

## ADMINISTRATION AND STORAGE OF MEDICATION POLICY

	<b>Title</b>	Administration and Storage of Medication Policy
	<b>Document Type</b>	Approved
	<b>Author</b>	Enterprise and Technology Lead
	<b>Owner</b>	Headteacher
	<b>Subject</b>	Health and Safety
	<b>Government Security Classification</b>	Official
	<b>Document Version</b>	Version 2
	<b>Created</b>	Summer 2022
	<b>Approved by</b>	Board of Governors
	<b>Review Date</b>	Spring Term 2023 <i>or earlier where there is a change in the applicable law affecting this Policy Guidance</i>

### Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school or staff are referred to, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites.

### Version Control

Version	Date	Author	Description of Change
1	May 2021	Business Manager	Annual Update
2	June 2022	Enterprise and Technology Lead, Health and Safety Officer	Annual Update

## Introduction

The Board of Governors and staff of Corbets Tey School wish to ensure that students with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising students taking prescribed medication during the school day where those members of staff have volunteered to do so.

**Please note that parents/carers should keep their child or young person at home if acutely unwell or infectious.**

1. The Headteacher is responsible for making sure that medicines are stored safely but delegates the day to day management to teachers, tutors and other class staff.
2. Parents/carers are responsible for providing the Headteacher, Class Teacher or Authorised Person with comprehensive information regarding the student's condition and medication (See Appendix 1 and Appendix 2 for non-emergency medical needs). Health Care Plans for emergency medical needs will be supplied by the School Nurse. See Supporting Students with a Medical Condition Policy.
3. Prescribed medication will not be accepted in school without complete written and signed instructions from a parent or carer (See Appendix 2).
4. Staff will not give a non-prescribed medicine to a student unless there is specific prior written permission from parents/carers (See Appendix 2).
5. Only reasonable quantities of medication should be supplied to the school (for example, one course supply at any one time) and if medication is changed or replaced a new permission form should be completed by parents/carers.
6. Where the student travels on school transport with an escort, parents/carers should ensure the escort has clear verbal or written instructions relating to any medication sent with the student, which is to be handed to a member of staff at the destination. Medication will not however be administered by the school unless written and signed agreements are in place, prior to the medication being sent into school. Transport staff will not be trained in administering medication and should not be asked to do so. During any emergency situation arising during transportation of students, the relevant emergency services will be contacted.
7. No medication should be sent in to school in students' bags. If students are travelling into school via community transport services the medication and relevant information/consent forms should be handed to the bus/taxi escort to deliver to the school office. The school office will then ensure that class staff receives the medication safely once it is received in school.
8. Each item of medication must be delivered to the Class Teacher or Authorised Person, in normal circumstances, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
  - Student's Name
  - Name of medication
  - Dosage
  - Frequency of administration
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date.

Items of medication without the correct dispensing label attached will not be accepted.

## 9. Storing Medication

- 9.1 Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet. Along with the medication must be the 'Parental/Carer agreement for school/setting to administer medicine' and the 'Medication Administration Record' forms. Every class in the school and the school office has a lockable secure cabinet dedicated for the storage of medication.
- 9.2 Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual student. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.
- 9.3 Staff should ensure that the supplied container is clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration. It is therefore necessary that medicines are received and stored in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- 9.4 Where a student needs two or more prescribed medicines, each should be in a separate container along with the 'Parental/Carer agreement for school/setting to administer medicine' and the 'Medication Administration Record' forms. Non-healthcare staff should never transfer medicines from their original containers.
- 9.5 Class staff should know where student's medication is stored and the location of the key. Where appropriate students will also be aware of where their medication and key is stored. Students will not have access to the key for the lockable medication cabinets. **All classes will keep a list of all students who may need medication displayed on the red safeguarding display board in their class.**
- 9.6 All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to students (see section 10.1). For some students, it may be appropriate to carry their own inhalers.
- 9.7 Non-emergency medicines should generally be kept in a secure place along with the relevant paperwork and not accessible to students (see section 11).
- 9.8 Some medication needs to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled along with the 'Parental/Carer agreement for school/setting to administer medicine' and the 'Medication Administration Record' forms. There should be restricted access to a refrigerator holding medicines.

