



TENTERFIELDS PRIMARY ACADEMY

Storage and Administering of Medicines

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Reviewed by Headteacher: DS 1st Aid Team: AC, SP		
Next Review		

Revision History		
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All	Document Created	September 2020
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For clarity throughout this policy the words Tenterfields Primary Academy, Academy, Holiday Club, Breakfast and Twilight Club, and/or setting refer to all childcare services provided on the Tenterfields Primary Academy site. SLT refers to all members of the senior leadership team and First Aiders are all trained staff in either Paediatric first aid or First aid at work.

Policy Aims

The aim of this policy is to set out a clear medicines policy that is understood and accepted by all staff, parents/carers and pupils of Tenterfields Primary Academy. It provides a sound basis for ensuring the proper and safe administration and storage of both prescribed and 'Over The Counter' (OTC) medications.

ALL FORMS TO BE COMPLETED IN INK

Administering medicines

No child under 16 should be given medicines without their parents' written consent.

Over the counter medications (Non-prescribed)

The school will not be able to store or give medicines that have not been prescribed to a child, (e.g. Calpol, Piriton or cough medicines) Parents should make arrangements to come into school if they wish to give their child these medicines. When a parent is not available to do so then:

- **The administration of OTC medicines is at the discretion of SLT and is reviewed on a case to case basis.**
- **School staff will only administer non-prescribed medication where failure to do so would have a detrimental impact on the well-being of the pupil and where the pupil is presenting as unwell.**
- The medication is to be kept securely in the locked first aid cupboard located in the Green Room.
- The medication is issued to pupils in accordance with the instructions and agreement of the person with parental responsibility.
- If parental responsibility is challenging to obtain, consent may be given by completing **form 2**.
- With the exception of the universal Inhaler stocks of OTC medications must not be held on the school site. Parents/carers should be handed the medication back to them at the end of the school day.

Prescribed medicines (short term) (antibiotics, eye drops etc.)

- If medicines are prescribed up to 3 times a day, the expectation is that parents or carers will give these medicines outside of school hours. It should **not** be administered by school staff except in exceptional circumstances, or where the child is attending Breakfast, Holiday or Twilight club.
- Medication for use in urgent situations, such as antibiotics, must be prescribed for each child individually as and when required.
- Medication will only be given to the person it is prescribed to.
- Medication must be in its original childproof container.
- The original dispensing label must be in place and must not be altered.
- If the medication has not been taken before, the first doses must be given at home for the first 24hour period to monitor any adverse reactions that may occur.

- With the exception of the universal Inhaler short term prescription medications must not be held on the school site. Parents/carers should be handed the medication back to them at the end of the school day. (not via the pupil).
- The relevant forms must be completed by someone with parental responsibility before the medication can be administered. The forms must be placed in the file situated in the medical cabinet in the *Green Room*.
- In **ALL** cases the form must be signed by a member of SLT to ensure permission to administer the medication has been given.
- When medication is given by a first aid trained member of staff the administering medication form must be signed and countersigned by a witness.
- Any medications needing refrigeration are kept in the medical fridge located in the *Green Room*.

Prescribed Medicines (Longer term) (epi-pens/inhalers etc.)

- Where a child has a long term medical need **Form 1** is completed and becomes part of the child's Health Care Plan.
- The relevant forms must be completed by someone with parental responsibility before the medication can be administered. The forms must be placed in the file situated in the medical cabinet in the *Green Room*.
- In **ALL** cases the form must be signed by a member of SLT to ensure permission to administer the medication has been given.
- When medication is given by a first aid trained member of staff the administering medication form must be signed and countersigned by a witness.
- Medication will only be given to the person it is prescribed to.
- Medication must be in its original childproof container.
- The original dispensing label must be in place and must not be altered.

Self-administration of medication

- At Tenterfields Primary Academy children **do not** self-medicate unless it is in the form of an inhaler. Inhalers that are class based are to be kept in a safe place that is accessible to the child at all times.
- A second inhaler is encouraged to be brought into school and is kept in the medical cabinet in the *Green Room* in case of emergencies.
- Staff should be made aware by the pupil if and when the inhaler is used.
- The relevant forms must be completed by someone with parental responsibility before the pupil can self-administer the medication. The forms must be placed in the file situated in the medical cabinet in the *Green Room*.

- In **ALL** cases the form must be signed by a member of SLT to ensure permission to administer the medication has been given.
- Medication will only be taken by the person it is prescribed to.
- Medication must be in its original childproof container.
- The original dispensing label must be in place and must not be altered.

Administration of prescribed and non-prescribed medication by unqualified staff

- All first aid trained staff can administer medication in school.
- Non first aid trained staff will only administer medication where failure to do so would have a detrimental impact on the well-being of the pupil and where the pupil is presenting as unwell.

