



## **LEICESTER GRAMMAR SCHOOL TRUST**

### **LEICESTER GRAMMAR STONEYGATE SCHOOL**

## **POLICY AND PROCEDURES ON ADMINISTRATION OF MEDICINES**

This policy should be read with regard to the First Aid Policy. It refers to Leicester Grammar Stoneygate School (LGSS) including Early Years Foundation Stage (EYFS).

### **Introduction**

The School Nurses are the designated people responsible for the storage and administration of medicines within the school. Together, with the Healthcare Assistant and members of school staff, medicines are administered to pupils under a homely remedy protocol.

### **General Sales List (GSL) or Over-the-Counter (OTC) Medicines**

Sometimes referred to as over-the-counter medicines, GSL medicines can be bought from pharmacies, supermarkets and other retail outlets without the supervision of a pharmacist. GSL medications include those that treat minor, self-limiting complaints.

On entry to the school and on an annual basis, parents are asked for their consent to allow the school nurse or a member of school staff to administer GSL medicines if it is clinically indicated and this consent is documented within each individual pupil's school medical records. If a parent withholds their consent, then no medicines will be administered and the parents will be contacted if necessary.

LGSS stocks various GSL medications, these include:

Paracetamol suspension 120mgs/5mls  
Paracetamol suspension 250mgs/5mls  
Paracetamol tablets 500mgs  
Ibuprofen suspension 100mgs/5mls  
Ibuprofen tablets 200mgs  
Cetirizine Hydrochloride 5mgs/5mls

## Cetirizine Hydrochloride tablets 10mgs

If it is clinically indicated for an GSL medicine to be administered during the school day, it will be dispensed from the stock rather than a separate supply brought in from home. This is to ensure safe storage and administration processes are followed by the school.

Parents are encouraged to consider if their child is well enough to attend school if they are requiring regular GSL medication throughout the day.

If a pupil requires a GSL medication which is not stocked in school, the school nurse, healthcare assistant or school staff will only administer the medication if it is in the child's best interests to do so whilst they are in School. The following principles should be followed when administering non-stocked, GSL medicines to pupils:

- In advance, the parent should contact the school nursing team, ideally by email, to discuss the requirements.
- The pupil must bring the medicine into school and immediately hand it to a member of the school nursing team for safe storage.
- The medicine must be in its original container.
- The medicine must only be dispensed to the pupil for whom it has been intended.
- The school nurse will discuss with the pupil the appropriate time for administration.
- It is the pupils' responsibility to collect the medication at the end of each school day to take home.

The school nurses will provide various GSL medications to a nominated member of school staff to accompany day and residential school trips. If the member of staff deems it necessary to dispense the medication to a pupil, they should follow the procedure outlined below in the "Practice for the Administration of Medicine to Pupils" and clearly document in the accompanying paperwork.

### **Short Term Prescribed Medicines**

The school nurses, healthcare assistant or members of school staff will administer prescribed short-term medication if it is in the child's best interests to do so whilst they are under the care of LGSS. If possible, dispensing times should be planned to avoid the administration of medication during the school day. The following principles should be followed when administering short term prescribed medicines to pupils:

- In advance, the parent should contact the school nursing team, ideally by email, to discuss the requirements.
- The pupil or parent must bring the prescribed medicine into school each day and hand it to the class teacher, designated first aider or member of the school nursing team for safe storage in the First Aid Room.
- Parents of all pupils, including EYFS children, must provide written permission stating details of time, date, dose and medication using the appropriate "Administration of Medicines" form. (Appendix 1)
- The medicine must stay in its original container which should ideally be childproof.
- The dispensing label must not be altered.
- The medicine must only be dispensed to the pupil for whom it has been prescribed.

- The class teacher, designated first aider or member of the school nursing team will discuss with the pupil the appropriate time for administration.
- The pupil or parent/carer must collect the medication at the end of each school day to take home.

### **Long Term Prescribed Medication**

As each child's medicine administration regime is specific to their own needs and diagnosis, parents should contact the school nurses to discuss their child's requirements whilst under the care of the school. A healthcare plan will then be drawn up and agreed. Parents are encouraged to regularly update the school nursing team on their child's diagnosis and outcomes of review appointments.

The first aid room is available if the child requires privacy whilst their medicine is administered.

