for the child.

First Steps Together schools will never accept medicines that have been taken out of the container as originally dispensed, nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents will be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. Nevertheless, many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day. **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

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 as medication for use by children, e.g. methylphenidate.

Only trained staff may administer a controlled drug to the child for whom it has been prescribed (Appendix 1). Staff administering medicine should do so in accordance with the prescriber's instructions.

Controlled drugs will be kept in a locked non-portable container or cupboard.

TWO members of staff should be present at all times to witness counting medication and observing administration of medication to young person. Staff are to complete and sign a record each time they give medicine to a child (Appendix 3), which will then be countersigned by a second member of staff. Hard copies of records will be stored in schools and information updated on IRIS.

A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label). Misuse of a controlled drug, such as passing it to another child for use, is an offence, and falls within the school policies relating to disciplinary matters and illegal substances.

Refusal of Medicine

If a child refuses to take prescribed medication, staff should not force them to do so, but should note this in the records and follow agreed procedures as follows:

- Contact parent/guardian and advise them of the situation.
- Invite the parent/guardian to the school to administer the medication.
- If the child continues to refuse to take medication that is **essential** to their health and wellbeing, the school reserves the right to send the child home.
- If refusal to take medication results in an emergency, the schools' emergency procedures should be followed.

Managing Medicines on Trips & Outings

School documentation relating to visits requires the trip leader to consider the medical needs of participating pupils, and to seek advice from parents where a medical issue might be relevant during the visit. The trip leader will be responsible for (or delegate a member of staff to be responsible for) first aid, though the level of medical training of that person will vary according to the scale, duration and destination of the visit, and any issues raised by the risk assessment. This person will be responsible for the safety and administration of medicines.

Parental responsibilities

In respect of their child's medical needs, parents should provide full information about their child's medical needs, including details on medicines their child needs. Where parents fail to provide the information required in this policy, including that required for the school's medical form, the school will not administer medication.

Parental Agreement

A child should not be given medicines without their parent's consent. The school permission medical form is available from the school (appendix 2), this will be completed prior to any medication being administered. Parents should attend school with the medication and sign the record. This also should be countersigned. Any member of staff giving medicines to a child should check: the child's name, prescribed dose, expiry date, and any written instructions provided by the prescriber on the label or container. If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or setting.

Non-Prescribed Medicines

First Steps Together schools will never give a non-prescribed medicine to a pupil unless a member of the Senior Leadership Team / a member of staff is trained in administering medicines agrees that this is necessary and where there is specific permission from parents/carers. This must be recorded on CPOMS and on the medicine form kept in the office.

Children with long-term or complex medical needs

The school with support from appropriate professionals, including a SENCO, will identify children with long-term medical needs. There is a medical record located on the office wall and a copy is kept in the medical file in the office. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary.

Health care requirements will be made known by a health care plan, following consultation with the parents and (where appropriate) relevant health professionals. This may include details of a child's condition, special requirements e.g. dietary needs, pre-activity precautions; any side effects of the medicines; what constitutes an emergency, who to contact, what action to take, and what not to do.

Depending upon the age and stage of the pupils, it may be appropriate for children to carry emergency medication such as asthma inhalers and adrenaline pens with them. This will be decided by the Headteacher and parents and will be communicated to school staff. Such medications must be easily available in the event of an emergency.

All named First Aid staff participate in a course in first aid training from an accredited provider. All staff will receive annual refresher training on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis.

Any known allergies must be clearly marked throughout the young person's notes / records.

It is not acceptable to leave the "Allergy Box" on forms blank. No Known Allergy must be written.

Record keeping.

Parents should tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.

In all cases it is necessary to check that written details include name of child, name of medicine dose, method of administration, time/frequency of administration, any side effects and expiry date. Staff will record details of medicines in a standard format. Staff should check that any details provided by parents, or in particular cases by a pediatrician or specialist nurse, are consistent with the instructions on the container.

Staff are to complete and sign a record each time they give medicine to a child (Appendix 3), which will then be countersigned by a second member of staff. Good records help demonstrate that staff have exercised a duty of care and provide proof that they have followed agreed procedures. This should also be recorded on IRIS by the person who has administered the medication.

Safe storage of medicines

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in

accordance with product instructions (paying particular to note temperature) and in the original container in which they are dispensed.

Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.

Where a child needs two or more prescribed medicines, each should be in a separate container. Nonhealthcare staff should never transfer medicines from their original containers. Children should know where their own medicines are stored and who holds the key. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away. Wherever possible, emergency medications should be kept in the classroom where the pupil is usually based.

Other non-emergency medicines must be stored in a lockable cabinet fastened to a wall or floor behind a locked door not accessible to children. A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines, children should not have access to the area.

TWO members of staff should be present at all times to witness counting medication and observing administration of medication to young person.

Disposal of Medicines- Parents should collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken by a member of staff to a local pharmacy for safe disposal at the end of each academic year. Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or pediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

Access to Schools Emergency Procedures

All children should know what to do in the event of an emergency, such as telling a member of staff. All staff should know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent arrives. Health professionals are

responsible for any decisions on medical treatment when parents are not available. Staff should only take children to hospital in their own car in truly exceptional circumstances; it is safer to call an ambulance.

