



St. Francis' College Administration of Medicine Policy including EYFS

Introduction

The 'College' refers to all the staff and pupils of the Prep department and Senior School which includes Early Years Foundation stage (EYFS), Pre-prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

The College recognises the need for policies and procedures which promote the health and safety of all its pupils and the need to take account of the requirements of the Equality Act 2010 and the DfE 'Special Education Needs and Disability Code of Practice : 0-25 Years' (May 2015). It further recognises that many pupils may need to take medication in school at some time. While parents retain responsibility for their pupil's medication, the College has a duty of care to the pupils while at school and wishes to do all that is reasonable and practicable to safeguard and promote the welfare of the pupils.

The following policy has developed based on the advice given in the DfE Statutory guidance document 'Supporting pupils at school with medical conditions' (December 2015)

Responsibility

The College will take responsibility for the administration of medicines during school time if medication cannot be given at home, in accordance with the following guidelines:

The Headmistress will implement and oversee the Policy and her Deputy will report to the Health and Safety Committee.

Medication will normally be administered by the Nurse in the Health Centre, or in her absence, by staff trained in the administration of medicines.

All members of staff are expected to maintain professional standards of care, but have no contractual or legal duty to supervise a pupil taking medication or to administer medication. However, swift action may need to be undertaken by a member of staff if assisting any pupil in an emergency.

Some specified staff (e.g. PE Staff, staff taking educational visits) who volunteer their services will be given training to administer first aid and/or medication to pupils.

When a pupil who has additional health needs comes to school, the Headmistress will consider all factors and train staff appropriately with the help of relevant agencies and by means of an Individual Healthcare Plan (IHCP)

The Headmistress will also decide and agree with the parent(s)/guardian(s) what level of staff training may be necessary

Staff Indemnity

The College fully indemnifies all staff against claim for any alleged negligence, providing they are acting within their conditions of service and following College guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made.

Records

On joining the College all parents will be required to provide information giving full details of -

- Medical conditions
- Allergies
- Regular medication
- Emergency contact numbers
- Name of family doctor/consultant
- Special requirements (e.g. dietary)

At the beginning of each academic year all parents will be required to update the medical form.

Administration of the Medication

The College expects that normally parents will administer medication to their children.

Any requests for medicine to be administered must come from a parent/guardian in writing on the College's Request to Administer Medication Form, and each request will be considered on an individual basis. Copies of this form are available on the Parent Portal or can be requested from the school office. See Appendix 1

Any administering of medication will be recorded. The form will include:

- name of parent and contact number;
- name of pupil, age and form;
- name of medicine;
- name of doctor who prescribed or advised , and contact details;
- how much to give;
- how it should be kept and stored;
- how it is to be administered;
- when to be given;
- the medicine should be in its original pharmacy packaging complete with its patient information leaflet; and with the pupil's name on it
- any other instructions.

The form ends with the following statement:

The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the College to administer the medication in accordance with the College policy. I will inform the College, in writing, of any changes to the above medication.

The consent form will be signed and dated by a parent/guardian or someone with parental responsibility.

A separate form must be completed for each medicine to be administered. If a pupil needs to be given any other medication on an ad hoc basis, for example paracetamol, permission to administer it will be sought from parents in advance by the College Nurse.

Procedures

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Headmistress or the Nurse what can be done in the College before a decision can be made.

The Headmistress or college nurses will decide whether any medication will be administered by the College and by whom. In appropriate cases and in consultation with the parents a healthcare plan may need to be drawn up

The medication must be in a container prescribed by the doctor and dispensed by a pharmacist with the pupil's name and instructions for administration printed clearly on the label, complete with the patient information leaflet and dated.

If the pupil is required and able to administer her own medicine (e.g. inhaler for asthma) this should be encouraged so as to foster respect for medicines and to encourage responsibility. Generally, if the pupil is responsible for her medication at home she should be encouraged to manage her medication at school. This will depend on age and level of understanding because the pupil needs to be 'Gillick competent' if they are to make their own decisions regarding their medication.