## 10. Emergency Medication

- 10.1 All management care plans are stored centrally on the shared staff network drive with the central medication list at:  
**Main Site** - T:\1 AAA School Documents\4 Medication and Care Plans\3 CTS Medication  
**Avelon** - T:\1 AAA School Documents\4 Medication and Care Plans\1 Avelon Medication
- 10.2 When students are on site during the school day all emergency medication and record (MAR) should be either be taken everywhere with the specific student (i.e.: carried by/with 1:1 Teaching Assistant (TA) in a green first aid bum bag with the student's name written on) or stored safely in the student's classroom in a locked wall mounted first aid box so that it can be accessed quickly by any staff.
- 10.3 An assessment of risk of each student with emergency medication will be carried out by the class teacher or tutor to determine the level of risk to the student in terms of the likelihood of the occurrence of a medical emergency and how quickly the medication will need to be administered. They should follow the detail provided on the management care plan written by

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the school nurse. They will then decide if the medication always needs to be carried with the student at all times. This decision will be recorded on the central medication list saved on the shared staff network drive. Teachers and Tutors will be responsible for ensuring that the information is kept up to date. .

- 10.4 On occasions, when students who would normally have medication stored in their class but are located on the school site at a greater distance away from their class the teacher/tutor should assess the need to carry medication with the student for that activity.
- 10.5 The location of any stored emergency medication should be permanently displayed with a notice on the red safeguarding noticeboard (Appendix 5) in each class
- 10.6 Each class should display an Emergency Medication Log (Appendix 4) to identify which staff member is responsible for the medication when it is taken from the first aid box and when it is returned.
- 10.7 This should only be a member of staff who is trained in administering the medication and it is the teachers or class lead's responsibility to identify this person on the form. The responsible person should initial the form to indicate that they have taken the emergency medication out of the first aid box in the morning and initial when it is returned at the end of the day.
- 10.8 When students attend after school clubs, medication and paperwork should be handed over to a member of staff who is trained in administering the emergency medication and this person should remain responsible for the medication and remain with the student until they go home at the end of the club. The emergency medication should then be taken back to the student's class and locked away in the class first aid box in the location identified on the Emergency Medication sign as above.
- 10.9 When students are off site, medication and paperwork should be handed over to a member of staff who is trained in administering the emergency medication and this person should remain responsible for the medication and remain with the student until they return to school. The emergency medication should then be taken back to the student's class and locked away in the class first aid box in the location identified on the Emergency Medication sign as above
- 10.10 These procedures are to ensure a robust tracking and storage of this potentially life-saving medication and to avoid any misplacement or accidental removal from classes at the end of the day.

### 11. Access to Medication

- 11.1 Students need to have immediate access to their medicines when required. Medicines should only be accessible to those for whom they are prescribed. No student will carry their own medicines on the school site. (See 9.1)

### 12. Hygiene and Infection Control

- 12.1 All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and when disposing of dressings or equipment.

13. The school will keep records, which they will make available for parent/carers.

- **Appendix 1 – Non-Emergency Medical information/Plan**

This information is requested as part of the annual information booklet sent out to parent/carers at the start of every academic year. The information will be entered onto SIMS

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by the Student Records Administrator and a copy will be sent to class staff to file in each student white folder.

- **Appendix 2 – Parental/Carer Authority to Administer Medication**  
Staff should ensure that the required authorisation from parents/carers is obtained as soon as they are notified by parents/carers that there is a need to administer any medication for their child or young person. Copies of all completed Parental/Carer Authorisation forms should be kept in classrooms in the medications container and a copy in a central file in the main office maintained by the Health and Safety Officer. No medication should be given to a student until the relevant consent form has been received from a parent/carers.
- **Appendix 3 – Medicine Administration Record (MAR) chart**  
A separate MAR chart should be started for each new medication sent in to school with the total number of tablets or volume of liquid held. The adult administering the medication should record every time medication is given to a student on the MAR chart and record the new total held in school and countersigned by a witness who oversees both the administration of the medication and checks the remaining number of tablets or volume of liquid held. The total calculated should be checked against the number actually held to ensure this is correct. Any discrepancies should be reported to the Headteacher immediately. This form should be kept with the medication.
- **Appendix 4 - Emergency Medication log**  
See Section 9.3 of this policy
- **Appendix 5 - Emergency Medication Sign**  
See Section 9.2 of this policy

All forms are available from the shared staff T drive at **T:\1 AAA School Documents\4 Medication and Care Plans\5 Template Forms (All Sites)**, or on the school website [www.corbetsteyschool.org.uk](http://www.corbetsteyschool.org.uk).

