



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Administration of Medicines Protocol

2023 – 2024

Administration of Medicines 2023/2024

Ipswich High School is a proprietorial school owned by Ipswich Education Limited (IEL), whose Board has the legal responsibility to ensure that all regulatory requirements are met. This means that the Proprietorial Board has a role that is different to many independent schools. It is the role of the Proprietorial Board to provide the school with strategic guidance and oversight. The Proprietorial Board, therefore, have powers of scrutiny and are enabled to make recommendations for change and improvement. The Proprietorial Board are supported by voluntary advisors who will offer their advice as a "critical friend". Board meetings are held every term.

The policy was last ratified by the Proprietorial Board on the 16th November 2022.

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1 Administration Of Medications

This protocol applies to all stages of Ipswich High School, Senior, Prep and Early Years Foundation Stage (EYFS).

No child under 16 will be given medicines without their parent's written consent. Consent for prescribed medicines is normally provided on the 'Administration of Medication' form. Consent for non-prescription and over the counter medicines is normally provided on the Pupil Health Assessment Form (completed before the pupil joins the school) or the 'Administration of Medication' form.

Any member of staff giving medicines will check:

- the child's name;
- prescribed dose / time;
- expiry date; and
- written instructions provided by the prescriber on the label or container.

If in doubt about any procedure the member of staff will not administer the medicines but check with the parents or school nurse before taking any further action. If staff have any other concerns related to administering medicine to a particular pupil, the issue will be discussed with the parent, if appropriate, or the school nurse.

The school must have accurate documentation in place and ensure that all staff complete and record each time they give medicine to a child. In some circumstances, it is good practice to have the dosage and administration witnessed by a second adult.

Staff trained to administer medicines are:

- Prep school receptionist
- Senior school receptionist
- Boarding staff
- School Nurse

2 Prescribed Medicines

Prescribed medicines, e.g. antibiotics, insulin and codeine phosphate, will only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

The school will arrange for staff to complete and sign a record each time they give medicine to a child. Where the pupil is in Early Years (EYFS), the school must ensure as soon as practicable, preferably on the same day that the parents/carers are informed that the medication has been administered to the pupil as directed on the 'Administration of Medication' form.

3 Controlled Drugs

The supply, possession and administration of some medicines, e.g. morphine and methylphenidate are controlled by the Misuse of Drugs Act 1971 and its associated regulations. This is of relevance to the school because they may have a pupil that has been prescribed a controlled drug. Pupils should receive medication at home before the school day begins. However, there may be occasions when the school are asked to store and administer controlled medication for a day pupil if short-acting medication has been prescribed where an additional dose is needed later in the day. Staff administering medicine will do so in accordance with the prescriber's instructions, and the medication will only be accepted in the original labelled box. The school will keep controlled drugs in a locked non-portable container and only named staff will have access. A written record will be kept for safety and audit purposes. A controlled drug will be returned to the pupil's parents/carers when it is no longer required to arrange for safe disposal.¹

For boarding pupils who have been prescribed controlled medication, a similar process to the above is followed with regards to storage and administration. The medication will be stored and given by the boarding house staff, either Matron or another medicine trained member of the boarding team will take on this responsibility. The pupil should be observed taking the medication in house and then the member of staff signs in the CD book for administration. The boarding team and school nurse will liaise regularly so that both teams are aware of medication in use and care plans will be completed where appropriate, in partnership with pupil, parents, doctor and school staff.

4 Non-Prescription Medicines

Non-prescription or 'over the counter' medicines include Piriton, Ibuprofen and Paracetamol.

- Non-prescription medicines will be given by nominated staff only.
- Nominated staff will **never** give a non-prescribed medicine to a child unless there is a specific prior written permission from the parents. This will be on the Pupil Health Assessment Form, on the pupil's SIMS record in the medical section (tick boxes) or the 'Administration of Medication' form.
- Criteria, in the national standards for **under 8s** day care providers, make it clear that non-prescription medicines will not normally be administered. Therefore, a telephone call home prior to medication for under 8's is required.
- Where a non-prescribed medicine is administered by nominated staff to a child it will be recorded, and the parents informed. Where the pupil is in Early Years (EYFS), the school must ensure as soon as practicable, preferably on the same day that the parents/carers are informed that the medication has been administered to the pupil as directed.

A child under 16 will never be given aspirin unless prescribed for medical purposes.

Staff will be aware that despite obtaining written permission from the child's parent/carer allowing the school to administer the medication, this does not relieve the school of possible negligence in the unfortunate event of a child's death or injury. Any liability incurred by staff for injury arising from non-prescription medicine will be covered by Ipswich Education Limited insurance.

