



**FRANCHE COMMUNITY PRIMARY SCHOOL
& TOTS@FRANCHE
Policies & Procedures**

**Title: Storage and Administering of Medicines
Method Statement & Policy
(V6)**

DOCUMENT MANAGEMENT

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Document Control

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For clarity throughout this policy the words 'Franche Community Primary School', 'school' and/or 'setting' refer to all childcare services provided on the Franche Community Primary School site. Including: TOTS@Franche, Holiday Club and Breakfast/After School Club. SLT refers to all member of the school senior leadership team and the manager of TOTS@Franche.



Introduction

Franche Community Primary School has set out a clear **medication policy** that is understood and accepted by staff, parents and pupils and provides a sound basis for ensuring the proper and safe administration of both prescribed and 'Over the Counter' (OTC) medications.

Over the counter medications (non-prescribed)

- The administration of over the counter medication is at the discretion of SLT including the TOTS manager and should never be given if the child is unwell or has a temperature. Unless in an emergency situation (See Administration to save a life and Administration in the event of an emergency p4).
- These are kept securely in a cupboard, in a secure storage room (or the fridge if required.)
- They are administered to pupils in accordance with the instructions and agreement of the person with parental responsibility.
- Form 2 must be completed by someone with parental responsibility and kept with the medicine before the medicine can be administered.
- Where parental responsibility may be challenging to obtain, consent may be given by the person with PR to another person using form 5.
- With the exception of the Universal Inhaler (see separate policy), Emergency Adrenalin Auto Injector (see separate policy) and emergency liquid paracetamol (see administration in the event of an emergency p4) stocks of over the counter medications must not be held.
- In the event of an emergency, the school/setting keeps paracetamol infant suspension 2 months + that can be administered to children. Please see the section on administration in the event of an emergency p4. The school only holds 2 months + paracetamol infant suspension on site in order to avoid any confusion as to which strength should be administered.

Prescribed medications

- These are only to be administered to the pupil for whom they have been prescribed;
- They must stay in their original childproof container and box (where relevant);
- The original dispensing label must be in place and must not be altered;
- In most instances, where medication is only required to be administered three times a day, this can be done around the normal school day. It should, therefore, **not** be administered by school staff except in exceptional circumstances, or where the child is attending the setting for an extended day.



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- Medication for use in urgent situations, for example antibiotics, must be prescribed individually for each pupil as and when required. These will only be administered in school when they are required 4 times a day or at set intervals where it has to be administered at school.
- With the exception of the Universal Inhaler (see separate policy) and Emergency Adrenalin Auto Injector (see separate policy) stocks of prescription medicines must not be held.
- The relevant forms must be completed by someone with parental responsibility and kept with the medicine before the medicine can be administered.
 - Long term conditions/care plan (inhalers/epi-pens etc) – **Form 1**
 - Short term conditions (anti-biotics/eye drops etc) – **Form 2**
 - In all cases, if the medicine has never been taken before, the first dose must be given at home 24 hours prior to administration, to monitor for any allergic reaction.
- In **ALL** cases, **form 3** must be completed by a member of SLT to ensure permission to administer the medicine has been granted.
- In all cases where medication has been administered, **Form 4** must be completed and signed by the person administering; a witness and the parent, at the end of each day where medication has been given.

Self-administration of medication

- There is an agreement that the pupils do not self-medicate at Franche Community Primary School unless it is in the form of an inhaler (where the child is deemed capable) and staff are made aware that they are taking it.

Administration of prescribed and non-prescribed medication by unqualified staff

- School staff will only administer non-prescribed medication where failure to do so would have a detrimental impact on the well-being of the child and where the child is not presenting as unwell.
- There are designated, **appropriately medication trained or first aid trained staff** for the administration and management of medicines in school;
- There is a written protocol for the administration of prescribed medication which outlines the following: -
 1. Checking the identity of the pupil;
 2. Checking that the administration sheet matches the label on the drug;
 3. Immediate initialling of the administration sheet;



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4. Recording a pupil's refusal to take medication.
 5. Recording all the required information of Form 4, as a record of the administration of the medicine.
- Training is required (where relevant) for staff who administer medication, highlighting issues such as indications, contra-indications, side-effects, dosage, precautions regarding administration, clear reasons for not giving the drug and duration of treatment before nursing or medical advice is sought;
 - The protocols are agreed, understood and accepted by staff, and known to pupils and parents/carers.

Witnessing Medication Administration

Whenever medication is administered a second person of greater seniority, will witness the process. The witness will ensure the following:

- That the identity of the child is checked.
- That the medication is prescribed for the child.
- That the medication is in its original packaging and that this matches the form completed by the parent.
- The dosage required for the child dependent on (where relevant) the prescription label, age, time of the day and previous dosage time.
- That the correct amount of medication is dispensed to administer to the child.
- That all appropriate information is recorded on a form 4 immediately and that both the administrator and witness sign the form.