Protocol for Administering Medication

- Check the identity of the pupil.
- Check that the administration sheet matches the label of the medication to be administered and the quantity to be given.
- When medication is given the administering medication form must be signed and countersigned by a witness.
- Record a pupil's refusal to take medication.
- Training is required (where required) for staff who administer medication, highlighting issues such as indications, contra-indications, side effects, dosage, precautions regarding administration, clear reasons for not giving the medication. Duration of treatment before medical advice is sought.

Administration to save a life

- In extreme emergencies e.g. an anaphylactic reaction, the administration of adrenaline by Epi-pen will be necessary. This is administered by an appropriately trained member of staff.
- An ambulance is called immediately and the used Epi-pen is bagged and sent to the hospital with the pupil.

High Temperature (Covid19- see appendix A)

- As a general rule, a temperature of 38C (100.4F) is a fever.

Should a pupil become unwell during the school day and develop a high temperature, the following control measures should be taken.

- Temperature is identified as higher than normal, using the school's thermometer, with the permission of the parent/carer and consent witnessed by another adult. The temperature should be recorded on the temperature recording sheet. **(Form 4)**.
- Remove layers of clothing so the pupil can lose heat more easily through the skin. If the pupil begins to shiver, provide a light blanket until warm again.
- Provide the pupil with plenty of water to keep them hydrated.
- Open a window if possible.
- After 15 minutes re-take the pupil's temperature and record it on the sheet. If the temperature has increased or not reduced inform a member of SLT and phone the pupil's parent/carer for them to be collected.
- Ask the parent how long it will take for them or an emergency contact to travel to school as the pupil's temperature will need to continue to be monitored.
- Continue to monitor the pupil's temperature and record on the sheet until the parent/carer arrives.

- **If the pupil is unable to be collected within 30 minutes of the call:**
- Record the time of the call to the parent/carer and their name.
- If the temperature of the pupil continues to rise and the pupil becomes significantly unwell emergency services need to be contacted.
- If the pupil begins to develop other symptoms, such as a rash, unresponsiveness, lethargy, limpness, sore throat, blue lips or skin, cough, ear or neck pain, trouble breathing, vomiting, and/or diarrhoea, emergency services should be contacted via **999** and SLT should be notified immediately of the emergency.
- All relevant paperwork (the signed temperature sheet) should be given to emergency services to aid with the pupil's treatment.

Controlled Drugs

Tenterfields Primary Academy will comply with the storage of controlled drugs as dictated by the Misuse of Drugs (Safe Custody) Regulation (1973) amended 2007.

- A secure cupboard or room should be used which contains nothing else.
- Any medications needing refrigeration are kept in the medical fridge located in the *Green Room*.
- Records for the administration of controlled drugs should be made each time the drug is administered and kept in the file under a separate section for the pupil. This must be countersigned by another member of staff.
- The remainder of the drug should be checked at each administration and recorded.

Recording and monitoring of records

- Records must be legible and properly completed by the first aider and countersigned by a witness as soon as possible after the administration of medication.
- ALL medicines bought into school should be recorded for each pupil, including OTC medication.

The Medicine Administration Records should include:

- Name of pupil.
- Date of receipt.
- Name, strength and dosage of medication.
- Quantity of medication.
- Signature of the member of staff receiving the medication.
- Record of the date and time the medicine was administered and a signature of who administered the medication.
- A signature of a witness who has checked the relevant paperwork.
- Time of the last dose given.
- Parent signature.
- SLT signature.

The document is completed for all medication administered (including OTC drugs) and is retained for 15 years after the last entry.

Educational Visits:

- At Tenterfields we encourage children with medical needs to participate in safely managed visits.
- This will include a risk assessment for such children.
- At Tenterfields Primary Academy we ensure that all staff supervising a visit will be made aware of any medical needs.
- There will always be a trained First Aider on all school visits.
- For residential visits, the appropriate forms should be completed and signed by parents. If a child becomes ill on a residential visit then the teacher leading the trip should seek medical advice.
- Parents should be informed and if necessary children should be collected from that location.

Disposal of Medication

Medicines that have not been collected by the end of each term will be safely disposed of through the school nurse.

Date: September 2020

Review Date: September 2021

SLT: Mr D Simpson/Mr D Wade

Mrs A Clayton /Mrs S Peacock: First aid coordinators

Appendix A: (Covid 19)

- The main symptoms of Coronavirus (COVID-19) are:
- A high temperature - this means the pupil feels hot to touch on their chest or back (you do not need to measure their temperature)
- A new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- A loss or change to their sense of smell or taste.
- Although Government guidelines indicate that a temperature need not be taken it is advisable to do so as this will give parents a more informed indication of the child's condition. **Parental permission must be sought and witnessed by two staff members before temperature is taken.**
- Once temperature has been established as higher than normal the pupil is isolated from their peers and parents are contacted.
- The pupil and parent/carers need to be tested for COVID-19 and a negative test must be obtained before the pupil is allowed back into school.