5 Self- Management For Emergency Medicines

Generally, pupils will not carry medicines whilst at school. However, **pupils will be encouraged to carry and be responsible for their own emergency medicines such as an adrenaline pen, insulin and inhalers when** staff in conjunction with parents (bearing in mind the safety of other children and medical advice) judge that they are sufficiently capable and competent to do so. Other non- emergency medicines will generally be kept in a secure place, not accessible to pupils.

In the Senior School, all pupils carry their own emergency medication and spare emergency medication is kept in named boxes in the medical room. In the Prep school, pupils in year 3 and over will carry their emergency medication with them in a suitable belt bag. If the pupil is in year 2 and under, their emergency medication will be kept by the staff in charge. In the Prep school spare emergency medication is kept in named boxes in the medical room. Early Years Foundation Stage medication is kept by the staff in charge and spares in the medical room.

All pupils must have their emergency medication during PE, swimming lessons and in the lunch hall.

Other non-emergency medication is kept securely in the Prep school and senior school medical room.

Self-medicating forms to be filled in if student deemed 'Fraser' competent (able to explain the reason for their action) and filed in their medical records.

6 Refusing Medicines

If a child refuses to take medicine, staff will not force them to do so, but will note this in their records. Parents will be informed on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

7 Responsibilities

7.1 Parental / Carer Responsibilities

Parents will provide details regarding any medicines their child requires administering during the school day (including on school trips and boarding pupils) [to an appropriate member of school staff](#).

The parents must ensure that the prescribed medication is presented in the original packaging with the prescription information on it. This will provide the details of the medicine to be taken, the child's name and date of birth in addition to the dosage required. The school will not accept items of medication in unlabelled containers

This information will be provided to the school on the 'Administration of Medication' form. (See appendix 1)

It is also the responsibility of the parents/carer to ensure that the school is kept informed of any changes to a pupil's medical needs.

7.2 Teachers and Other Staff Administering Medicine

DURING THE SCHOOL DAY

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a pupil will have appropriate guidance, including an awareness of any possible side effects of the medicine and what to do if they occur. It is suggested that the school nurse or in her absence a named first aider to undertake this responsibility during the normal school day.

A school nurse will act in accordance with the Nursing and Midwifery Council (NMC) Code of Professional Conduct (NMC 2002a) and Guidelines for the administration of medicines (NMC). In administering any medication, or assisting or overseeing any self-administration of medication, the nurse must exercise their professional judgement and apply their knowledge and skill in the given situation.

BOARDING

Boarding Students have access to the school Nurse on weekdays between 08.30 and 16.30. Outside of those times, Boarders are cared for by a team of appropriately experienced and qualified Boarding staff. Boarding staff are trained in giving of medication and storage and will follow the same guidance as above, given by the school nurse team. Pupils are informed that boarding staff must be made aware of any medication brought into boarding, and pupils should not hold their own

medication unless this has been previously discussed and authorised with staff, the school nurse and parents, with assessment of Fraser/Gillick competence.

Only UK licensed medications are allowed to be kept in boarding and given as prescribed by the doctor. Non-UK licensed medications will not be permitted to be administered or kept in school/boarding. If a pupil requires specific medication, an appointment can be made with the local GP to prescribe a UK equivalent, assuming a legal substitution is possible.

Any controlled drugs in boarding will be locked in a double locked cupboard. The medication must be signed out with two members of staff or if unable, a staff member and the pupil to sign so that there are always two signatures which can be audited by the nurse team.

All medication should come in reasonable and suitable quantities.

Students have access to NHS care 24 hours a day and may request a doctor or nurse of the same gender (Children's Act 1989). The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be "Gillick Competent" to give or withhold consent for his/her own treatment.

EDUCATIONAL VISITS

Arrangements for taking any necessary medication will need to be taken into consideration. Staff supervising excursions will always be aware of any medical needs and relevant emergency procedures. A copy of health care plans will be taken on visits in the event of the information being needed in an emergency.

Medication required on Prep School visits will be held by the trip leader and given when appropriate. Prep School pupils Y3-Y6 who have Anaphylaxis must carry their own auto-injector with them at all times and the trip leader must hold a second auto-injector for use in an emergency. For pupils up to and including Year 2 the trip leader will carry the emergency medication.

Senior School pupils are responsible for bringing emergency medicines with them on visits. However, **staff must check that pupils have this medication** before departing on the visit especially if the pupil has an allergy or is diabetic.

Competency of staff to administer emergency medicines will be taken into account when preparing risk assessments for educational visits and the appropriate training will be provided by the school nurse where identified i.e. auto-injector training.