Administration to save a life

- In extreme emergencies e.g. an anaphylactic reaction, the administration of adrenaline by Epi-pen will be necessary. This will be administered by an appropriately trained member of staff.
- In the case of the child not having a prescribed Epi-pen the school's Emergency auto injector will be used after seeking medical advice from the emergency services.
- In all cases where an Auto-Injector/Epi Pen is used, Form 4 must be completed.

Administration of medication in the event of an emergency

Franche Community Primary School keeps oral paracetamol suspension onsite that can be used in an emergency. There are clear protocols in place that have been agreed by Governors and then understood and accepted by staff and parents/carers.



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School's liquid paracetamol will be stored away from all other medications and will be clearly labelled as 'School Paracetamol'. The school will only store the youngest age of Paracetamol (e.g. 3 months+) in order to avoid accidentally giving a young child the wrong strength medication.

School staff will only administer the school's liquid paracetamol in the event of a high temperature that is having a detrimental impact on the well-being of the child; and after agreed measures have been taken but have not provided adequate relief of symptoms. Please see the section entitled High Temperature.

Oral paracetamol suspension will only to be administered as per this administration policy and in line with age related guidelines. School medication will only be administered in the presence of a member of SLT/manager who will serve as the witness. The witness will follow the guidelines set out on page 4 under the section entitled 'Witnessing medication Administration'.

On all occasions where emergency medication is administered form 4 must be completed.

High Temperature Procedure & Emergency Medication Protocol

As a general rule, a temperature of 38C (100.4F) or above is a fever.

Urgent medical advice (999) should be sought if the child is three to six months old and has a temperature of 39C (102F) or higher.

Should a child become unwell during the day and develop a high temperature, the following control measures and steps will be taken:

1. Temperature is identified as higher than normal, using the school's digital thermometer. The temperature should be recorded on the temperature recording sheet (**Form 6**). **Staff to inform Management or SLT.**
2. Remove **layers of clothing** so the child can lose heat more easily through the skin, naturally. Where possible, only leave one light layer of clothing. Remember to keep the child appropriately dressed for their surroundings e.g. if outdoors.
3. Provide the child with **plenty of water** to drink to keep them hydrated.
4. **Open a window** if it is particularly warm indoors.



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5. After fifteen minutes re-take the child's temperature and record it on the sheet. If the child's temperature has increased, or not reduced, **phone the child's parent** for them to be collected. Ask the parent approximately how long it will take for them or an emergency contact to get to School/Tots.
6. **Continue to monitor** the child's temperature at fifteen minute intervals and record the temperature on the sheet **until the parent/carer arrives.**

If the child is unable to be collected within 30 minutes of the call or the child's temperature raises rapidly:

7. Check the child's documents for **written consent** to administer oral paracetamol suspension in an emergency, **this can be found on the child's Admission form**. Obtain additional **verbal consent** over the phone from the parent/carer to administer (in line with age related medication guidelines) the paracetamol. Check whether the child has been given any **medication prior to arriving at the setting.**
8. **If the parent/carer has not signed the admission form to consent to medication being given in an emergency staff must not give medication to the child.** In this situation the emergency services (999) should be contacted **if the temperature continues to rise and exceeds 39. Staff should then follow emergency services guidance.**
9. Record the time of the call to the parent/carer and their name on the Form 6.
10. **The administration of emergency oral paracetamol must be authorised and witnessed by a senior member of staff.**
11. **The medication administered should be recorded on a medication form (Form 4) and this should be signed by Management or SLT at the time as the witness, and the parent/carer upon collection.**
12. If the child begins to develop other symptoms, such as a **rash, unresponsiveness, lethargy, limpness, sore throat, blue lips or skin, cough, ear or neck pain, trouble breathing, vomiting,** and/or **diarrhoea**, the SLT/manager should be notified and the emergency services should be contacted using **999**. Parents/carers must be informed.
13. If the emergency services decide to attend the setting the child's admissions pack and signed temperature record sheet must be available.

Recording and monitoring of records

- Records must be legible and properly completed by the first aider as soon as possible after the administering of the medication. They must provide a complete audit trail for all medications.



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ALL medicines brought into school should be recorded for each pupil, including over the counter and complementary medicines. This includes the use of Strepsils and other medicated throat sweets.

The Medicine Administration Record (Form 1 long term or 2 Short term) should include:

1. Name of pupil;
2. Date of receipt;
3. Name, strength and dosage of drug;
4. Quantity of the drug;
5. Signature of the member of staff receiving the drug.
6. Record of the date and time the medicine was administered
7. A signature of a witness who has checked the relevant paperwork
8. Time of the last dose given
9. Parent signature

This document is completed for all drugs administered (including homely remedies) and is retained for 15 years after the last entry.

An individual form must be completed for each medication brought into school.

The administration of over the counter medication is at the discretion of SLT /the TOTS manager and this is reviewed on a case by case basis.

School staff will only administer non-prescribed medication where failure to do so would have a detrimental impact on the well-being of the child and where the child is not presenting as unwell.