14. Non-emergency medication should only be administered by a member of staff who is trained in administering the medication and it is the teacher or class lead's responsibility to identify this person.
15. If students refuse to take medicines, staff will not force them to do so, and will inform parents/carers of the refusal as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
16. It is the responsibility of parents/carers to notify the school in writing if the student's need for medication has ceased.
17. It is parent/carers responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Staff will inform them when medication is expiring soon in time for them to arrange for new medication to be obtained.
18. The school will not make changes to dosages on verbal instructions from parents/carers. Any changes need to be put in writing and agreed by the Headteacher.
19. School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carers for transfer to a community pharmacist for safe disposal.
20. Where it is necessary for particular students, any sharps equipment used must be disposed of in the sharps container box. Any used materials must be disposed in the clinical waste bins.
21. Medicines will be returned to parents/carers at the end of the school academic year. If the medication has not expired it can be returned to school, to their student's new class for the new

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academic year but parents/carers must provide a new permission form. Therefore all medication sent into school for the new academic year will require new permission forms from parents/carers.

22. For each student with emergency or complex medication needs, the Teacher of Vulnerable Students and/or Family Practitioners will ensure that a Management Plan is drawn up, in conjunction with the appropriate health professionals. Please refer to 'Supporting Students with Medical Conditions Policy' for more details around individual care plans. (as per no2 on email dated above)
23. No students will be permitted to administer their own medication on school premises without staff support or knowledge.
24. Staff who volunteer to assist in the administration of emergency medication will receive appropriate training/guidance through arrangements made with the School Health Service.
25. The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.
26. All staff will be made aware of the procedures to be followed in the event of an emergency, see Fire Action Plan

### **Publications and Websites**

*Supporting students with medical conditions: links to other useful resources (DfE, December 2015)*

**<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>**

**Non-Emergency Medical Information/Plan**

Name, Address & Tel. No. of Student's Doctor: \_\_\_\_\_

\_\_\_\_\_

Specialist Contact Details (if any): \_\_\_\_\_

\_\_\_\_\_

Other Therapies Received:

<input type="checkbox"/>	Occupational Therapy	<input type="checkbox"/>	Physiotherapy	<input type="checkbox"/>	Speech Therapy
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Medical Condition 1: \_\_\_\_\_

Signs and symptoms of this student's condition: \_\_\_\_\_

\_\_\_\_\_

Emergency Medication Needed: Yes  No   
 Medication Needed During the School Day: Yes  No

Medical Condition 2: \_\_\_\_\_

Signs and symptoms of this student's condition: \_\_\_\_\_

\_\_\_\_\_

Emergency Medication Needed: Yes  No   
 Medication Needed During the School Day: Yes  No

Medical Condition 3: \_\_\_\_\_

Signs and symptoms of this student's condition: \_\_\_\_\_

\_\_\_\_\_

Emergency Medication Needed: Yes  No   
 Medication Needed During the School Day: Yes  No

Any Routine Healthcare Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If any medication is required to be administered during the school day by school staff, please complete a medication request form for each separate medication.

A care plan will be put in place and followed where emergency medication may be required.

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### Appendix 2

### Parental/Carer agreement for school/setting to administer medicine

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

Name of school/setting	
Name of student	
Date of birth	/      /
Group/class/form	
Medical condition or illness	

#### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/      /
Expiry date	/      /
Agreed review date to be initiated by	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No
Procedures to take in an emergency	

#### Contact Details

Name	
Daytime telephone no.	
Relationship to student	
Address	
I understand that I must deliver the medicine personally to	

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_

**Please note that parents/carers should keep their child or young person at home if unwell or infectious.**

Each item of medication must be delivered to the Class Teacher or Authorised Person in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Student's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date





# Emergency Medication

## Buccal Midazolam

has been prescribed to:

XXXXXXXX XXXXXXXX

For the following condition:

Epilepsy

This medication is stored in the following location:

First Aid Box on wall near the sink

The key is clearly marked and located:

On the hook by the classroom door