Risk Assessment & Management

All qualifying medical incidents are recorded on school's accident forms. Risk assessments are included in the planning of school visits. They are also undertaken in relation to the school site by premises staff. Schools can contact the school nurse provided by the local Primary Care Trust for advice and training.

Appendix 1



STAFF TRAINING RECORD – ADMINISTERING MEDICATION

Name of school/setting	
Staff Name	
Type of training received	
Date of training completed	
Training provided by	

I confirm that the above-named member of staff has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Appendix 2



PERMISSION TO ADMINISTER MEDICATION FORM	
<p>It is our policy that our staff will administer medication to your child if this form is properly filled in and signed by a parent/guardian. Please note that we will only accept medication that has been authorised for the child in question and which is in its original container with its label and instructions intact and legible. Please note that if more than one medication is to be given a separate form should be completed for each one.</p>	
Name of school:	
Name of child	
Date of birth	
Form/Class/Group	
Medical condition (optional)	
Name of medication (on label)	
Strength of medication (on label)	
Date dispensed	
Dosage and method (on label)	Expiry date (on label)
Timing (when to give)	How often taken (on label)
Length of time to be taken	
Any other info	
Contact details of parent(s)/guardian(s)	
Name(s)	
Relationship to child	
Home telephone(s)	
Work telephone(s)	
Mobile telephone(s)	
<p>The above information is, to the best of my knowledge, accurate at the time of writing and I hereby give permission for the staff to administer the above medication to my child in accordance with the SET policy on the administration of medicines. I understand that I can only leave medication that has been authorised for the child in question and which is in its original container with its label and instructions intact and legible. I understand that if there are any changes to the medication it is my responsibility to inform a member of staff.</p>	
Signed	
Full Name (print)	Date
Staff Signature	
Full Name (print)	Date

Appendix 3

ADMINISTERING MEDICINE RECORD SHEET

All medicine that is administered should follow the following guidelines:

- Name on medicine packaging should be checked against student name.
- Check expiry date on bottle.
- Reconfirm dosage, date and time is correct for administering.
- Name of medicine matches the students medicine record.

All checks should be carried out by 2 trained staff.



DATE	STUDENT NAME	TIME	NAME OF MEDICINE	DOSE GIVEN	REACTIONS	STAFF 1 SIGN	STAFF 1 PRINT	STAFF 2 SIGN	STAFF 2 PRINT

Please note this form should be kept in the medicine file which should be locked away in the main office.

Appendix 4

STANDARD OPERATING PROCEDURES FOR THE ADMINISTRATION OF MEDICINES

Please note the young person should be taken to the medication, medication should not be carried around school to where the young person is, unless by prior agreement and a risk assessment is in place for this.

1. Ensure two staff members are present; Staff will be certain of the identity of the young person.
2. Observe the young person's record, checking name, dosage instructions, noting any recent changes in medication – and ensure the medicines have not already been given.
3. Identify the appropriate medication checking that the label and the records match – if there is a discrepancy complete checks before giving it to the student.
4. Check the expiry date of all medications, inhalers and cream/eye drops. **If out of date do not give.**
5. Administer the medication according to instructions- DO NOT PLACE THE MEDICATION IN THE REACH OF ANOTHER YOUNG PERSON- give the medication to the young person straight away. Encourage the young person to have a drink when taking medicines.

6. The administration record should be signed by the person administering the medicine immediately after the medicine has been given, and the witnessing staff member. Administration records should never be marked up in advance or retrospectively. All records to be completed in **BLACK INK ONLY**
7. If medication is a controlled drug, then two staff should count the tablets and record in the controlled drug book. Carefully checking the balance is correct.
8. Record if the medication was not given and state the reason why.
9. Reference should be made to instructions or care plan, particularly if a medication is not given to a young person on a regular basis or is prescribed "when required".
10. Ensure you wash your hands before and after the administration of any medications.
11. Mistakes and errors **MUST** be reported straight away for the correct procedure to be followed.
12. The health and safety of the young person is of the paramount importance.

POINTS TO REMEMBER

1. Follow the instructions exactly and consistently.
2. Store the medications carefully.
3. Record administration of medication and double check information.
4. Be familiar with the purpose of the medication and the common side effects.
5. Report STRAIGHT AWAY any mistakes/errors.
6. Remember the Eight Rights: -
 - Right Young person
 - Right Medication
 - Right Dose
 - Right Route
 - Right Time
 - Right Documentation
 - Right Form
 - Right to Refuse.

Appendix 5

How to transport medication into school

1. All medication needs to be brought into school in original packaging and in-case of prescribed medication pharmacy label needs to be attached.
2. If young person requires long term administration of medication during the school day a supply should be obtained to be kept in school. A senior member of staff will contact home when new supplies are required.
3. If a young person requires short-term medication, they need to be transported on a daily basis to a senior member of staff to be stored correctly. They need to be brought into school in original packaging with pharmacy label if applicable.

IF ANY MEDICATION IS BROUGHT INTO AN ESTABLISHMENT THAT IS NOT IN THE CORRECT PACKAGING THIS SHOULD NOT BE ACCEPTED OR ADMINISTERED.

If this occurs the medication should either be

- Returned with parent/carer.
- If brought in by a young person, the medication should be put away for safe storage until able to be safely returned to parents/carers.
- Or disposed of as per establishment guidelines.