



Holmer Green Senior School

Administration of  
Medicines Policy

September 2023

This policy provides a sound basis for ensuring that all students with medical requirements receive proper care and support at Holmer Green Senior School. It is imperative that parents/carers provide full information about their child's medical needs, including details on medicines that their child needs. The policy covers:

- Procedures for managing prescription medicines which need to be taken during the school day
- Procedures for managing prescription medicines on trips and visits
- Provides a clear statement on the roles and responsibilities of staff managing administration of medicines and for administering or supervising the administration of medicines
- The requirement of prior written agreement from parents/carers for any medicines to be given to their child
- Identifies the circumstances in which students may take non-prescription medicines
- Establishes the School's commitment to assisting students with long term or complex medical needs
- The procedures regarding students carrying and taking their medicines themselves
- Staff training in dealing with medical needs
- Procedures for keeping accurate records and the safe storage of medicines
- Associated policies/procedures: 'Health & Safety' and 'Emergency Evacuation & Lockdown'

### **1. PRESCRIBED MEDICINES**

Medicines should only be taken to school when essential; that is, where it would be detrimental to a child's health if the medicines were not administered during the school day. Holmer Green Senior School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines **MUST** always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. **Holmer Green Senior School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

### **2. CONTROLLED DRUGS**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations and some may be prescribed as medication for use by children e.g. methylphenidate.

Any qualified First Aid member of staff may administer a controlled drug to the student for whom it has been prescribed in accordance with the prescriber's instructions. A student who has been prescribed a controlled drug may legally have it in their possession.

It is also permissible for the school to look after the controlled drug, where it is agreed that it will be administered to the student for whom it has been prescribed. The school will keep the controlled drug in a locked non-portable container and only the Medical Officer or designated person by the Headteacher will have access. A record is kept for audit and safety purposes of all controlled and prescribed medicines.

All controlled/prescribed drugs will be returned to parents/carers to arrange for safe disposal when no longer required. Misuse of a controlled drug such as passing it to another student for use is an offence and Holmer Green Senior School will seek to sanction individual students at the highest level.

### **3. NON-PRESCRIPTION MEDICINES**

Holmer Green Senior School staff **WILL NOT** give a non-prescribed medicine to a student unless there is a specific prior written instruction from the parent/carer. Parents are required to complete a form or supply a letter containing the same information for the administration for such medicines. One exception to this is a pain killer (i.e., paracetamol tablets or liquid) which can be given at the school's discretion **ONLY** when verbal permission is given by the parent. Administration of any such pain killer must be logged by the administering staff (Medical Officer). **The school MUST NOT give non-prescription ibuprofen at any time.**

#### **4. SHORT TERM MEDICAL NEEDS**

Holmer Green Senior School recognises that many students may need to take medicines for a short period of time, perhaps to finish a course of antibiotics. However, such medicines should only be brought to school where it would be detrimental to a student's health if it were not administered during the school day. Appendix Form 3B

#### **5. LONG TERM MEDICAL NEEDS**

It is important that the School has sufficient information about the medical condition of any student with long term medical need: such information should be shared prior to admission or when the student first develops the medical need. The School will also ensure that an individual Health Care Plan is written involving as appropriate the parents/carers and relevant health professionals.

#### **6. ADMINISTERING MEDICINES**

No student should be given medicines without their parents/carers' written consent. Prior to administering medicine to a student all First Aid qualified members of staff will check:

- The student's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

Members of staff having any concerns related to the administering of medicines to a particular student should discuss the matter with the parents/carers if appropriate, or with the health professional attached to the school.

#### **7. SELF MANAGEMENT OF PRESCRIBED MEDICATION**

Holmer Green Senior School seeks to establish good practice by supporting and encouraging students, who are able to take responsibility to manage their own medicines. Students may carry and administer (where appropriate) their own medicines, where staff have made an assessment regarding the safety of other students and medical advice from the prescriber in respect of the individual student. Prescribed controlled drugs are retained in safe custody and will require a First Aid qualified member of staff to provide access. Appendix Form 7 must be completed.

Students are only allowed to take medication between lessons or during break or lunch unless medication is necessary at a set time. In such cases this should be discussed with the Medical Officer/s when the medication is sent into school.

#### **8. REFUSING MEDICINES**

Holmer Green Senior School staff will not force a student who refuses to take medication; however, they will retain a record of each occurrence. Parents/carers will be informed on the same day of refusal. If refusal to take medicines results in an emergency, procedures will be followed as per Section 16.

#### **9. RECORD KEEPING**

Parents/carers are required to inform the school regarding any medicines that their child needs to take and provide details of any changes to the prescription or the support required. Staff will verify such information as to 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. Staff will check details including:

- Name of student
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

A record will be kept of all medicines administered by staff at Holmer Green Senior School and should be entered onto SIMS with full details of the time and dose of the medicine administered.

### **10. EDUCATIONAL VISITS**

Students with medical needs will be positively encouraged to participate where practicably possible in the broad range of curriculum opportunities offered beyond the school environment. This may entail a revised programme to be fully inclusive and will require a full risk assessment of the individual student in terms of the proposed activity and location.

All staff engaged in supervising off-site activities **MUST** be aware of any medical needs and relevant emergency procedures to be followed. A copy of the medical parental consent forms and/or information taken from any Health Care Plan **MUST** be taken on visits in the event of the information being needed in an emergency. If members of staff are concerned about whether they can provide for a student's safety or the safety of other students on a visit, they should seek parental views and medical advice from the School Health Service or the student's GP. For **ALL** residential trips, specific cases will be reviewed and procedures/forms/plans must be completed.