SPORTING ACTIVITIES

Some children may need to take precautionary measures before or during exercise and may need immediate access to their medicines such as asthma inhalers. See the 'Chronic Illness' Protocol.

8 Staff Duty of Care

Anyone caring for children including teachers or other school staff have a common law duty of care to act like any reasonably prudent parent. In some circumstances the duty of care could extend to administering medicine and /or taking action in an emergency. This duty also extends to staff leading activities off site, such as visits, PE fixtures, outings or field trips.

Certain medicines can be given or supplied without the direction of a doctor for the purpose of saving life. For example, the parental administration of adrenaline (1mg in 1ml), Chlorpheniramine and hydrocortisone are among those substances listed under Article 7 of the POM order for administration by anyone in an emergency for the purpose of saving life (Prescription Only Medicines (Human use) Order 1997).

9 Record Keeping

Parents will inform the school about the medicines that their child needs to take and provide details of any changes to the prescription, or the support required.

Parents will record the details of any medicines required at school in the 'Pupil Health Assessment Form' (completed before the pupil joins the school), or the 'Administration of Medication' form. Staff will check any details provided are consistent with the instructions on the container.

Ipswich High School has accurate documentation in place and ensures that all staff complete and sign a record each time they give medicine to a child. In the Prep school an entry is completed on SIMS under the medical tab and parents are informed the same day. Parents of children 8 and under are contacted by telephone prior to administration of non-prescribed medication.

In the senior school a record of medication given is documented in the pupils SIMS record and an email is sent to parents.

10 Storing Medicines

Staff will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product

instructions (paying particular note to temperature) and in the original container in which dispensed. Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Where a child needs two or more prescribed medicines, each will be in a separate container and an individual 'Administration of Medication' form provided to the school.

Staff who take regular medication themselves must also ensure that their medicines are securely stored **especially in EYFS settings**.

Pupils will know where their medicines are stored. All emergency medicines, such as asthma inhalers and auto-injectors will be readily available and will not be locked away, although they will be kept in a lockable room with restricted access.

It is recommended that the school makes special access arrangements for the emergency medicines that it keeps. Some pupils may carry their own emergency medicines, see the 'Self-Management' section above.

The school will keep controlled drugs in a locked, non-portable container and only named staff will have access to it. Prescribed and non-prescription medicines will be kept in a locked cupboard or fridge.

There is first aid equipment in the boarding house (medical room) for use when out of normal school hours.

Boarding house staff will monitor and ensure pupils medicines are managed correctly.

Some medicines must be stored in a refrigerator because they may break down or 'go off'. The patient information leaflet supplied with the medicine will state whether the medicine needs to be stored in a refrigerator. Local pharmacists can also give advice.

There is restricted access to refrigerators holding medicines in the prep and senior medical rooms and boarding house. Medicines can be kept in a refrigerator containing food (in a clearly labelled airtight container) unless there is a constant need to refrigerate medicines that a pupil takes regularly, eg insulin, or if vaccines are stored; in these cases separate, sole use, refrigerators must be provided. The temperature of the medicine refrigerator will be between 2°C and 8°C and monitored daily when it is in use, and recorded. A maximum/minimum thermometer is recommended for this. In the event of the refrigerator breaking down, it is important to identify the fault quickly, otherwise medicines may be wasted. Medicines must be returned, and parents informed if this occurs. The refrigerator will be cleaned and defrosted regularly.

11 Disposal of Medicines

Staff will not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. If parents do not collect medicines, they will be taken to a local pharmacy for disposal. Some hospitals also have disposal containers for old medicines.

Protocol Written: September 2013

Person Responsible: School Nurse

Last Updated: 4th September 2023

The policy was last ratified by the Proprietorial Board on the 16th November 2022.

Next review: September 2024

Appendix 1: Administration of medication form.

These can be found on firefly, alternatively by contacting:

nurse@ipswichhighschool.co.uk

We encourage discussion around medication prior to completion of the form with the school nurse team.

Request for School to administer medication/record of medication given in school.

In order for the staff to administer the prescribed medicine, please complete and return this form to the School Nurse (Tel: 01473 201020)

Please provide in original labelled prescription box and in suitable quantities.

Ipswich High School

Details of Pupil:

Name.....

Date of Birth.....

Form.....

Illness/medical condition.....

Name of medication.....

Dosage.....

Timing.....

Length of treatment/next review date

Precautions.....

Expiry date

Side Effects.....

In accordance with school guidelines, please administer the medication as detailed above

Signed.....

Date.....

Date	Time	Medication	Dose given	Any reactions	Signature