Normally medication will be kept under the control of the Nurse based in the Health Centre or the Prep department. It will be stored in a locked cupboard, preferably in a cool place, but allowing for ease of access for the pupil. Items requiring refrigeration will be kept in a clearly labelled closed container in the College's medical fridge located in the Health Centre rest room.

Any medication given must be signed, dated, exact time given and recorded on ISAMS

For trips the staff in charge should record on ISAMS on return to school.

Safe disposal of

- any unused/out of date Drugs/prescription Medicines - to be taken to Pharmacist;
- bodily waste – biohazard bags then in approved receptacle in Health Centre Office and Boarding House staff office;
- sharps – in approved sharps container in the Health Centre Office.

Long-term Medical Needs

The College will do all it reasonably can to assist pupils with long-term needs. Each case will be discussed with the parents and if necessary the family doctor. The College also reserves the right to discuss the matter with the College's medical advisor (Birchwood Surgery).

Care plans should be provided by the Consultant/Doctor, specialist Nurse and parents/guardians. These should be reviewed at least yearly. The information contained in the plans will be treated in confidence and will be used for no other purposes than for the College to set up an appropriate support system.

Emergency Medication

The medication below can be classed as Emergency Medication

Asthma emergency inhaler (blue Salbutamol)

Automatic Adrenalin injector (Epipen, Jext, Emerade)

Antihistamines

These are kept with pupils, outside the Health Centre, PE department and in the Prep department. Management of these in an emergency is taught to First Aiders, but can be administered by the general public under the direction of Ambulance personnel in a life threatening incident. They must only be used for pupils who have been diagnosed and prescribed these medications.

EYFS and Prep Department Administration of Medicine

This section clarifies the procedure for storing and administering medication in the EYFS. We ask parents to bring medication to school only when absolutely necessary, it should not be administered without written direction.

Procedure

If the administration of any medication requires specific training, this must be in place before any medication can be given.

Information as to medication/medical need is given to staff and displayed in the staff room.

Only medicines prescribed or advised by a doctor or pharmacist will be administered to a pupil, this includes medicines containing aspirin. Parents are encouraged to administer medicine at home where possible.

Medication takes two forms –

- 1 - Regular medication for an ongoing condition e.g.. asthma.
- 2 - A short course of prescribed medication e.g. antibiotics.

Parents must fill in a permission to administer form which includes times and dosage. They must do this on each and every day for which they are requesting the administration of medicine.

The member of staff administering must complete and sign the form.

Medicine must be in original packaging with clear instructions for dosage amounts and times. Staff can only administer the stated dosage at the stated time and **must sign when it was given**

If a pupil administers their own medication, e.g. an inhaler, the member of staff present should fill in the medication form and ISAMS updated.

A copy of the form must be made and kept by the school office in the central records. Forms are confidential, classed as a legal document to be kept until the pupils 25th Birthday

Storage of Medicines

All medication will be kept in the locked medication box in the staff room, unless it needs to be stored in the fridge, or inhalers which can be kept to hand in a safe location – one in the classroom and one in the First Aid room.

All medication should be clearly marked with the pupil's name and dosage information.

A nominated member of staff will check medication for expiry dates termly and report to parents if it needs to be replaced.

Medicines will not be disposed of at school, but will be returned to parents for disposal.

Staff with medication must store this securely out of the reach of children.

This policy is to be read in conjunction with:

Care of Boarders including Administration of Medicines
EV Policy

Reviewed By	B Goulding
Effective From	May 2019
Next Review Due	May 2022

Appendix 1

Parental/Guardian request to administer medicine form

Staff at St Francis College will not be able to give your daughter medicine unless you complete and sign this form.

Name of pupil

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

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

Contact Details

Name

Daytime telephone no.

Relationship to pupil

Address

I understand that I must deliver the medicine personally to Reception after discussing with one of the College Nurses

The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the College to administer the medication in accordance with the College policy. I will inform the College, in writing, of any changes to the above medication.

Signature(s)

Date

