



LEICESTER GRAMMAR SCHOOL TRUST

LEICESTER GRAMMAR JUNIOR SCHOOL

POLICY AND PROCEDURES ON THE ADMINISTRATION OF MEDICINES

This policy should be read with regard to the First Aid Policy. It refers to Leicester Grammar Junior School (LGJS) 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. Alongside several appropriately trained first aiders, medicines are administered to pupils under a homely remedy protocol. Consent for the administration of over the counter medications is requested from parents on entry to the school and on an annual basis.

Short term prescribed medicines

LGJS will administer prescribed medication, if it is in the child's best interests to do so during the school day. If possible, dispensing times should be planned to avoid the administration of medication in school. The following principles should be followed when administering short term prescribed medicines to pupils:

- The pupil or parent must bring the prescribed medicine into school each day and hand it to the class teacher or School Nurse for 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 School Nurse 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

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, 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.

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, LGJS pupils should have two AAI devices available in school.

All parents of children with a diagnosis of anaphylaxis and require an AAI will be asked to sign a form giving consent for appropriate emergency treatment to be administered in the event of a severe allergic reaction. An individual pupil action plan will be written to inform staff of the appropriate action to be taken in the event of the child developing anaphylactic symptoms.

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.

Insulin

As each child's insulin administration regime is specific to their own needs, parents/carers should contact the School Nurse to discuss the child's requirements whilst in school.

Other medication

The parent/carer should contact the School Nurse to discuss the pupil's specific requirements whilst in school. Medicines containing aspirin will only be administered if prescribed by a doctor and the School Nurse has spoken to the parents to ascertain the pupil's medical history.

Non-prescribed/over the counter medicines

If possible, administration of a non-prescribed medication should be avoided during the school day by planning dispensing times accordingly. Parents are encouraged to consider if their child is well enough to attend school if they are requiring regular paracetamol and/or Ibuprofen or another non-prescribed medication throughout the day.

LGJS hold a stock of over the counter medicines. These include:

Paracetamol suspension 120mgs/5mls
 Paracetamol suspension 240mgs/5mls
 Ibuprofen suspension 100mgs/5mls
 Cetirizine Hydrochloride 5mgs/5mls

If it is clinically indicated that one of these medications is administered during the school day, it will be dispensed from the stock rather than a separate supply being brought in from home. This is to ensure safe storage and administration processes are followed by the school.

If a non-stock, over the counter medication is required to be administered, the following principles should be adhered to:

- The pupil or parent must bring the medicine into school each day and hand it to the class teacher or School Nurse 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 medicine must only be dispensed to the pupil for whom it has been intended.
- The class teacher, designated first aider or School Nurse 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.

Self-administration of Medicines

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 child and others at the school.

Administration to save a life

Last reviewed: September 2020

Next review: September 2021

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.

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 (e.g. because it is broken, or out-of-date). LGJS has an AAI device that can be administered in the above situations and is stored in the First Aid Room with the appropriate guidance for use.

According to the Department of Health Guidance, the school's spare AAI 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.

All staff are annually trained and updated on the management of anaphylaxis and the administration of an adrenaline auto-injector by the School Nurse.

Practice for administering medication to pupils

The School Nurse or designated 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 designated 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 designated 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.

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 stored in the First Aid Room. If the child is participating in a lesson within the schools grounds, a sporting fixture or school trip off the school premises, the medication should accompany the child and should 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 medicines specific requirements.

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.

Medicine should not be stored in a child's locker.

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.

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:

To be completed by staff:

Date	Time	Dose	Signature	Comment