Controlled drugs

Franche Community Primary School practice dictates that the storage of controlled drugs should comply with the *Misuse of Drugs (Safe Custody) Regulation (1973)* as amended.

The school will provide:

1. A secure cupboard or room should be used which contains nothing else;
2. Any medications needing refrigeration are kept in an air tight container on a low shelf;
3. Separate records for the administration of controlled drugs should be made each time the drug is administered and kept with the child's file in the school office.



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4. The balance remaining should be checked at each administration and monthly.

Procedure when Contacting the Emergency Services

See separate policy – ‘School Emergency action plan for First Aid emergencies’.



Form 1 - Health Care Plan

Long Term medical conditions at school (3 pages)

ONLY TO BE COMPLETED BY SOMEONE WITH PARENTAL RESPONSIBILITY

Name of School / Setting Franche Community Primary School

Child's name -----

Group /Class / Form ----- Date of Birth: -----

Child's Address -----

Medical Diagnosis or Condition -----

Date plan drawn up -----

Review date -----

Name and strength of medicine -----

Expiry date ----- Dose to be given -----

When to be given -----

Any other instructions -----

Number of tablets / quantity to be given to school / setting -----

Note: Medicine must be in the original container as dispensed by the pharmacy

Daytime phone no of parent or adult contact -----

Name and phone no. of GP -----

The above information is, to the best of my knowledge, accurate at the time of writing and I give my 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's signature: ----- **Print name:** -----



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

Form 1 –continued

CONTACT INFORMATION

Family Contact 1

Family Contact 2

Name		Name	
Phone No: (work)		Phone No: (work)	
(home)		(home)	
(mobile)		(mobile)	

Clinic/Hospital Contact

GP

Name -----

Name -----

Phone No -----

Phone No -----

Describe medical needs and give details of child’s symptoms:

Daily care requirements (e.g. before sport /at lunchtime):

Describe what constitutes an emergency for the child, any potential triggers and the action to be taken if this occurs:



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Form 1 –continued

Follow up care:

Who is responsible in an Emergency: (State if different for off-site activities)

Form copied to: -----



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Short term Medical Form (1 Page)

Form 2 - Parental agreement for school / setting to administer medicine

ONLY TO BE COMPLETED BY SOMEONE WITH PARENTAL RESPONSIBILITY

Please note all medication must be collected and signed for at the end of each school day. Failure to do so will mean that staff are no longer able to administer this medication to your child.

Name of School / Setting Franche Community Primary School

Date -----

Child's name -----

Group /Class / Form ----- Date of Birth: -----

Medical Diagnosis/reason for medication -----

Start date of medication: ----- End date of medication/course: -----

Name and strength of medicine -----

Expiry date: ----- Dose to be given: -----

When to be given -----

Any other instructions -----

Number of tablets / quantity to be given to school / setting -----

Note: Medicine must be in the original container as dispensed by the pharmacy

Daytime phone no of parent or adult contact -----

Name and phone no. of GP -----

The above information is, to the best of my knowledge, accurate at the time of writing and I give my 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's signature: ----- Print name: -----

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



**Form 3 - Confirmation of a member of SLT's agreement to administer
medicine** (1 Page)

Name of School / Setting: Franche Community Primary School

It is agreed that ----- (name of child) will receive
----- (quantity and name of medicine)
every ----- at ----- (time medicine
to be administered e.g. Lunchtime or afternoon break).

The above named child will to be given / supervised whilst he / she takes their medicine
by ----- (name of member of staff).

This arrangement will continue until ----- (either end date of
course of medicine or until instructed by parents/carers).

Date: -----

Signed: -----

Position: -----



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Form 4 - Record of all medicines administered in school / setting (including school paracetamol)

Please note all medication must be collected and signed for at the end of each school day. Failure to do so will mean that staff are no longer able to administer this medication to your child.

<i>Child's name</i>	<i>Date</i>	<i>Name of medicine</i>	<i>Time of last dose</i>	<i>Time required</i>	<i>Time & Dose given</i>	<i>Notes</i>	<i>Staff Print</i>	<i>Staff sign</i>	<i>Witness (Print & Sign)</i>	<i>Parent signature</i>

Guidance for completion of this form:

1. Ensure all boxes are complete. Any blank or empty boxes should be lined through or annotated N/A and initialled.
2. Avoid using brand names for medicine, use the full medical name and strength (i.e. oral suspension paracetamol not Calpol).
3. Where appropriate ensure time of last dose is known and recorded correctly.
4. Mistakes on the form should be clearly lined through and initialled.



FORM 5 –Parental Consent for medications to be administered.

This form is to be completed by a person with Parental Responsibility to authorise a person without Parental Responsibility to complete and sign medical consent forms.

Please note all medication must be collected and signed for at the end of each school day. Failure to do so will mean that staff are no longer able to administer this medication to your child.

I (print name) relationship to child give consent for the following people to complete a long/short term agreement for my child to be administered medication should I not be available to do so myself.

Name	Relationship to child	Address	Contact number

If any of the above information change please let school know as soon as possible to enable us to keep our records up to date.



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