In the case of children with a long term, life-threatening medical condition, such as asthma, anaphylaxis or diabetes, their own prescribed medicines must be kept with them or their teacher at all times, as their medication may need to be administered without delay. This includes PE lessons, sporting fixtures and on school trips. If they do not have the medication with them, it may mean staff will not permit them to participate or travel.

### **Adrenaline Auto-Injectors (AAI'S)**

Current guidance from the Medicines and Healthcare Products Regulatory Agency (MHRA) states that anyone prescribed an AAI should carry two of the devices at all times and be no further than 5 minutes away from a device (Dept. of Health 2017). Therefore, pupils with a diagnosis of anaphylaxis, should always have access to two AAI devices whilst under the care of school.

Parents of children with a diagnosis of anaphylaxis are asked to provide consent for their child's own prescribed AAI, or one of the school's emergency AAI devices, to be administered in the event of a severe allergic reaction.

Individual pupil action plans are written and kept with the child's spare AAI to inform staff of the appropriate course of action to be taken.

For EYFS, KS1 and all KS2 (with the exception of year 6 pupils) One AAI should be stored within the classroom in a clearly identified bag, accompanied by their own anaphylaxis action plan. It should be easily accessible by staff but not by the pupils. The AAI should accompany the child to all PE lessons, sporting fixtures and school trips to facilitate the timely administration of medication if it is required. A second, spare AAI should be stored in a clearly identified bag, accompanied by the pupil's own anaphylaxis action plan, in the first aid room.

For year 6 pupils, the child should keep their AAI on their person including PE lessons, sporting fixtures and school trips to facilitate the timely administration of medication if it is required. If a pupil does not have their own AAI with them when participating in a trip or away fixture, they may not be allowed to travel.

## **Inhalers**

For EYFS, KS1 and all KS2 (with the exception of Year 6 pupils) who have been prescribed an inhaler and spacer device, these should be kept in a clearly identified location within the classroom, which is easily accessible by staff but not by the pupils. The inhaler should accompany the child to all PE lessons, sporting fixtures and school trips to facilitate the timely administration of medication as and when it is required.

In the case of Year 6 pupils and older, the child should keep their inhaler on their person, including PE lessons, sporting fixtures and school trips, to facilitate the timely administration of medication as and when it is required. If a pupil does not have their own inhaler with them when participating in a trip or away fixture, they may not be allowed to travel.

## **Insulin**

As each child's diabetes management is specific to their own needs, parents/carers should contact the school nurse to discuss their child's requirements whilst in school. The school has a temperature-controlled medicines fridge, located in the first aid room, to enable the safe storage of spare insulin and glucagon.

## **Emergency Medicine Kits**

School staff have access to Emergency Asthma Inhaler Kits and Emergency Anaphylaxis Kits situated conveniently in the First Aid room and are available to take on school trips and fixtures.

As from 1st October 2017 the Human Medicines (Amendment) Regulations 2017 allows all schools to buy AAI devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (for example, because it is broken or out-of-date).

The Emergency Anaphylaxis Kit is stored on the wall in the First Aid room with the appropriate guidance for use. Further kits, available to accompany school trips and sports fixtures, are handed to a nominated member of school staff at the time of travel for safety.

According to the Department of Health Guidance, the schools spare AAI's should only be used on pupils known to be at risk of anaphylaxis, for whom written parental consent for use of the spare AAI has been provided. A list of the applicable pupils is updated on an annual basis and stored within the Emergency Anaphylaxis kit

The Human Medicines (Amendment) (No. 2) Regulations (2014) allows schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Emergency Asthma Inhaler Kits are stored in the First Aid room with the appropriate guidance for use. Further kits, available to accompany school trips and sports fixtures, are handed to a nominated member of school staff at the time of travel for safety.

## **Administration to Save a Life**

In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be administered by the School Nurse without the direction of a medical practitioner, for the purpose of saving life. For example, the administration of adrenaline by injection (1:1000), Chlorpheniramine and Salbutamol are among those drugs listed under article 7 of the Prescription Only Medicines (human use) Order 1997 for the administration by anyone in an emergency for the purpose of saving life.