### **11. SPORTING ACTIVITIES**

Holmer Green Senior School recognises that most students with medical conditions can participate in physical activities and extracurricular sport. The benefit of physical activity for a student's overall social, mental and physical health and well-being are immense and are to be encouraged. Any restrictions on a student's ability to participate in PE will be recorded in their individual Health Care Plan. All relevant adults will be aware of issues of privacy and dignity for students with particular needs.

Some students may need to take precautionary measures before or during exercise or physical activities and must be allowed immediate access to their medicines such as asthma inhalers.

Staff supervising sporting activities should consider whether risk assessments are necessary for some students, be aware of relevant medical conditions and any preventative medicines that they may need to be taken and emergency procedures.

### **12. USE OF SCHOOL MINIBUS**

Holmer Green Senior School recognises that in order to ensure safe journey of students on the school minibus, drivers are First Aid trained in order to know what to do in the case of a medical emergency. They WILL NOT administer any medications.

**In order to minimise the risk of severe allergic reactions, students ARE NOT allowed to eat in the school minibus.**

### **13. SAFETY MANAGEMENT OF MEDICINES**

Holmer Green Senior School will ensure that the administration of medicines is properly managed and any associated risks to others are properly controlled as detailed in the Control of Hazardous to Health Regulations 2002 (COSHH).

#### **14.STORAGE & ACCESS TO MEDICINES**

An appropriate storage environment (where appropriate) will be provided for any medication prescribed for an individual student. Large volumes of medicines will not be stored by the School. Where a student requires two or more prescribed medicines, each will be stored in a separate container clearly labelled with all details regarding the student and the medication.

#### **15.DISPOSAL OF MEDICINES**

Holmer Green Senior School will not dispose of medicines and parents/carers are requested to ensure that date-expired medicines are returned to the pharmacy for safe disposal. Medicines should also be collected by parents at the end of each term.

#### **16.HYGIENE & INFECTION CONTROL**

All staff should be familiar with normal precautions for avoiding infection and at all times follow basic hygiene procedures when dealing with spillages of blood or other bodily fluids and disposing of dressings or equipment. Protective disposable gloves **MUST** be worn and extreme care taken – advice should be sought from the First Aid Officer and Site Services are contacted immediately.

#### **17.EMERGENCY PROCEDURES**

The School Health & Safety Policy and risk management assessment endeavour to make all necessary arrangements in the event of an emergency situation. All students are aware of who to contact and where to seek help in the event of an emergency.

All members of staff are aware of how to contact the Emergency Services and the reporting lines within school. The school's Medical Officer or trained first aider (via Reception) should be contacted in the first instance to alert appropriate senior staff. However, if direct contact has been made by the Pastoral Team or other staff with the Emergency Services, this should be immediately followed up by contacting Main Reception to inform that this action has been taken and notification of the impending arrival of the Emergency Services. The Main Reception will then disseminate information to the Medical Officer, the designated Health & Safety person and the Site Team Manager.

A member of staff will always accompany a student to hospital and stay until a parent/carer arrives. Health professionals are responsible for any decisions on medical treatment when parents/carers are not available.

Members of staff should **NOT** take students to hospital in their own car, recognising that it is always safer to call an ambulance.

Access to student Health Care Plans and personal data is available via the Medical Room. Individual Health Care Plans include information as to how to manage a student in an emergency, and identify who has responsibility in an emergency. A report from SIMS will be printed by the Medical Officer to take to the hospital with all personal details.

**FORM 3B****Parental agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of School	
Date	
Student Name	
Form Group	
Name and strength of medicine	
Expiry date	
How much to give (i.e., dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school	
<b>Note: Medicines must be the original container as dispensed by the pharmacy.</b>	
Daytime phone number of parent/carer	
Name and phone number of GP	
Agreed review date to be initiated by member of staff	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting 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/Carer signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

### FORM 3C

**Parental agreement for school to administer occasional non- prescription paracetamol (that is provided by the school) e.g. during the normal school day for secondary school pupils or on school visits/journeys (all pupils).**

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of School	
Date	
Student Name	
Form Group	
Name and strength of medicine	
How much to give: Child 6 to 12 Years    250-500mg Child 12-18 years     500mg	
When to be given	Every 4-6 hours
Any other instructions	Maximum 4 doses in 24 hours
Daytime phone number of parent/carer	
Name and phone number of GP	
Agreed review date to be initiated by member of staff	

Paracetamol tablets are usually 500mg per tablet/capsule

I confirm that I have administered paracetamol (circle as appropriate) without adverse effect to my child in the past.

I give consent to school staff to administer paracetamol (circle as appropriate) in accordance with the school policy. I will inform the school immediately, in writing, if my child subsequently is adversely affected by paracetamol (circle as appropriate).

Parent signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## FORM 7

### Request for child to carry his/her medicine

THIS FORM MUST BE COMPLETED BY PARENTS/CARERS.

If staff have any concerns discuss request with school healthcare professionals.

Name of School	
Student Name	
Form Group	
Address	
Name of Medicine	
Procedures to be taken in an emergency	
<b>Contact Information</b>	
Name	
Daytime phone number	
Relationship to student	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

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