School illness exclusion guidelines	
Chickenpox	Until blisters have all crusted over or skin healed, usually 5-7 days from onset of rash.
Conjunctivitis	Parents/carers expected to administer relevant creams. Stay off school if unwell.
Nausea	Nausea without vomiting. Return to school 24 hours after last felt nauseous.
Diarrhoea and vomiting	Exclude for 48 hours after last bout (this is 24 hours after last bout plus 24 hours recovery time). Please check your child understands why they need to wash and dry hands frequently. Your child would need to be excluded from swimming for 2 weeks.
vomiting	Exclude for 24 hours after last bout.
German measles/rubella	Return to school 5 days after rash appears but advise school immediately in case of a pregnant staff member.
Hand, foot and mouth disease	Until all blisters have crusted over. No exclusion from school if only have white spots. If there is an outbreak, the school will contact the Health Protection Unit.
Head lice	No exclusion, but please wet-comb thoroughly for first treatment, and then every three days for next 2 weeks to remove all lice.
Cold sores	Only exclude if unwell. Encourage hand-washing to reduce viral spread.
Impetigo	Exclude until treated for 2 days and sores have crusted over.
Measles	Exclude for 5 days after rash appears.
Mumps	Exclude for 5 days after swelling appears.
Ringworm	Exclude Until treatment has commenced.

Form 1 – Health Care Plan

Long Term Medical Conditions at School

ONLY TO BE COMPLETED BY SOMEONE WITH PARENTAL RESPONSIBILITY

Scabies	Your child can return to school once they have been given their first treatment although itchiness may continue for 3-4 weeks. All members of the household and those in close contact should receive treatment.
Scarletina	Exclude for 5 days until rash has disappeared or 5 days of antibiotic course has been completed.
Slapped cheek	No exclusion (infectious before rash).
Threadworms	No exclusion. Encourage handwashing including nail scrubbing.
Whooping cough	Exclude until 5 days of antibiotics have been given. If mild form and no antibiotics, exclude for 21 days.
Antibiotics	First dose must be given at home, and first 24 hour doses must be given by parent or carer.
Viral infections	Exclude until child is well and temperature is normal (37 degrees).

Name of School/Setting Tenterfields
Primary Academy

Child's Name _____
Class/Form _____ Date of Birth _____

Child's Address _____

Medical Diagnosis or Condition _____

Date plan drawn up _____

Review date _____

Name and strength of medicine _____

Expiry date _____ Dose to be given _____

When to be given _____

Any other instructions _____

Number of tablets/ quantity to be

Given to school/setting _____

Note: Medicine must be in the original container with child's name as dispensed by the pharmacy

Daytime contact number of parent/Carer _____

Name and contact number of GP _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give my consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of medication or if the medicine is stopped.

Parents/Carers signature _____ Print Name _____

If more than one medicine is to be given a separate form should be completed for each one

Tenterfields Primary Academy

Senior Leadership Team Signature _____ Date _____

Form 2 – Short Term Medical

Parental agreement for school to administer medicine

ONLY TO BE COMPLETED BY SOMEONE WITH PARENTAL RESPONSIBILITY

Please note all medication must be collected and signed for at the end of the school day. Failure to do so will mean that staff are no longer able to administer this medication to your child

Name of School/Setting Tenterfields Primary Academy

Date: _____

Child's Name: _____

Class/Form: _____ Date of Birth: _____

Medical Diagnosis/Reason for medication: _____

Start date of medication: _____ End date of medication/course _____

Name and strength of medicine: _____

Expiry date: _____ Dose to be given: _____

When to be given: _____

Any other instructions: _____

Number of tablets/ quantity to be
given to school _____

Note: Medicine must be in the original container as dispensed by the pharmacy

Daytime phone number of parent/carer _____

Name and contact number of GP _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give my consent to school staff administering medicine in accordance with school policy. I will inform the school setting immediately in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carers signature _____ Print name _____ Date _____

Tenterfields Primary Academy

Senior Leadership Team Signature _____ Date _____

Form 3 – Record of all medicines administered in school

Please note all medication must be collected and signed for at the end of each school day. Failure to do so will mean that staff are no longer able to administer this medication to your child

Child's Name:

Date	Name of medicine	Time & Dose given	Notes/ Number Left	Staff Print & Sign	Witness (print & sign)	Parent signature

Form 4 – Emergency Temperature Monitoring Sheet

Name of child	DOB
Date	SLT signature

Temperature of 38C (100.4F) to be monitored at 15 minute intervals (with witnessed parental consent)

Time	Temperature	Staff signature	SLT signature
Time parent contacted & name:	Contacted by: (staff member)	ETA:	Agreed action:
Time child in parental control:	Outcome (if any)		