## **Controlled Drugs (CD's)**

The supply, possession and administration of controlled medicines are regulated by the Misuse of Drugs Act and its associated legislation. Some CD's may be prescribed as a medicine for use by children, e.g., methylphenidate (Ritalin).

NICE guidance states that non-healthcare settings such as schools should have systems and processes in place for storing, recording and transporting controlled drugs that belong to a person who is under the organisation's supervision. It is permissible for schools and settings to look after and administer a controlled drug, where it is agreed it is in the child's best interests to do so.

A pupil who has been prescribed a controlled drug may legally have it in their possession if deemed competent. However, Leicester Grammar School Trust does not allow pupils/children to self-administer controlled drugs to ensure the safety of the whole school community. Passing it to another child for use is a legal offence.

Good practice dictates that the storage of controlled drugs should comply with The Misuse of Drugs Regulations 2007. Controlled drugs are subject to safe custody and must be stored in a locked receptacle within a further secure, lockable cupboard. The key to this cupboard must only be accessible to staff authorised to have access to it. CDs must be administered in a timely fashion in line with relevant legislation and local standard operating procedures.

A Controlled Drug Register (CDR) will be kept in a bound book format on each of the schools' sites. There must be a separate page for each strength & form of an individual drug. Each page must specify the name, strength and form of the drug at the head of the page and all of the entries on that page must relate to that drug only. Each entry must be in chronological order. Each entry must be legible and written in indelible ink. If a mistake is made then it should be crossed through with a single line so that it can still be read. The CDR must be kept on the premises to which it relates. The CDR must be available for inspection by an authorised person.

All pupils requiring CDs must have a Medical Practitioners letter stating diagnosis, medication prescribed and dosage. All CDs must be in the original packaging, with a pharmacy label including name of child and the required dosage.

Any authorised and trained member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

## **Self-administration of Medicines**

In school, it is strongly discouraged for pupils to self-administer medications (except in the case of long term medications, outlined above). This is to ensure the safety of the whole school community.

Whilst participating in a residential school trip, a pupil over the age of 16 and whose parents have completed a self-administration agreement form, can administer their own medicines if deemed competent to do so.

### **Practice for administering medication to pupils**

The School Nurse or duty first aider (PFA for EYFS) will only administer the medication to a pupil if they are aware of:

- The pupils medical history which is provided by parents when their child joins the School and is updated at least annually
- Any allergies
- Any other medication the pupil is currently taking
- Any possible side effects
- A signed administration of medicines form completed by a parent/carer.

The School Nurse or duty first aider (PFA for EYFS) will also establish and check:

- The pupils identity
- The pupils age
- The reason for giving the medication
- If the pupil has taken that particular medication before and, if so, whether there were any problems.
- Dose of the medication
- Frequency of the medication
- Expiry date
- Any specific instructions relating to that medication.

The pupil must take the medication under the supervision of the School Nurse or duty first aider.

If written consent to administer medicines by the school has been withheld, parents will be contacted to discuss the circumstances where the School Nurse deems it in the best interests of the child.

For EYFS pupil's verbal consent cannot be accepted, in order to administer any medicine, including paracetamol, there must be written consent. Consent via email is acceptable.

### **Record keeping**

Once a medicine has been administered an accurate and legible record is made to provide a complete audit trail for all medicines. This will be either be completed on the 'Request to Administer Medicine' form and kept in a file in the First Aid Room or documented under the pupils medical record on SIMS

This record should include:

- Name of the pupil
- Date and time
- Name, strength and dosage of drug.
- Signature of the member of staff administering the medication.

This document should be kept for all drugs administered and retained until the child reaches at least 25 years old.

### **Immunisations**

The local NHS Immunisation Team are commissioned to visit the school and administer vaccinations as per the NHS immunisation schedule. The School and School Nursing Team facilitate the sessions and do not hold any responsibility for the administering of the vaccinations or the documentation on the child's NHS records.

### **Procedure for reporting drug errors and adverse drug reactions**

In the event of a drug error or adverse drug reaction the pupil's health and safety will be the initial priority. The School nurse will assess the child and administer any lifesaving medicines if required.

If it was deemed necessary by the School Nurse, the child will either be seen by a GP, transferred to the Leicester Royal Infirmary Accident and Emergency Department or an Ambulance will be called.

The child's parents will be contacted as soon as is reasonably possible and a thorough explanation provided.

