

Evolution International School

Administering Medicines Policy

April 2018

Reviewed 15th May 2019

All medical information is treated confidentially by the doctor and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- maintenance drugs
- emergency medicine

We:

- provide clear guidance to all staff on the administration of medicines
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure the above provisions are clear and shared with all who may require them
- ensure that this policy is reviewed periodically

Administration of Medicines

The administration of medicines is the overall responsibility of parents/carers. The school director is responsible for ensuring students are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

Prescribed and Non-prescribed medicines

It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from, the parents/carers.

Non-prescribed medicines, not provided by the parents, will only be administered by the doctor in exceptional circumstances. The doctor will request permission from parents before administering any medicine to the student. In rare cases where parents cannot be contacted, the doctor will administer medicine at his/her discretion.



All medicines are to be handed to the school nurse by the parent/carer or the bus matron. No medicine is to be delivered by the student.

Maintenance drugs

It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from parents/carers. On such occasions, a health care plan is in place for the child concerned.

Non-Routine Administration (Emergency medicine)

We manage the administration of emergency medicines such as:

- injections of adrenaline for acute allergic reactions
- rectal diazepam for major fits

In all cases, professional training and guidance from an appropriate source will be received before commitment to such administration is accepted.

Procedure for Administration

When deciding upon the administration of medicine needs for children we discuss this with the parents/carers concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent/carer and kept on file.

Individual health care plans are completed for children where required and reviewed periodically in discussion with the parents/carers to ensure their continued suitability.

All administration of medicines is recorded. If a child refuses to take medication, parents/carers are informed at the earliest available opportunity.

Schedule Two Drugs

These drugs, which include Ritalin are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine. Keys are kept to a minimum and are held only by the school doctor/nurse.

A register of controlled (schedule two) drugs is kept with records:

- medication provided
- medication administered
- the name of the person for whom they were supplied.
- the name and quantity of the drug/medication supplied
- the amount administered each time and the amount left each time.
- the type of medication i.e. tablet/liquid and expiry date.

- doctor's signature for each dose of medicine given.
- Doctor's signature each time the medications are counted and checked. This is done once a month.

Register entries are made in ink and in chronological order.

This register is kept for one year from the last entry made.

All students with ongoing medical needs have a care plan. This includes students with diabetes, EpiPen, heart problems, epilepsy and very severe asthma.

Contacting the Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned or a car will be used at the earliest opportunity and parents/carers informed to accompany the student to the hospital if at all possible.

Training

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

Storage

The storage of medicines is the overall responsibility of the doctor who ensures that arrangements are in place to store medicines safely. Secure storage is situated in the school clinic.

The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities.

Disposal of Medicines

It is the responsibility of the parents/carers to ensure that all medicines no longer required, including those which have date-expired, are disposed of safely.

'Sharps boxes' are always to be used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate.