

# Pass Move Grin

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## Education

### **Administering medicine policy**

Pass Move Grin Education are committed to ensuring pupils with medical needs receive proper care and support at the provision. The educational lead 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.

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 Pass Move Grin Education acknowledges 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. 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 provision (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 a member of staff/manager who will store it 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 education lead 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.

Pass Move Grin Education ensures 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 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
  - Dosage.
  - Frequency of dosage and when the last dosage was administered by 1
 Written consent will always be requested for learners under the age of 16.
- 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.

Pass Move Grin Education staff will not administer medicine containing aspirin or ibuprofen to learners under the age of 16 unless prescribed by a doctor. Our team recognises 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), 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.

### **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) and a new log will be completed by staff. All relevant staff working with a pupil with a known medical condition will be made aware through their individual risk assessment. This will outline information required to support the participation and learning of the individual.

### **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 offense . 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 written as per pharmacy guidelines.

### 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.

Tablets and capsules	
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

<p>Creams and ointments</p> <p>Jars One month from date of opening Tubes Three months from date of opening</p> <p><b>Injections</b></p>
<p>Ampoules Single use only</p> <p>Vials One month from date of opening</p>
<p><b>Eye drops</b> / eye ointments One month from date of opening</p>
<p><b>Ear drops</b> / ointments One month from date of opening</p>

### 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