The Head teacher, The Director of Finance & Operations and the School Nurse will be informed and an investigation will take place.

### **Storage of medicines**

To ensure a rapid retrieval, emergency medications such as inhalers and Adrenaline auto-injectors, are stored in easily identifiable bags, in the child's individual classroom and the spares are kept in the First Aid Room. If the child is participating in a sporting fixture or school trip off the school premises, the medication and the spare should accompany the child and be listed on the Trip Risk Assessment.

Short term medicines are stored either in the fridge or in a locked cupboard in the First Aid Room according to the medicine's specific requirements. When on a school residential trip, the designated member of staff who is responsible for the administration of medicines will identify a secure place to safely store the medicines for the duration of the trip.

Staff medication must be stored securely out of reach of children at all times. Staff on medication should only work with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

### **Disposal of medicines**

If there are any out of date medicines in the First Aid room, they will be either sent home, disposed of in a sharps bin (in the case of Adrenaline auto-injectors) or taken to the local Pharmacy by the School Nurse for safe disposal. The sharps are collected on a regular basis and taken to clinical waste incinerators.

### **Review of the administration of medicines procedures**

The Administration of Medicines Policy and Procedures will be reviewed and updated annually



# Leicester Grammar School Trust

## Request for Administration of Medicines



Child's name.....

Date of birth.....

Class.....

Has been diagnosed as suffering from:

.....

He/She is considered well enough to attend school, but requires the following prescribed medicine to be administered during school hours:

Name of medicine:	
Route of administration: mouth/ ear/nasally/other, please state	
Dose of medicine to be administered	
Start Date:	
End Date:	
Time of Administration:	

I understand that all staff are acting voluntarily in administering medicines and have the right to refuse to administer medication. I will update the school with any changes in the child's health and administration medication plan and will maintain an in-date supply of the medication.

Signed: .....

Name of Parent / Guardian: ..... (Please Print)

Mobile Number: .....



# Leicester Grammar School Trust



## **Agreement and Consent for the Self-Administration of Over the Counter and Prescribed Medicines on Residential Trips.**

Self-medication is an important step towards independence and should be supported; provided the student understands the importance of medicine safety, and the consent of their parents has been granted.

The purpose of this form is to provide clear guidance and outline the expectations of the student on the trip. Students will not be permitted to continue to self-medicate if they display poor compliance and, if at any time the student does not adhere to the expectations, the Trip Leader will give consideration to their future participation in the trip.

### **Over the counter medication:**

- All medicines will be stored in the original packaging which will include the patient information leaflet.
- Parents must explain to their child the purpose of the medication, the frequency of administration and the maximum daily dose prior to departure.
- The medication should either be stored securely in the student's room, or on the student's person if needed during the day.
- If the student administers the medication, they should inform the member of staff responsible for first aid/medications so they are aware of the student's condition.
- The student must inform a member of staff if they realise they have taken the medication incorrectly.
- The student must inform a member of staff if they are experiencing any side effects from the medication.
- Under no circumstances should the medication be shared with another pupil on the trip.

### **Prescribed medication:**

- Prescribed medication should always be stored in the original container with the pharmacist's original label, with the following detail:
  - Child's name and date of birth
  - Name and strength of medication
  - Dose
  - Any additional requirements e.g. in relation to food etc
  - Expiry date whenever possible
  - Dispensing date
- Parents must be satisfied that their child has a clear understanding of the purpose of the medication, the frequency of administration and, in the event of a missed dose, what they should do.

- The medication should either be stored securely in the student’s room, or on the student’s person if needed during the day.
- The student must inform a member of staff if they realise they have taken the medication incorrectly.
- The student must inform a member of staff if they are experiencing any side effects from the medication.

**Name of Trip**.....

**Dates of Travel**.....

**Student agreement**

I.....(please print name) agree to adhere to the expectations detailed in this document. I understand that if I display poor compliance and/or breach these expectations, consideration will be made to my future participation in the trip.

Signed..... Date.....

**Parental consent**

I.....(please print name) give consent for my child to self-administer over the counter and/or prescribed medication whilst on the trip. I understand that if they display poor compliance and/or breach these expectations, consideration will be made to their future participation in the trip.

Signed..... Date.....